

MoneyWorks®

Seriously Good Accounting Software

User Guide

For Windows and Apple Macintosh



FOR USERS OF:



MoneyWorks® Gold



MoneyWorks® Cashbook



MoneyWorks® Express

www.moneyworks.net.nz

MoneyWorks User Guide

14th Edition for MoneyWorks 8

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Welcome to MoneyWorks

Welcome to MoneyWorks, the integrated Accounting system for small (and not so small) business. MoneyWorks is designed to:

- Keep a record of all your business transactions: Using the enquiry and reporting facilities, this will give you better control of your business than is possible with a manual system;
- Keep track of your GST and/or Sales Tax commitments: Every time a transaction is entered into MoneyWorks these are automatically accounted for. This is much more cost efficient and accurate than using manual methods;
- Be easy to use: You don't have to be a computer guru or accountant to use MoneyWorks. It operates in a simple and intuitive fashion, and provides all the power and functionality that a small business could require.

Using MoneyWorks you will:

- Spend less time administering your accounts and more on making your business work;
- Have better information to help manage your business;
- Reduce your accountant's fees—instead of providing them with your cheque books and bank statements, you can just print a few reports from MoneyWorks (or provide a complete set of your accounts electronically).

It's a big manual...

We've taken a lot of trouble to provide you with a comprehensive and easy-to-read manual. But that doesn't mean that we expect you to read it all—in fact we would be surprised if anyone has read through it, fascinating as it is! Use the manual to help you get started, and as a reference tool.

Getting started

To get started on MoneyWorks, follow these simple steps:

- **Download and install the MoneyWorks software** on your hard disk. This is explained later in this chapter, so read on.

- If you are a first time user, **work through the Tutorial**—this will give you a good grounding in how to use MoneyWorks (that's what it's for). The tutorial is supplied as separate documentation, and can be accessed from the Help menu in MoneyWorks.
- **Create your own set of accounts** as explained in [Getting Started](#). You may wish to use one of the sets that comes with MoneyWorks as a starting point.

Using This Guide

The MoneyWorks User Guide is divided into chapters that correspond to the main functional areas of MoneyWorks, for example Debtors, Cash Transactions, Entry Windows. To find information on a specific topic, use the Index or the Table of Contents.

New features and changes made to MoneyWorks 8 since MoneyWorks 7 are highlighted in this document in the same manner as this paragraph.

Note: The first sections of this manual covers aspects that are common to all MoneyWorks products (MoneyWorks Cashbook, Express, Gold/Datacentre). Subsequent sections cover the additional features of MoneyWorks Gold (although Express users may need to refer to the sections on Analysis Reports, Forms Design and Importing/Exporting).

Conventions used in this Guide

Cross reference links are generally of the form "[Privileges & Multi-user](#)". Clicking on the link will take you to the section.

Button names, field names and command names are shown with each word italicised, as in "click the *Info* button".

Instructions which involve the use of a menu are given as "Choose Edit>Copy", where Copy is a command which is under the Edit menu. For hierarchical menus the instructions are given in the form "Choose File>New>New Report", where "New Report" is a hierarchical menu in "New item of the "File" menu.

In examples, text that you type is shown inside double quotation marks ("like this"). Don't type the quotation marks.

Differences within the MoneyWorks product range

Not all parts of this manual are applicable to all members of the MoneyWorks product range. In this situation, this is clearly indicated, e.g.

Not Cashbook—indicates the feature is not available for MoneyWorks Cashbook (but will be for Express and Gold);

Gold Only—indicates the feature is only available in MoneyWorks Gold/Datacentre.

Differences in Operation under MacOS and Windows

MoneyWorks 8 operates on both Mac OS X 10.7 or later, and Windows 7 or later. In this manual platform-specific issues are always indicated by the name of the platform (e.g. “Windows Only” or “Mac Only”).

Keyboard shortcuts for menus and buttons are invoked slightly differently for both platforms. The convention used in this manual is to show the Windows keystroke first then the Mac keystroke, for example “press Ctrl-K/⌘-K”. In this case K is the key that you press to invoke the command while holding down the Ctrl key if you were using Windows, or while holding down the Command key if you are using a Mac. Macintosh users should be careful not to confuse the use of “Ctrl” here with the *control* key on their keyboards.

Some of the interface elements also differ across platforms. In particular on Windows you can tab into controls such as radio buttons (and with recent OS releases, you can now do the same on the Mac).

There are two “enter” keys on most Windows keyboards, one on the main part of the keyboard (this is called the “return” key on the Macintosh), and the other on the numeric keypad. In transaction entry on MoneyWorks these two keys have different functions. Where it is necessary to differentiate them we have referred to them as “↵/return”, meaning the enter key on the main part of the keyboard, and “keypad enter”, meaning the enter key on the numeric keypad. If you have a Windows notebook with only one enter key, you should reconfigure your keyboard for MoneyWorks in the MoneyWorks Preferences — see [Keys](#).

Newer MacBook Pros lack an Enter key—use Function-Return instead.

UK Mac Users: You might be struggling to find the *option* key on your keyboard. For inscrutable reasons, Apple have labelled it *alt* on UK keyboards (and possibly on European ones as well).

If You have Problems

We have taken great care to make the software and manual as easy to use as possible. However it may be that in operating MoneyWorks you require additional help. There are several sources available.

On-Line Help

The complete manual is available as searchable on-line help by right-clicking on an object and choosing *Help*, or by choosing *Help on This* from the Help menu. Windows users can also press F1. Note that, as this is on-line help, an internet connection is required.

This manual is also available as a pdf by choosing *PDF Manual* in the Help menu¹. Note that the manual is not installed by default, but will offer to install the first time you use it. On Windows you need to have Adobe Acrobat Reader or some other PDF reader installed.

- **Windows:** If you are in doubt as to the purpose of a particular button, command or field hold the mouse over the object and a brief description will be displayed in the bottom of the MoneyWorks application window. More on-line help is available by pressing F1.
- **Macintosh:** If you are in doubt as to the purpose of a particular button, hold down the command key and hover the mouse over the object—after a few seconds a tool tip will be displayed with information about the item. More on-line help is available by right-clicking and choosing *Help*.

User Forum: There is an active MoneyWorks user forum, where you can post (and answer) questions and share the expertise and experience of other MoneyWorks users. You can access this directly by choosing Help>Community.

Help Line: Cognito and its distributors provide a Help Line service for registered MoneyWorks users. Use this service if you are having problems setting up or operating MoneyWorks—it does not provide accounting assistance. The

service is not available in all countries. For more details go to <http://www.cognito.co.nz/support/help.php>.

To expedite service, you should have MoneyWorks running on your computer when you make the call. You should state the product you are using (MoneyWorks Cashbook, Express or Gold), the platform (Windows or Macintosh), and give an outline of the problem you are having. You may be asked for the version being used (available in the About MoneyWorks menu item in the Help menu on Windows, or the MoneyWorks menu on Mac). North American and Australian callers should provide their credit card details first.

Consulting Help

There are a number of MoneyWorks consultants who can help if you have problems. The cost varies from consultant to consultant. A list is available at <http://www.cognito.co.nz/support/people.php>.

Installing MoneyWorks

When you purchase MoneyWorks you will be sent an email with your serial number on it and a download link. If you need to reinstall later, you can request a new installer from <http://www.cognito.co.nz/download.php> — once installed, the downloaded copy will activate when you enter your serial number. Make sure you request the correct version, as a MoneyWorks 7 serial number will not activate a MoneyWorks Gold 8, and nor will a MoneyWorks Cashbook serial activate a Gold.

Installation is platform dependent, and requires at least 30MB of free disk space.

After installation it is important not to move MoneyWorks from the installed location, as the Internet Software Update system requires the application to be just where the installer puts it.

Windows Installation

The MoneyWorks installer will create a folder called *MoneyWorks Gold* (or *MoneyWorks Express* or *MoneyWorks Cashbook*, depending on your product) onto your computer, with the program and support files in it. By default this will be in the *C:\Program Files* directory.

1. **Double-click the downloaded *Install MoneyWorks xxx.exe* file (where *xxx* is *Gold*, *Express*, or *Cashbook*, depending on the product you are installing).**

The MoneyWorks install window will open.

2. **Follow the instructions on the screen**

When installation is completed, a shortcut is installed in the Start>Programs menu, allowing easy access to MoneyWorks from the *Start* menu.

Macintosh Installation

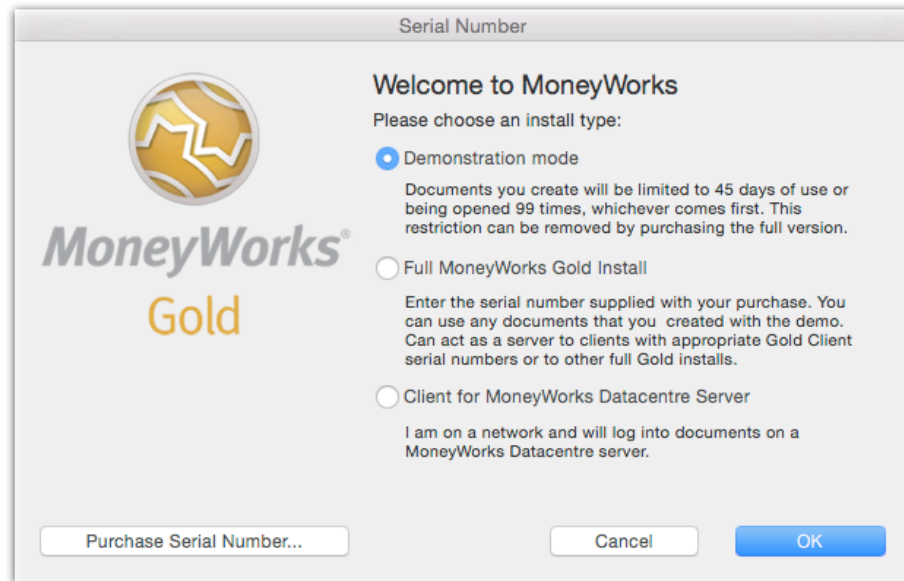
MoneyWorks will be installed in the */Applications* folder.

1. **Double click the downloaded MoneyWorks Installer package and follow the steps displayed on your screen**

When installation is completed, you can start MoneyWorks from your Applications folder.

The First Time you Run MoneyWorks

The first time you start MoneyWorks you will be prompted for your name and serial number.



Demonstration Mode: If you are using a demo or trial version of MoneyWorks, select Demonstration Mode. Any new MoneyWorks file that you create will be usable for 45 days or 99 opens (whichever comes first), after which time you will need a full version to access it. The sample Acme file (used for the tutorial) can be used indefinitely, allowing you to thoroughly explore MoneyWorks.

Full version of MoneyWorks (Gold, Express or Cashbook): Select this if you are installing a full version of MoneyWorks. If you have not yet purchased a serial number, click the Purchase Serial Number button for an on-line purchase.

When a full version is selected, fields will be exposed for you to enter your name (or company name) and serial number.

These must be completed before you can proceed. Note the serial number is in the form XXX-nnnnn-nnnnn, and must be entered exactly as provided!

Client for MoneyWorks Datacentre Server: Use this if you are a Datacentre client. Datacentre clients do not require a serial number, as this is maintained on the server.

Registering your copy of MoneyWorks

If you have purchased a full version of MoneyWorks it is important that you register it—you will in fact be prompted to do this. If you don't register your copy of MoneyWorks, and lose your serial number (and you will be surprised how often this happens), you will need to purchase another².

When you register on-line, you can also provide your accountant's details. A special MoneyWorks licence will be made available to them so they can support you better should the need arise. Accountant's versions are only available for registered users.

Registration involves giving us your contact details so we can keep you informed of new developments in MoneyWorks, training courses and so forth. Registering on-line is quick and easy.

If it is not convenient to register at this point, you can do it later by choosing *Register on line* from the Help menu.

Note: If you change your address, email, phone number or other details, you can re-register MoneyWorks by choosing *Register on line* from the Help menu.

MoneyWorks Updates

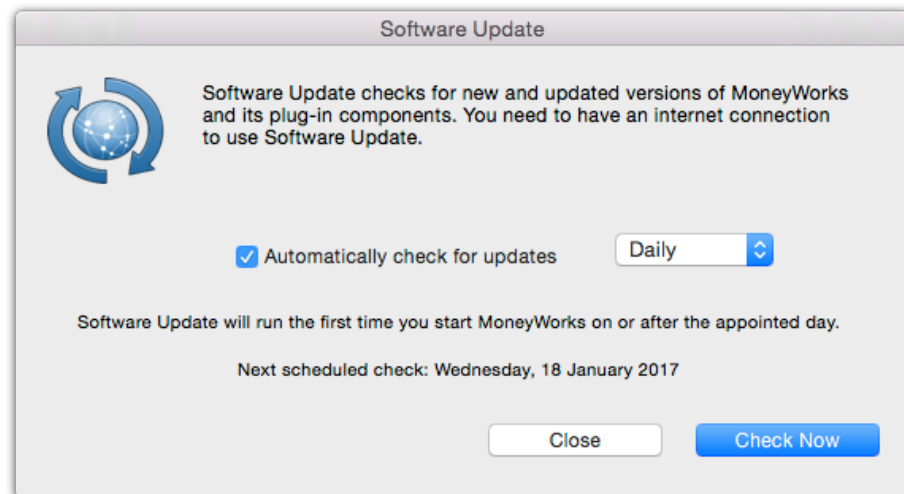
From time to time updates to your MoneyWorks program or some of its components (such as reports and forms) will be made available. It is important that you are using an up-to-date version, and when you install MoneyWorks you will be prompted to check.

Note: If you are a client to a MoneyWorks Datacentre Server, you will be updated automatically from the Datacentre Server itself. It is important that you don't update separately because, in general, the Datacentre Server and the Gold client must be using the same version.

You can set MoneyWorks to automatically check for, download and install these updates. To do this:

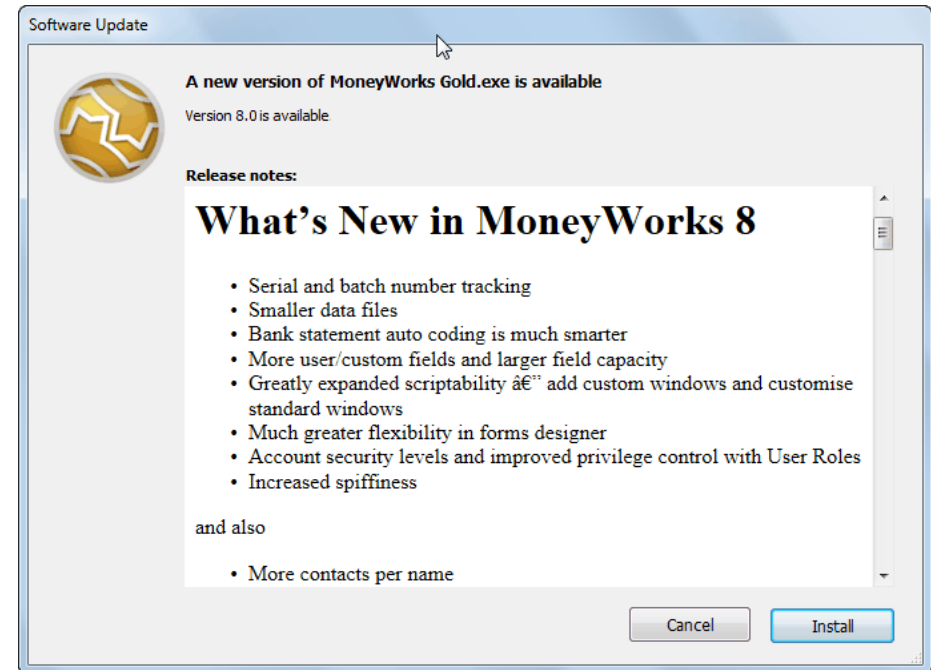
1. Choose Software Updates from the Help menu

The software updates window will be displayed.



2. Click *Check Now*

MoneyWorks will check the Cognito web site for any updates, and list any that are found:



To see a brief summary of what is in the update, click on it—the summary will appear in the Details section at the bottom of the window.

3. Choose the items that you want to download and install by setting the check box next to it, and click the *Install* button

The items will be downloaded and installed. If you are downloading an update to MoneyWorks itself, MoneyWorks will need to restart.

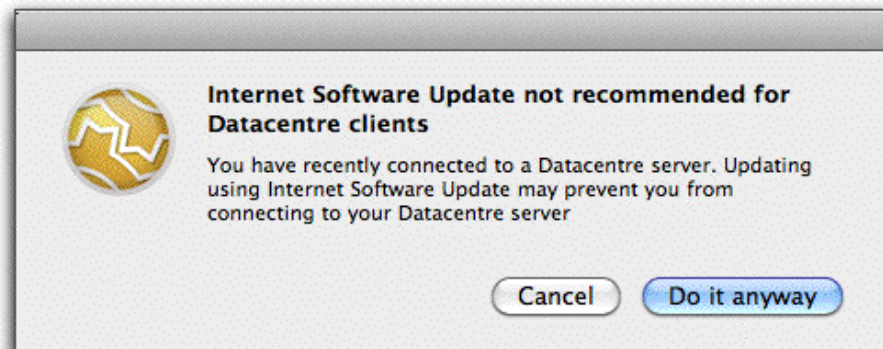
Automatically Check for Updates

To have MoneyWorks automatically prompt you to check for updates, set the *Automatically Check for Updates* option, and the frequency (daily, or weekly) that you would like to check.

Note: Checking for software updates requires an internet connection.

Note: Firewall settings or proxy servers may block MoneyWorks from checking for updates. If MoneyWorks consistently reports that it cannot contact the Update server, you should check with your IT support person.

Note: If you have recently Connected to a Datacentre, you will get a warning if you attempt a software update.



Datacentre users should not use Software Updates—they risk being on a different version to the Datacentre server, and not being able to connect. Instead the Datacentre itself must be updated, and this will automatically deploy the updates.

¹ The manual is not automatically installed, but will be downloaded the first time you use it. ↩

² If you register, we can tell you what your serial number is in the event that it is lost. If you don't register, we won't know what it is. ↩

Getting Started

This chapter covers how to set up MoneyWorks, and, at fourteen pages of riveting prose, is somewhat longer than we would really like. Don't be fooled by this: setting up is not necessarily difficult. We've tried to cover every contingency and possibility, and for the more accounting-inclined, talk about the underlying philosophy as well. If you are just the average punter (especially if you are a Cashbook user), you can probably ignore most of this.

But nor do we want to lull you into a false sense of security. It is important to get the setup as correct as possible. Mistakes made here can come back to haunt you later—get the starting bank balance wrong for example, and your bank reconciliations will be a little tricky¹.

Of course if you are starting a new company the setup is much easier: there is no “baggage” that needs to be recorded; no historic balances or outstanding transactions. However most people are not in that situation.

So before you start, it is important that you are well organised. In particular, you need to have the correct information available. For Cashbook users this is normally just a bank statement or two; for others you ought to also have the details of any outstanding transactions (these are explained a bit later on).

Tip: If you are new to MoneyWorks and haven't done so already, work through the Tutorial before you attempt to set up. That way you will be able to find your way about in MoneyWorks, create transactions and so forth. Consider this more of an edict than a tip.

Tip: If you are setting up your file based on an existing MoneyWorks one, use the [Save a Clone as](#) command.

Quick Start

If you are using MoneyWorks Cashbook, or are in a hurry, here's an outline of what you need to do, and where in the manual you'll find how to do it:

1. Create a new file

This is just a common or garden file that sits on your computer and which stores all the information that you have entered into MoneyWorks. You should give it a sensible name, and make sure it is in a sensible location (because you will want to back it up every so often!). Creating a file is discussed in the aptly named [Creating Your New File](#).

2. Set your financial/fiscal year

You need to tell Moneyworks when your financial/fiscal year starts—this is normally your tax year (although for personal accounts you might prefer a calendar year). It is important to get this right as it cannot be changed easily later. This is discussed in [Periods](#).

3. Optionally choose your chart of accounts

A chart of accounts is just a coding structure for allocating your income, expenses etc. MoneyWorks comes with a number of [account templates](#) from which you can choose, or you can [create your own](#). If you choose one of the pre-supplied templates, you can of course modify it later.

4. Enter your opening bank balances

These are taken off your bank statement(s), and can be entered as part of the setup process (see [Bank Balances](#)).

5. Enter outstanding historic transactions

If you are using Express or Gold, you should really enter any historic transactions that are still outstanding (and this is where things can start to get a bit tricky). By “outstanding” we mean invoices that are not yet paid, and cheques that have been issued but not yet presented (see [Accounting for Unpresented Items](#) and [Entering Opening Payables & Receivables](#)). It is better to enter these at the outset, otherwise they will suddenly appear on your bank statement in the future, and you won’t know what they are for.

6. Enter your opening stock

If you are running an inventory system, you will need to [enter your opening stock on hand](#).

7. Enter your opening balance sheet

If you want a complete set of accounts (and most businesses do, because (a) it is a legal requirement, and (b) you need to know this stuff if you are to run a successful business), you should also enter in the current balances for your existing chart of accounts (the faint hearted can defer this and leave it to their accountant to do later if they want). This is covered in [Entering your Balance Sheet](#).

8. Check the Tax Table

The tax rates you use might be different from the ones that we supply. See [Check Your Tax Rates](#)

And that’s basically all there is to it. It’s not hard, but because this is the probably the first time you have done it, it is not necessarily easy either. Just be careful and be methodical, and if it all gets too much, you can always get a MoneyWorks consultant or your accountant to give you a hand.

Setup Information Required

To start MoneyWorks successfully you will require the following:

A start date: The *Start Date* is the date from which you will be entering all information into MoneyWorks. It is convenient (but not necessary) if this is the start of a financial year, so that you can use the financial statements that your accountant has prepared as a starting point. If you are setting up MoneyWorks shortly after the start of a financial year you might set the start date as the beginning of the year and back-enter transactions.

You don't need to have a full balance sheet available to start MoneyWorks. You can start with the cash book and/or payables and receivables, and enter in the balance sheet at a later time if you wish.

Bank balance: You will need to have the opening balance as at the *Start Date* for each bank account. These are taken directly off the bank statements.

In addition, you will need to create a list of all unpresented items (i.e. cheques and deposits that you have made before the start date but which appear on the bank statement after the start date). As these transactions straddle the start date, they need to be specially handled.

Outstanding payables, receivables: You will need to list all invoices that you have sent out or received that have not been paid as at the start date. Like the unpresented cheques, these straddle the start date, and hence need to be handled differently.

Inventory: If you are intending to run a stock control system you will need to do a stock take so that the correct stock values are available. You will also need to have the cost price of the items available so that MoneyWorks can correctly calculate your margins and cost of goods.

Chart of Accounts: You will also need a chart of accounts. This is basically a set of codes against which you can categorise income, expenditure and other transactions. MoneyWorks comes with several account templates that you can use, or you or your accountant may already have one.

Before you start have a clear idea of what you want to achieve. Work out a suitable chart of accounts, and keep it as simple as possible. Ask your accountant if necessary. Systematically collect the required information in a form suitable for entering into the computer.

Setup Definitions

For clarity, the following definitions will be used in this chapter.

Start Date: The first day of operation of your accounting system.

Close-Off Date: The day immediately prior to the *Start Date*. This is the last day of use of whatever other accounting system you used, and the balances from this will need to be transferred into your MoneyWorks document.

Start Period: The period (month) in which you want to start entering information. The *Start Date* will be the first day of this period.

Setup Period: The period (month) immediately prior to the *Start Period*. The *Close-Off Date* will be the last day of this period. This period will only contain transactions that establish your opening balance. The balances at the end of the *Setup Period* (the closing balances) will be the same as those at the beginning of the *Start Period* (the opening balances).

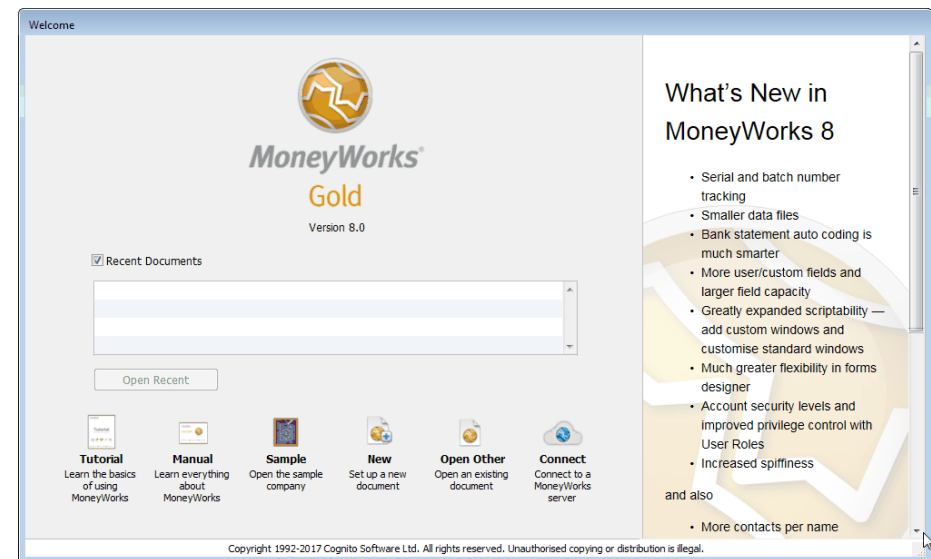
Creating Your New File

The information about your company, its transactions, balances, budgets etc. are all held in a single document or file. Although in principle you can put this file anywhere on your hard drive, we recommend that you keep it somewhere that is easy to backup (the *My Documents* folder in Windows for example).

To create a new document:

1. **Start MoneyWorks by double clicking on the MoneyWorks application icon (Mac) or (on Windows) by choosing MoneyWorks from the Start menu**

MoneyWorks will start and the MoneyWorks Welcome window will be displayed (depending on your version, it may differ from the one below).



This lists recently opened MoneyWorks files, giving you easy access to all your account files. If you have done the Tutorial, you will see the Acme file listed (if you haven't, we strongly recommend that you click the *Sample* button and do it now). The *Open* buttons are used to open an existing document.

2. Click the *New* Button

The standard File Creation dialog box is displayed. You use this to indicate where you want the file placed on your hard drive, and what to call it. If you are not familiar with how this operates, see your Windows or Macintosh User Guide.

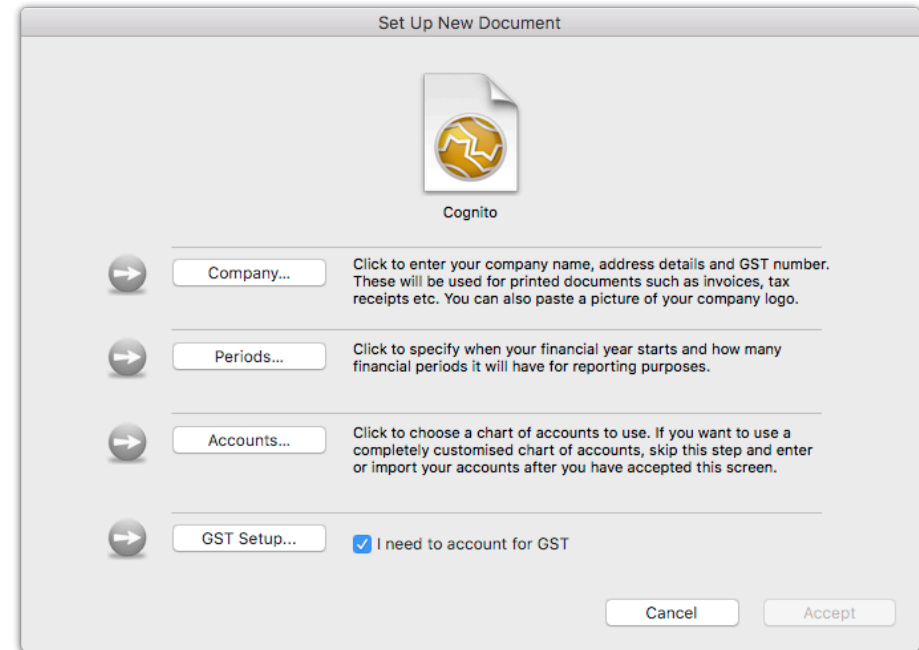
3. Type the name of the new document into the File Creation dialog, and select where you want it stored on the disk

Your “Documents” folder (or a folder inside it) is a good place. You should not place your document in the same folder as the MoneyWorks application—instead keep it somewhere where it will be easy to backup.

4. Click the *Save* button to create the document

The document will be created in the indicated location and with the given name. This may take a second or two.

The MoneyWorks setup screen will be displayed.



Setup Information

There is certain key information that is required before you can start using MoneyWorks. The *Set Up New Document* window enables you to enter this quickly and easily by simply clicking on each button (in any order). Each part is ticked as you complete it.

Company Information

This is the name and contact details of yourself or your company.

Enter the information into the appropriate fields in the window. Do not worry if not all the information is to hand, as you can change it later.

Note: The Tax Information varies from country to country; this is where you record your GST, ABN, IRS, PST, VAT, Sales Tax numbers.

The [Logo](#) button is used to paste in your company logo.

Periods

MoneyWorks needs to know about your accounting (financial/fiscal) year, which varies from country to country (e.g. for most Australian businesses, it runs from 1st July to 30th June; in New Zealand it is usually from 1st April to 31st March).

The year is broken into periods. You normally have 12 periods in your financial year, each one corresponding to a calendar month. However MoneyWorks lets you have anywhere from two to fifteen periods.

Note: If you are unsure of the details of your financial year, please talk to your accountant. It is essential to get this information correct at the outset—it cannot be altered after the setup.

To enter details of your financial year and periods

1. Click the *Periods* button

The Financial Year window will open

2. Choose the start-end month range for your financial year from the *Financial Year* pop-up menu

3. Choose the year in which you first want to start using MoneyWorks from the *Start in* pop-up menu.

The first period in the nominated financial year will be your *Start Period*. MoneyWorks will also open an additional period one month prior to this, which is your *Setup Period*.

Note: You can only open new periods into the future, not backwards. If you are entering historic data make sure your first open period is sufficiently old to take the earliest transactions.

4. Click the **OK** button to confirm your choice.

MoneyWorks will create a 12 month financial year starting in the nominated period. The *Start Period* and the *Setup Period* are made available for transaction entry. If the start period is near the current date, then MoneyWorks will open periods up to the current date for you as well. Otherwise you can open subsequent periods when you are ready using the Open/Close Period command.

Note, it is generally best NOT to open periods in advance of the current date.

If you are starting your accounts partway through a financial year, that's OK—you can just open the periods up to your start period once the setup is finished —see [Opening a New Period](#). If you require a more complex structure (e.g. a 13 period year), click the *More Options* button (Gold only).

More Complex Financial Year

In Gold only, if you want a financial year with a different structure from normal, click *More Options* in the Financial Year window to display the following:

The **Financial Year** window is divided into several sections:

- Year Names:** A table with columns 'Year Number' and 'Name'. It lists Year 0 (2008), Year 1 (previous) (2009), Year 2 (current) (2010), and Year 3 (next) (2011).
- Period Names:** A table with columns 'Period No' and 'Name'. It lists Period 1 (Jan) through Period 12 (Dec).
- Financial Year:** Radio buttons for 'Twelve Calendar Months' (selected), 'Twelve Calendar Months plus End', and 'Other'. The 'Other' option has a dropdown set to '12' periods. Below is a 'Financial Year Starts:' dropdown set to 'Jan'.
- First period of operation:** A text box stating 'This should be the last month of the "previous" year (for opening balances)'. It includes a 'Period:' dropdown set to 'Dec' and an 'End Date:' text box containing '31/12/2009'.

At the bottom are buttons for 'Fewer Options', 'Cancel', and 'OK'.

In this window you can specify the number of periods you want in your financial year, the names of the periods (and year), and the *setup period*.

Twelve Calendar Months: Each calendar month is equivalent to one accounting period. This is the default setting.

Twelve Calendar Months plus End: An additional period is provided for end of year adjustments. This period ends on the same day as the 12th period in the financial year.

Other: Use the pop-up menu to specify the number of periods in your financial year. You can have any number from two to fifteen.

Financial year starts: Choose the first period of the financial year. This automatically relabels the period names for you.

First Period of operation: Choose the first period of operation (the *Setup Period*) for your accounts—this can be different to the start of your financial year.

End date: Specify the end date of your *Setup Period*.

Period Names: If you want to have period names different from those supplied, click on any period name in the period names list. You will then be able to overwrite the period name provided. Pressing tab will move you through the list. *Period 1* is the first period of your financial year.

Year Names: MoneyWorks has taken a guess at the year names you will want. If you want to change these click on a year name in the Year Names list—you will then be able to overwrite the name. Pressing tab will move you through the list. Remember that at this point, the current year is the year of your *setup period*.

If you want to return to the simple financial year setup, click *Fewer Options*—the guff you have entered here will be discarded.

Chart of Accounts

MoneyWorks comes pre-supplied with several charts of accounts that are suitable for different types of organisations. You can use one of these, or set up your own coding system. If you select one of the standard charts you will be able to fine tune it to your own requirements by adding and deleting account codes.

To choose your chart of accounts:

1. Click the **Accounts** button to display the available samples

Accounts QuickSetup

Choose the company type from the pop-up menu that best suits your business. Don't worry if you can't find an exact match—You can always add your own accounts, departments or categories later.

Localisation: Canada... BC

Company Type: General Business

This is a general chart of accounts suitable for a company that wishes to run a simple inventory system

Assets	Current Assets
1000	
1110	Chequing Account
1120	Unbanked
1130	Savings Account
1140	Petty Cash
1150	Credit Card
1300	Inventory on Hand
1400	Prepaids/Deposits

Print Cancel Use

The Localisation pop-up allows you to create a file which uses the location settings (including tax names) for a different country than your own. Some locations have different tax rates for different states/provinces. A separate “sub-locale” pop-up menu is provided for such locations for which MoneyWorks has separate tax tables.

2. If necessary, set the **Localisation** pop-up for the file's target country

The accounts for various types of organisation may be viewed by using the *Company Type* pop-up menu. The Minimal set, as shown in the diagram, should be used if you want to set up your own accounts from scratch—it consists of only the accounts that MoneyWorks requires.

3. Set the pop-up menu to your choice of accounts, and click the **Use** button

The accounts QuickSetup window will close.

You can click the Accounts button again to change your choice if required. Note however that you cannot change the chart of accounts in this manner once you click the *Accept* button in the Setup New Document window (although you can make changes to the accounts you chose).

Accounting for GST, VAT or Sales Tax

If you are not registered for GST, VAT, PST or Sales Tax², you will not want to have MoneyWorks keep track of GST for you. You should therefore turn off the option *I need to account for GST*.

If this option is off:

- The tax columns in the transaction entry will be hidden, and no GST will be accounted for when transactions are entered;
- You will be able to purge (i.e. delete) transactions that have not been processed in the GST report.

☒ I need to account for GST

Turn off this option if you are not registered for GST

You can turn the option on later if required in the Document Preferences —see [GST/VAT/Tax](#).

Note that even if this option is turned off, MoneyWorks will still create two GST control accounts. You cannot delete these accounts, and should not use them.

If you do account for GST

If, as is most common, you need to account for GST, you need to set up your GST details in Moneyworks. If you don't know some of the details, you can set this up or change it later —see [GST/VAT/Tax](#).

1. Click the **GST Setup** button to display the GST Settings window

Set the options as appropriate for your GST basis, specifically:

- If your GST is done on a payments or cash basis, set the *Payments Basis* option; if it is done on an invoice or accrual basis, set the *Invoice Basis* option;
- Set the GST Cycle to the frequency with which you make your GST/BAS return to the government;
- Set the *Next cycle ends on* date to your *Close-Off Date*. This is because it is advisable to run a special GST report once the setup has been completed to mark the setup transactions as having been processed for GST.

For a discussion on GST, —see [GST, VAT, Sales Tax & Tax Codes](#).

Accepting Your Setup

After specifying your company details, period structure, and selecting a chart of accounts, you can move onto the next phase of the setup. The *Accept* button will only be enabled if you set your financial year in step two of the setup. When a step is completed, it will be ticked.

To confirm your setup:

1. Click the **Accept** button in the **Setup New Document** window

The window will close, and a new window will be displayed into which you can enter your bank balances.

Once you have clicked the *Accept* button you will not be able to change the structure of your financial year, or choose a different set of accounts (you can of course modify the chart you have selected).

The Setup Account

The pre-supplied charts of accounts have a special account with an account code of SETUP. This account is intended to be used in setting up your opening balances.

The setup account will receive:

- opening receivable (debtor) and payable (creditor) balances;
- opening bank balances, and adjustments for unrepresented items;
- opening stock;
- opening GST adjustment.

The balance of these will be journalled out when the opening balance sheet is entered. Once the setup is complete, the SETUP account can be deleted (for information on how to delete an account —see [Deleting an Account](#)).

There is only one setup account supplied with the standard accounts. If your setup looks to be complicated, you might consider creating additional ones for each of receivables, payables, stock and GST (you can do this by simply duplicating the existing SETUP one, and call them SETUPR, SETUPP and SETUPS). The pre-supplied SETUP account is required by MoneyWorks for the automatic entry of the bank balances.

Bank Balances

A fundamental reason for running an accounting system is to look after your money. To do this accurately, the accounting system needs to know how much money is in each of your bank accounts. The Bank Balances screen, which is displayed when you click the *Accept* button, lets you enter this information.

	Account Code	Name	Opening Balance	O/D
☒ Use Acct	1110	Cheque Account		☐ O/D
☒ Use Acct	1130	Savings Account		☐ O/D
☒ Use Acct	1140	Petty Cash		☐ O/D
☐ Use Acct	1150	Other Bank Account		☐ O/D

The Bank Balances screen displays a list of all the bank accounts in your chosen chart of accounts. Some of these may not be relevant to you (for example, you may only have one bank account), and you may also want to change the names of the accounts.

If you don't want to set up your bank accounts at this point, click the *Skip* button—the MoneyWorks navigator will open and no opening bank balance journal transaction will be created. You will need to manually set up your bank accounts and their balances —see [Manually Entered Bank Balances](#).

Removing a bank account

To remove a bank account that you do not require:

1. Uncheck the *Use Acct* check box beside the appropriate account

You can turn on the check box again if required. Note you must have at least one bank account, so you will cannot uncheck the first check box.

Changing an account's name

To change the name of a bank account:

1. **Type the new name into the appropriate *Name* field**

Specifying opening balances

If you have a complete balance sheet (which includes the bank balances) available at setup time, you will not want to enter any opening balances at this point. Rather you will journal in your complete balance sheet —see [General Ledger Journals³](#).

If however you just want to get started, and (possibly) enter in the balance sheet at a later point, you can enter the opening balance for each bank account. If you do this MoneyWorks will automatically create a journal to establish the bank balance(s).

To enter the opening bank balance:

1. **Type the balance as at the end of the Close-Off Date (taken from your bank statement) into the appropriate Opening Balance field. If the account is overdrawn, set the O/D check box**

The journal that is created will be dated with the *Close-off Date* and will be in the *Setup Period* (or in your initial period if you used the *More Options* period button). It will be posted and will not appear on your bank reconciliations. The balancing account for the journal will be the *SETUP* account.

To confirm the bank details:

1. **Click the *OK* button.**

The Bank Balances window will close and the MoneyWorks Navigator will be displayed.

MoneyWorks will change the account names, delete any unwanted bank accounts, and (if appropriate) generate an opening journal so that your bank accounts are set up with the correct balances.

Clicking the *Skip* button will discard any entries you have made in the Bank Balances window and the Navigator will be displayed.

This completes the first stage of the setup. You can now start using MoneyWorks as a cashbook and a payables and receivables ledger. If you want to take your accounts through to full balance sheet, you will need to enter the opening balances (this can be done at a subsequent time).

You may also want to add or delete accounts at this stage —see [Creating a new Account](#).

Manually Entered Bank Balances

If you clicked the *Skip* button in the Bank Balances entry window, you will need to manually set up your bank accounts. To do this you should:

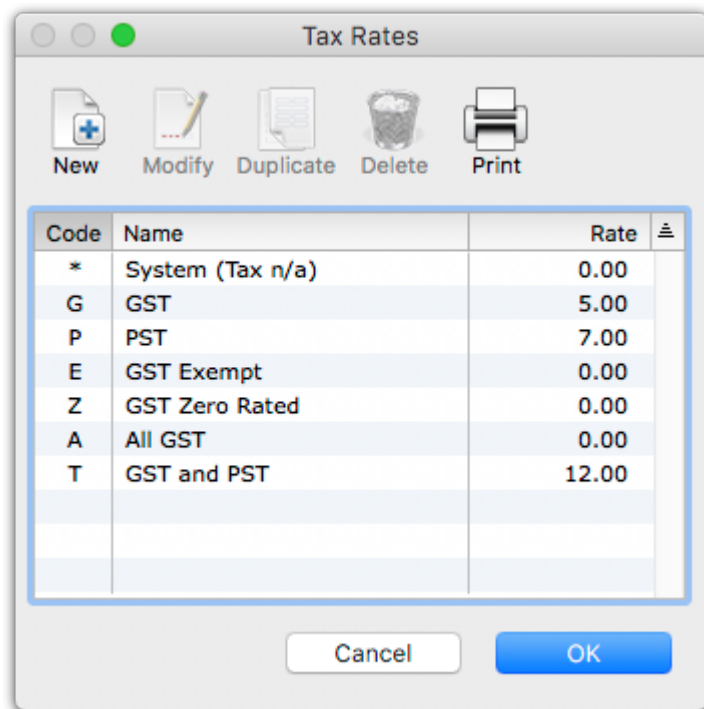
- Create any additional bank accounts that you may need —see [Bank Settings](#), or delete ones that are surplus to your requirements —see [Deleting an Account](#).
- Manually journal in your opening bank balances taken from your bank statement. To do this you need to create a journal —see [General Ledger Journals](#) and debit the bank accounts with their opening balances and credit a balancing account (probably just the setup or suspense account, but check with your accountant). If a bank account is overdrawn, it should be credited.
- Do a special bank reconciliation —see [Bank Reconciliation](#). This reconciles all the historic transactions that make up the opening balance, and hence will have a zero opening balance and a closing balance of whatever the actual bank balance was.

Check Your Tax Rates

As part of your setup, MoneyWorks will have created a tax table for you based on the VAT, GST or Sales Tax rates in your location. It is important that you check this—we do not supply tax rates for every location, and the rates in your location may have changed since your version of MoneyWorks was created.

To check your tax rates:

1. Display the Tax table by choosing Tax Rates from the Show menu



2. Double click a rate to modify it

For more information on tax tables, see [Tax Codes](#)

3. Click the **OK** button to save any changes made and close the Tax Rate window

Entering Outstanding Information

Unless your business is just starting, there will be transactions entered prior to the *Start Date* which do not get completed until after the *Close-off Date*. For example you may have received an invoice and not paid it until the end of the following month.

These incomplete transactions need to be handled specially. We are not interested in the detail of the transaction because it occurred prior to the *Start Date*. However we do need to record enough information so that details of its completion can be recorded (e.g. when you finally pay the unpaid invoice).

A few points to note on entering incomplete transactions:

- They will all be dated before your Start Date and will appear in your Setup Period
- MoneyWorks is not interested in the finer details of what the transaction was for, but only that it is not yet completed. Hence these transactions are not coded to income or expense accounts (this has presumably already been done outside MoneyWorks). We code all incomplete transactions to the *Setup* account.
- These transactions will all affect your balance sheet in some way
- The transactions should have the same GST, VAT or Sales Tax as the original

GST, VAT, Sales Tax and the Setup Account

It is important that taxes on the opening transactions are correctly handled. Normally you will have accounted for any such tax in your previous system, so you want to be careful not to double count it. However if someone doesn't pay one of the outstanding invoices, you will want to reclaim the tax.

Also, where you are reporting for GST or VAT on a payments/cash basis, MoneyWorks will look at the original invoice to determine the GST/VAT component of the payment. Hence it is important that the GST/VAT component of these is correctly stated.

For these reasons the Setup accounts should be always be setup to reflect the rate on the original transactions, and thus will have a “TAX” rate in North America, a “G” tax rate GST countries, and a “V” rate in VAT countries. You should check in the Accounts list —see [Modifying an Account](#) that the Setup account(s) match your local tax requirements.

The following sections should be used as a guide to entering your opening balances. Bear in mind that situations do vary, and this general “recipe” may not work for you. If in doubt ask your accountant.

Accounting for Unpresented Items

It is probable that some of the cheques that you wrote out prior to the *Start Date* are presented to the bank after the *Close-Off Date*. This may even be true for some deposits received by you if you are not in the habit of daily banking. You need to identify these transactions, and handle them specially.

Before you start, you should make a list of all unpresented cheques as at the *Start Date*. These are cheques that were written out before the *Start Date*, but were not presented (i.e. do not appear on your bank statement) until on or after the *Start Date*.

Enter each cheque as a cash payment as follows:

1. **Create a new Payment**
2. **Check that the bank account is set correctly, and enter the cheque number, date, and payee for the cheque**

This information should be on the cheque butt.
3. **Type “Unpresented item” in the description**
4. **Code the amount of the cheque to the Setup Account**
5. **Click the *Next* button to enter the next cheque, or *OK* for the last**

It is important to check your work. Make sure that the amount of the cheques entered into MoneyWorks is the same as the total of unpresented cheques on your list —use the [Sum Selection](#) command. Also make sure that they are all dated prior to your startup date, and appear in your *Setup Period*.

Entering Opening Payables & Receivables

This is required for MoneyWorks Express and MoneyWorks Gold only.

You need to enter any invoices that you sent or received prior to the MoneyWorks *Start Date*. You might have subsequently paid these, but the key thing is that they were outstanding on your *Start Date*.

As an example, assume that you are setting up MoneyWorks to start on April 1st. At the close of trading on March 31st, you would probably have some outstanding invoices—you might not yet have paid the phone account for February or a supplier for goods received in early March. Similarly some of your customers may not have paid you for goods or services provided, even though they were invoiced in March or earlier. It is these invoices, outstanding on the 31st March that constitute the opening balances for receivables (i.e. debtors—people who owe you money) and payables (i.e. creditors—people to whom you owe money).

These opening receivable and payable invoices need to be entered into MoneyWorks. Because they occurred prior to the period of interest, they need to be treated specially. The best way to handle these opening balances is to enter all of the outstanding invoices. These will go into the *Setup Period*, so that in the example above, they would be entered as March transactions.

Normally when you enter invoices you indicate what income or expense accounts will be affected by the invoice. However, for the opening invoices, these will be accounted for elsewhere. All we want is the total owing or owed for each invoice. Therefore we will code them to the *Setup* account (trust us, we do know what we are talking about!).

Entering Opening Receivables

Before you start to do this, you should ensure that you have copies of every invoice that was sent out prior to your startup date and which have not been paid at the startup date.

If you have a lot of opening invoices that are already in electronic format it may be possible to import them instead of having to rekey them. See [Exporting & Importing](#) for a discussion on importing.

To enter your Opening Receivables:

1. Create a new Sales Invoice

If you are unsure of how to create a new sales invoice, please work through the tutorial, or see [Entering Sales Invoices](#).

2. Type the customer code into the Debtor field and press tab

As this is the first time you have used this code, it will not be recognised so the choices list will be displayed —see [Entry and Validation where a Code is Required](#).

3. Click the *New* button to create a new Name entry for this debtor

The Debtor entry screen will be displayed.

Fill out the information in this screen —see [Creating a New Name](#). Most of the details will be on the invoice. You should have the name and address, and it is also useful to put in the phone and fax. When all the details are entered, click *OK*.

4. Type in the original invoice number

5. Enter the invoice date

The period menu should set itself to the *Setup Period*⁴.

6. Key in the customer order number if appropriate

7. In the Description field, type “Opening Balance”

This is for your reference only.

8. Type the total amount of the invoice into the Gross field and press tab to move to the account field in the first detail line

9. Type “SETUP” and press tab

SETUP is the code for the setup account. If you have created a special one for opening receivables, use that code.

The final entry should look something like this.

The screenshot shows the 'Sales Invoice' window. At the top, there are buttons for 'Sales Invoice', 'Reverse', 'Info', 'Fields', 'Add Note', 'Hold', 'Make Recurring', and 'Setup'. The 'Debtor' field is set to 'SMITH'. The 'Invoice #' is '1988'. The 'Period' is 'Jun:2010/11 ends 30/06/2010'. The 'Date' is '30/06/2010'. The 'Due Date' is '20/07/2010'. The 'To:' field is 'J Smith & Sons Ltd'. The 'Description' is 'Opening Balance'. The 'Amount' is '900.00'. The 'Analysis' field is empty. The 'Salesperson' field is empty. The 'User 1:' field is empty. The 'User 2:' field is empty. The 'User 3:' field is empty. The 'Colour' is 'None'. The 'Flag' is 'P'. Below the main fields, there is a table with columns: 'Account', 'Account Name', 'Description', 'Net', 'TC', 'GST', and 'Gross'. The first row is 'SETUP', 'Setup Account', 'Opening Balance', '800.00', 'G', '100.00', and '900.00'. The 'Total' row shows '800.00', '100.00', and '900.00'. At the bottom, there are buttons for 'Prev', 'Next', 'Cancel', and 'OK'.

Note: The SETUP account has been set up at the normal tax rate, and tax is automatically subtracted from the gross. If the invoice was taxed at a different rate, change the Tax Column to reflect that rate (for example if it had no tax, you will need to key the amount of the invoice into the Net column and set the tax code (TC) column to “E” (NZ, UK or Canada), “F” (Australia), “EXE” (USA) and so forth).

10. Click the *Next* button or press keypad-enter to enter the next invoice

Check your entries

It is important to check that you have entered all these invoices correctly. To check the amount, you should add up the total amount (tax inclusive) of all the invoices. You should then compare this amount against the total of the invoices in MoneyWorks. Use the [Sum Selection](#) command to do this.

Check the total in MoneyWorks against the manual total of the actual invoices. If they are not the same, you need to check your entries.

You also need to check that all the opening balance invoices occur in the *Setup Period*. If your *Start Date* is April 1st, all these transactions should be in the March period.

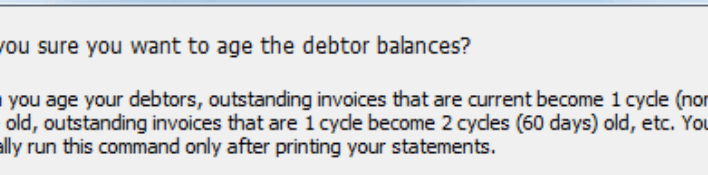
The simplest way to check this is just to “eyeball” the period column when the Sales Invoices list is displayed in the Transaction window.

Entering Aged Invoices

If you want to maintain the ageing of your receivables, then once all invoices were entered (and posted):

1. Choose Command>Age Debtor Balances

The Age Debtor Balances window will be displayed.



Age Debtor Balances

Are you sure you want to age the debtor balances?

When you age your debtors, outstanding invoices that are current become 1 cycle (normally 30 days) old, outstanding invoices that are 1 cycle become 2 cycles (60 days) old, etc. You will typically run this command only after printing your statements.

☒ Do not age invoices dated after: 31/01/2010

Debtors were last aged on <never>.

Don't Age Age

2. Turn on the *Do not age invoices entered after* option, and enter the cut-off date for the oldest invoices

For example, if you are starting in April, this will be three months prior, so enter 31 January.

3. Click *Age*

The posted invoices dated before the date will be aged one cycle. Ones dated after the date will not be affected.

4. Repeat steps 1-3 for the subsequent two months

Entering Opening Payables

Before you commence, you should make sure that you have a copy of every invoice that you had received prior to the *Start Date* but that was paid on or after the *Start Date*, or is still unpaid.

Entering your opening payables is analogous to entering your opening receivables, except that you enter them in as *Purchase Invoice* transactions. Thus an opening purchase invoice will look something like this:

[illegible]

Points to note:

1. You will need to enter the name and address details for each creditor (i.e. supplier or vendor) as the transaction is entered—this should be on the supplier's invoice.

2. The transaction date should be before the *Start Date*, and the period must be the *Setup Period*
3. The invoice is coded to the *Setup* account
4. In a GST/VAT environment, the tax amount on the entry should correspond to the tax amount on the original invoice (for pure sales tax, this is not important as the tax is not reclaimable)
5. You need to check the total of the invoices entered against the actual total
6. When you are satisfied that all is correct, you should Post the transactions

Entering your Opening Stock

If you intend to use the inventory system in MoneyWorks Gold, you will need to have done a stock take as at the close of trade on your *Close-Off Date*. You will then need to enter this, either by means of a Stock Journal or by using the MoneyWorks stocktake feature.

Using a Stock Creation Journal

Although you can specify the products as you create each line in the journal, it is a better idea to enter your products into MoneyWorks before you attempt the journal —see [Creating a New Item](#). Remember that the buy and sell prices that you enter will be those as at your *Start Date*.

The opening stock is entered through a [Stock Creation Journal](#). For ease of entry, limit the number of items in each stock journal to about 50.

1. Create a new journal and set its type to *Create*

This is used to “create” stock out of nothing.

2. Ensure the Date is set to the *Close-Off Date*

3. Set the Contra Account to SETUP

If you have created a special stock setup account, set it to that.

4. Type “Opening Stock” as the Description

5. For each product, enter the quantity on hand at your stock take, and its unit value

Each product code will take up one detail line

You should total up the value from your stock take and compare this with the total value of the stock creation journal(s). Note that these figures are GST exclusive. The stock quantities can be checked by printing off the stock list —see [Printing a Product List](#).

When you have checked that the stock is entered correctly, post the journal(s).

Using a MoneyWorks Stocktake

The MoneyWorks [Stocktake feature](#) allows you to enter just the quantities on hand in a list view. Points to note:

- The items will be brought into stock at the average unit value from the product record (or the last Buy Price, if there are no items in stock as in this case). You must ensure that this price is correct;
- The stock take date is the Close-Off Date;
- For the special case of setting up only, the stock adjustment account will be the inventory account (a current asset). Normally it will be an expense/cost of sales account.

The Setup GST Report

Note: This is not required for pure sales tax countries such as the USA.

If you have been entering opening balances as described in the previous sections, MoneyWorks will have been keeping track of your GST for you. However you will already have accounted for this GST elsewhere, so we need to clear it. We need therefore to do a special one-off GST report from MoneyWorks, and journal out this GST. Otherwise we are in danger of double counting it.

Note: You should do this GST report after all your opening transactions have been entered (the opening journal can if necessary be entered after).

1. Choose Reports>GST Report

The GST Report Setup window will be displayed. Check that it is reporting on the correct basis (payments or invoice), that the GST report date is set to the close-off date, and that the *Show Transactions* option is set.

2. Print the Report

You will be asked if you want to finalise it. Before you do this, check that all the transactions that appear on the report appear correct.

The only GST that should appear in the report is that for unrepresented items—all other transactions listed should have zero GST components. If you haven't claimed back this GST previously (which would be the normal case), you will need to manually adjust the results of your next report to account for it.

If there are any errors you should not finalise the report. Rather correct the transactions by entering adjustments —see [Cancel Transaction](#) and redo the GST report.

3. If the report appears correct, click *Finalise*

The transactions on the report will be tagged as having been processed for GST. They will not appear in future GST returns. We assume (of course) that the GST has been calculated for these in the previous system.

Note: If the *Close-Off Date* does not coincide with the end of your GST cycle, you will need to reset the *Next Cycle Ends On* date in the GST preferences to the date the next GST cycle ends after your *Start Date*.

Entering your Balance Sheet

The balance sheet is a list of all the assets and liabilities of the organisation, and will probably have been prepared by your accountant. Remember that the balance sheet that is required is as at the *Close-Off Date*, and constitutes the opening balance of your accounts for MoneyWorks. The balance sheet may not be available until some time after you have commenced using MoneyWorks.

Before you start entering the balance sheet, you should ensure that all the necessary accounts have been created in your chart of accounts. The balance sheet will have accounts on it that you don't normally use, such as "Issued & Paid Up Capital" to represent your share holding.

Some of the information (such as your opening receivables, payables, and bank balance) will have been already entered in the preceding steps. If this is the case, you should put these balances against the *Setup* account. This effectively cancels out the balances that were previously entered against the *Setup* account. When you have entered (and posted) the opening journal, the balance in the Setup account at the end of the setup period should be zero (make sure you check this).

To enter the balance sheet:

1. **Create a new journal transaction**
2. **Ensure the *General* tab is selected**

The journal will be a standard general ledger journal, not a stock journal.

3. **Ensure that the journal date is the same as the *Close-Off* date**

This will ensure that it is put into the *Setup Period*.

4. **The journal description should read “Opening Balances” or similar**
5. **For each entry in your balance sheet, create a detail line in the journal with the appropriate general ledger code, and the balance sheet amount debited or credited as appropriate**

Remember that any lines referring to balances that have already been entered (such as Accounts Payable and Accounts Receivable, and possibly Bank and Stock) will be put against the appropriate *Setup* account.

- If you have used the Bank Balances window (or a previous journal) to enter bank balances, use the SETUP account instead of the bank account.
- If you didn't use the Bank Balance window, debit the correct bank accounts with the balances. You must do a Bank Reconciliation to account for the opening transaction —see [Bank Reconciliation](#).
- The accounts payable from your balance sheet will be represented by a credit to the SETUP account (or the SETUPP account, if you used that for opening payables). If you entered your opening invoices as GSTable, you need to credit the SETUP account by the net amount, and the GSTPaid account by the GST amount.
- The accounts receivables from your balance sheet will be represented by a debit to the SETUP account (or the SETUPD account). If you entered your opening invoices as GSTable, you need to debit the SETUP account by the net amount, and the GSTRec account by the GST amount.
- The stock on your balance sheet will be represented by a debit to the SETUP account (or the SETUPS account).

When you have entered the last line, the debits and credits should balance.

6. When the journal is balanced, click **OK**

To debit or to credit: For non-accountants, it can be tricky to know whether to debit or credit an item. MoneyWorks normally takes care of this for you, but it cannot do so in journals. Here are some guidelines to help you decide for your opening journal:

- Current Assets (stock, receivables etc.) are normally entered as debits. Thus your bank account balance will be entered as a debit (unless you are overdrawn, in which case it will be a credit).
- Current Liabilities are entered as credits.
- Fixed Assets (computers, office equipment) are entered as debits.
- Term Liabilities (bank loans, mortgages) are entered as credits.
- Shareholders funds (share capital, retained earnings) are credits.

If you enter the journal the “wrong way round”, use the Reverse command in the Edit menu to reverse it (Windows users press Ctrl-Shift-V).

Checking the Journal: Once the journal is entered, you should check the balance sheet. The easiest way to do this is to print the [Balance Sheet report](#) as at the end of the *Setup Period*, and have the “Include Unposted” option set. This will treat the as yet unposted opening journal as if it had been posted.

Although the information in the report will probably be laid out differently, the actual values should be the same for each account. In particular the *Setup Account(s)* should have a zero balance.

When you are satisfied that the Journal is correct, you should post it.

Lock the Setup Period: As this will complete the setup process, you should close (or at least lock) the *Setup Period* —see [Closing a Period](#).

Removing the Setup Account

Once the setup is complete, you will no longer require the *Setup* account(s), and it should be removed. Before doing this you should check that it has a zero balance by using the *Account Enquiry*—see [Finding Account Balances](#).

Because the Setup account has transactions against it, it cannot just simply be deleted. Instead, MoneyWorks allows you to merge the account with another of the same type —see [Merging Accounts](#). We recommend that you create a

“Suspense Account” (if none exists), and merge the Setup account(s) with this by doing the following:

1. **Display the list of accounts by pressing Ctrl-1/⌘-1**
2. **Highlight the Setup account(s)**
3. **Choose Edit>Delete Account**

You will be prompted for an account code of the same type.

4. **Click on the account named “Suspense Account” in the list**
5. **Click *Merge***

The opening transactions will now refer to the suspense account instead of the Setup account. The Setup account record(s) will be removed.

¹ Something like an incorrect opening bank balance can be corrected later on, so is not a disaster. But better (and much easier) to get it right at the outset. ↩

² For simplicity, we will refer to VAT and Sales Tax as GST in the remainder of this chapter ↩

³ If you don’t use the bank balances screen to establish your bank balances, you will need to do a special bank reconciliation to clear any journalled amounts. ↩

⁴ If it doesn’t, check the period end date —see [Managing Financial Periods](#). ↩

Managing Your File

The information you enter into MoneyWorks for a company or entity is kept in a document (also known as a file). Since the document contains vital accounting information, it is important that it is managed properly and backed up regularly.

Opening Your Document

Open your document from the MoneyWorks Welcome screen by double-clicking it in the Recent Documents list, or by using the *Open Other* button. Alternatively double-click the document icon in the Finder (Mac) or Windows Explorer.

Note: If you are connecting to a MoneyWorks Datacentre Server or using the MoneyWorks Now cloud service, use the *Connect* instead of *Open Other*. See [Accessing a shared document](#)

Note: Unless the [Multiple Instance](#) MoneyWorks Preference is on you will only be able to open one MoneyWorks document at a time.

Note: MoneyWorks Gold can open any MoneyWorks Cashbook and Express files. However MoneyWorks Cashbook can open a MoneyWorks Gold (or Express) file only if no Gold (or Express) features, such as invoicing, have been used in the file. Similarly Express can open all Cashbook files, but only those Gold files which do not use Gold features (such as multi-currency, departments and inventory).

When you open your document, MoneyWorks makes a copy of it and works on the copy. It does this to protect your information. For example, if it has half-written a transaction to the document and there is a power cut, the integrity of the document would be destroyed. Because you are working on a copy, the original document will survive unscathed if there is a power cut or system failure¹.

When you open the document, MoneyWorks also checks the document for internal consistency to ensure that it has not been modified by some outside agency, disk or network error. If a consistency problem is found, you will not be able to open the document, but will need to revert to your latest backup.

Mac users

If you are using a Mac, your file *must* be kept on a Mac formatted hard disk. Non-Mac formatted disks, such as Linux or Windows drives, are not supported.

Disk Space

When opening the document, MoneyWorks needs to make a temporary copy of it. The copy will be at least the same size as the original. Hence you will only be able to open your document if there is sufficient free disk space available, i.e. the amount of free disk space must be greater than the size of your document. If there isn't enough space you will be warned, and will need to clear some space on your disk by deleting old files before you can open your document.

Windows: Normally the temporary copy will not be visible in Windows Explorer because it is created in the Temp directory. However if your document is stored on a volume that does not have a Temp directory, the copy will be created in the same directory as the original document. So if you see a file named something like: "Accounts.temp.moneyworks". **Do not touch it!**

Saving Your Document

The file is automatically saved when you exit MoneyWorks, close the document using the Close document command, or shortly after the last user disconnects.

If you are the only user, you can force a save of your file, by using the [Save](#) command—this will safely update the original document with your changes. To remind you to save, you can set the automatic prompt in the [Saving Preferences](#) so that a regular reminder message is given.

To save your document:

1. Choose File>Save or press Ctrl-S/⌘-S

The document will be saved for you. Depending on the size of your document, this may take a few seconds.

The save command is not always available—it is disabled for example, if you are in the middle of entering a transaction or doing a bank reconciliation.

Note: If you are creating or modifying a custom report, an analysis report, or a form, the save command will save the report/form, and not the document.

Changing Documents

Unless the [Multiple Instance](#) MoneyWorks Preference is on, you will only be able to have one MoneyWorks document open at a time. If you are working on one document and wish to start using another, you need to first close your current document and then open the new one.

To close the current document:

1. Choose File>Close «Document Name»

The document will be closed and the MoneyWorks welcome screen will be displayed. Any changes made to the document are automatically saved when the document is closed.

To open the new document:

2. Choose File>Open or click the *Open* button on the Navigator

The standard File Open dialog box will be displayed. You will need to locate your file in this and open it in the normal manner.

To open a recently used document:

1. Choose File>Open Recent>«DocumentName»

or: Right Click on the **Welcome screen** and choose the document

Document Rollback or Revert

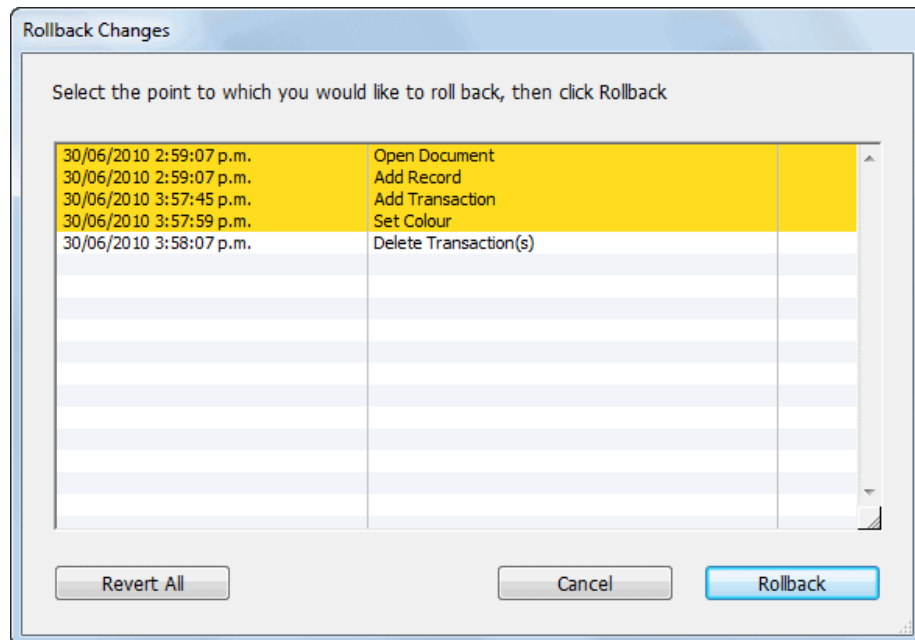
You can revert your document to the last saved version, or (if you have the [Enable Rollback and Crash Recovery](#) File Preference option set, restore it to a particular point in time since the last save. This is useful if you find you have made some catastrophic error, such as posting heaps of incorrect transactions or inadvertently deleting all your customers.

If you have a session file:

To rollback your file:

1. Choose File>Rollback “Document Name”

You will be presented with a list of changes made since you opened (or last saved) the document.



2. Click on the last change that you wish to be restored to your document

The changes after this will not be highlighted.

In the above example, we are restoring everything to as it was before we processed the creditor payments.

3. Click *Rollback*

Your document will be closed and re-opened, and the changes up to the nominated point restored. Changes after this are discarded.

Note: You can only Rollback once, so you need to “get it right” the first time.

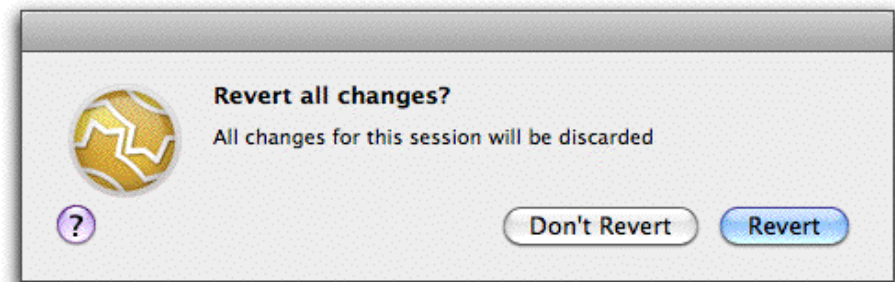
If you want to revert your document to how it was when you opened it (or last saved), click *Revert All*.

If you don't have Rollback enabled:

To revert your document:

1. Choose File>Revert “Document Name”

You will be asked for confirmation.



2. Click *Revert*

Your document will revert to how it was when you opened it or when you last saved it. Any changes you have made will be discarded.

Document File Size

As you work with your document, adding transactions, customers and so forth, the size of your document will increase. The size will be roughly determined by the amount of information stored in the document. Most MoneyWorks documents are less than fifty megabytes, but (if you have a lot of information), there is no reason why your document size can't expand to a couple of gigabytes or more².

There are two ways of restricting the size of your document:

Purging: Use the Purge feature in the period maintenance to remove transactions from old periods. The space taken by these old transactions will be used by new transactions, so your document size will not grow unduly until all the space used by the old transactions is reused — See [Purging a Period](#).

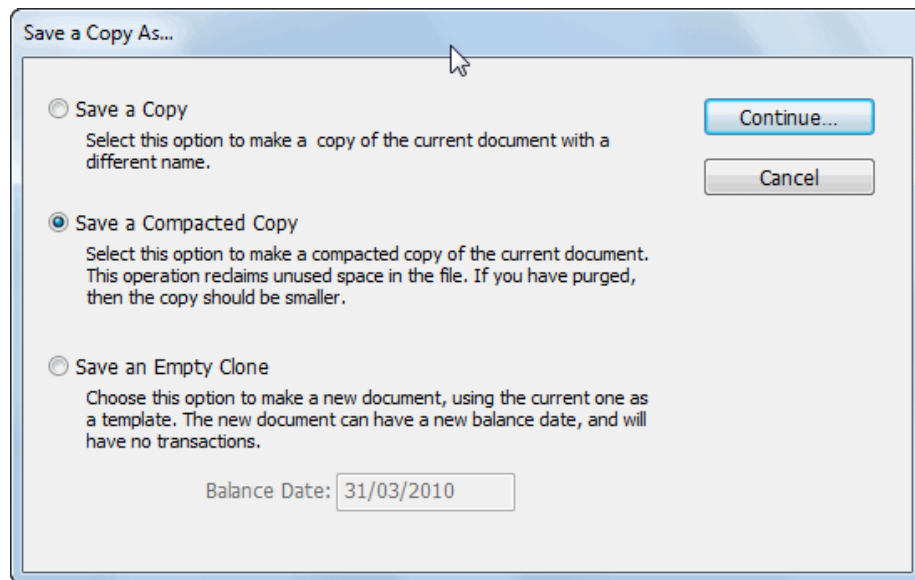
Unless your transaction volume is unusually large, you should not need to purge for several years.

Compacting: When you have purged you can release the space taken by the purged transactions and hence reduce the file size. This will make opening and saving faster.

To compact a file:

1. Choose File>Save a Copy As

The Save a Copy As window will be displayed.



2. Set the *Save a Compacted Copy* option and click Continue

The standard File Creation dialog box will open.

3. Type in the name of the compacted file and click *Save*

The name **must not** be the same as the current file.

A new, compacted file will be created with the new name—this may take some time. This operation is only worthwhile if you have purged a period or otherwise deleted a large number of records.

Protecting Your Document

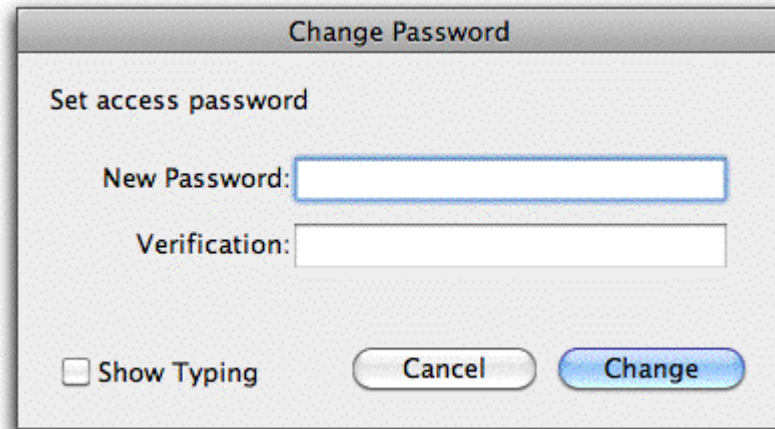
In MoneyWorks Cashbook and Express, you can protect the information in your document from casual prying eyes by giving the document a password.

Note: MoneyWorks Gold and Datacentre have extensive security options so that user access can be limited to specific functions (e.g. Salespeople can only put in orders). These users should refer to [Users and Privileges](#).

Creating a Password

1. Choose File>Security

The Change Password window will open



2. Type the new password for the document into the *New Password* field

Click the Show Typing check box if you want to be able to see what you are typing, otherwise the characters you type are not shown.

3. Repeat the new password in the *Verification* field

If the password you type in here is not identical to the one typed into the New Password field, the Change button will be dimmed.

4. Click *Change* to assign the password to your document

Note: Once you close the document, you will only be able to open it if you type in the password, so do not forget your password³.

Changing a Password

1. Choose File>Security

The Enter Password window will be displayed—you cannot alter passwords unless you know the Document password.

2. Enter your Document password and click *OK*

The Change Password window will open.

3. Enter the new password into the *New Password* and *Verification* fields

4. Click *Change*

Removing a Password

1. Choose File>Security

The Enter Password window will be displayed—you cannot remove passwords unless you know the Document password.

2. Enter your Document password and click *OK*

The Change Password window will open.

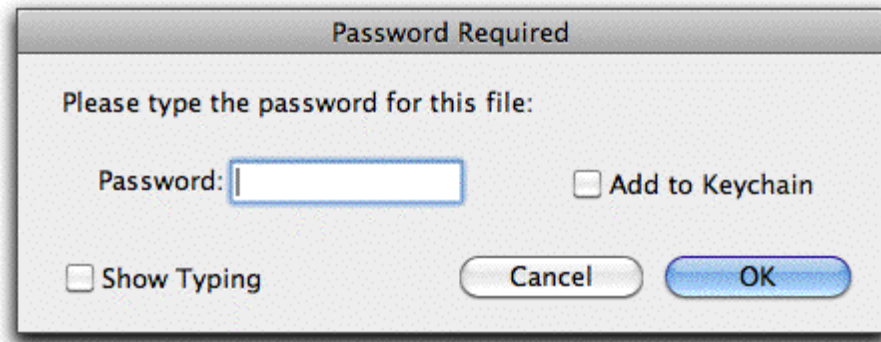
3. Click *Change* without entering a password

You will be warned that you are about to remove the password.

4. Click *OK*

Opening a Document with a Password

When you open a document which has a password, you must enter the password before the document will open (in Gold you will also have a User Name).



If the password is incorrect, an alert box follows. You will need to open the document again and re-enter the password. Note that, if you enter the Order Entry password, you will only get limited access.

Add to Keychain: For Mac only, if you set this option the Password will be added to your keychain. In future, if you have logged into your Mac using your keychain, you will not need to re-enter this password to gain access to your MoneyWorks document.

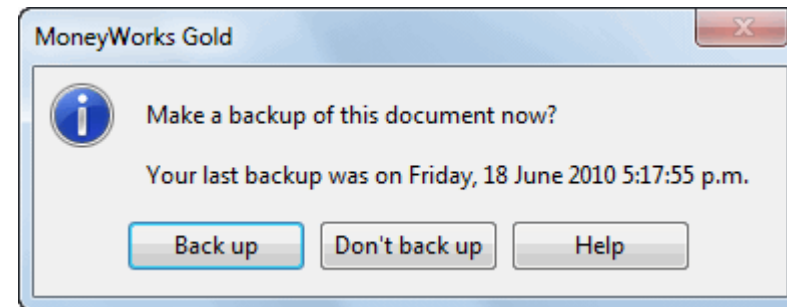
Show Typing: If set, your password will show as plain text.

Backing Up Your Document

Your MoneyWorks document contains vital information about your business, and for this reason it could be catastrophic if the file is lost or damaged. Hence it is essential that you back up the file regularly.

By backing up, we mean take a copy of the file off your computer and store it in a safe place. If your computer is stolen, gets submerged in a flood or is otherwise made inoperable you will at least have a reasonably up-to-date copy of your accounts (so you can still chase up those people who haven't paid their invoices).

Automatic Reminders: MoneyWorks can remind you to back up when you close your document—you can set the frequency of reminders to Daily, Weekly or Monthly in the *Saving Tab* of the *MoneyWorks Preferences*. See [Automatically Prompt for Backup](#).



1. Click **Back Up** to backup your document

The Standard File Save dialog will be displayed.

Creating a Backup Copy

MoneyWorks has inbuilt backup to compress your file and create a backup version. The resultant file is called an *mwgz* file, and has the suffix *.mwgz*. It can be read on both Windows and Mac computers.

1. Choose **File>Save a Backup as...**

If you have made any changes in your document, you will be prompted to save—the file must be current before you backup.

The Standard File Save dialog will be displayed. Use this to select where the backup copy should be saved, the format (with or without the Custom Plug-ins folder), and what name it will have. The name will default to that of your current document, with the date encoded in square brackets in the form [yymmdd].

The compressed file will be between one-fifth and one-third of the size of the original.

Note: The backup should normally be saved on a removable device (e.g. CD, zip disk) that can be taken off-site. There must be sufficient room on the device for the compressed backup copy—MoneyWorks will not split the file across multiple disks.

Note: Your *MoneyWorks Custom Plug-ins* folder (which contains your reports and forms) can also be backed up by choosing *Accounts Backup with Custom Plug-ins* from the *Format* pop-up (Mac) or the *Save as type* pop-up (Win) in the standard File Save dialog box.

Backup Strategy

We recommend that you take frequent backups, and always ensure that a recent backup is held off-site. Depending on the volume of transactions, you might want to take a backup every day, or at the end of every week. In either situation, you should have several backup disks that you rotate—you should never be backing up onto the same disk as you used last time.

When the backup disk fills up, you should delete the oldest backup on it. You can tell at a glance which is the oldest because MoneyWorks has helpfully dated the backup for you.

emailing a Backup File

You can email a backup copy of your MoneyWorks file by using the [Accountant's Export](#) command, and setting the *Email To* option. A backup copy will be created as an attachment to a new email in your Out box.

To Restore a Backup

To restore a backup copy made using the Backup command:

1. Choose File>Open

The standard file open dialog box will be displayed—use this to locate and open your file.

Note: Never open a MoneyWorks file directly from a USB flash drive, which are slow and prone to corruption. Always copy the file to the hard drive first.

Note: The restored file is automatically opened for you, unless you already have a document open (in which case close your current document and use the File>Open command to open it).

Note: The *MoneyWorks Custom Plug-ins* folder will also be restored if it was saved as part of the backup. This may overwrite the current one.

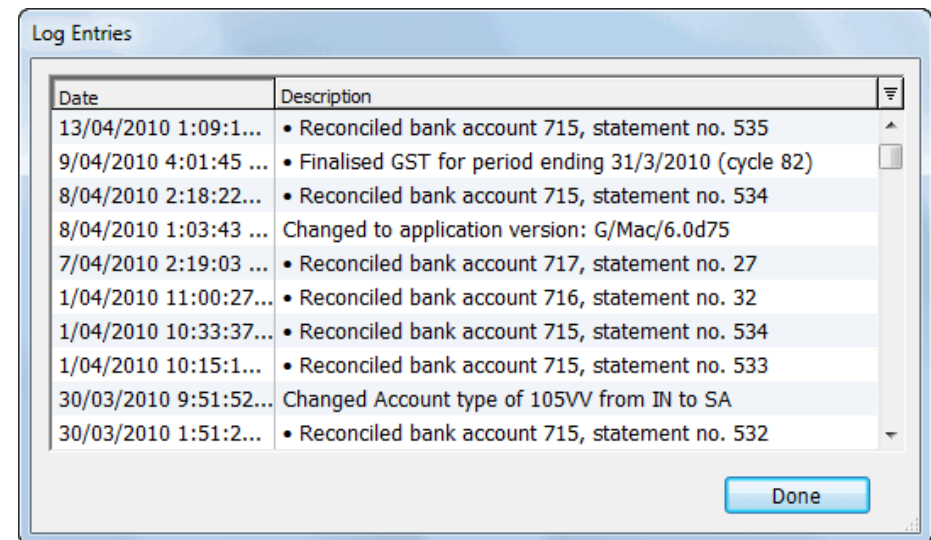
The Log File

MoneyWorks maintains an internal Log File that provides an audit trail of major events in the life of your document—this includes any structural changes made to your chart of accounts, as well as routine accounting operations performed (bank reconciliations, debtor aging, and GST finalisation).

To view the log file:

1. Choose Show>Log File

The log file will be displayed.



This is a normal MoneyWorks list, and can be sorted and printed⁴.

Adding a memo to the log file

You can add a short comment to the log file. Once added, the comment cannot be edited or removed (it is part of the audit trail).

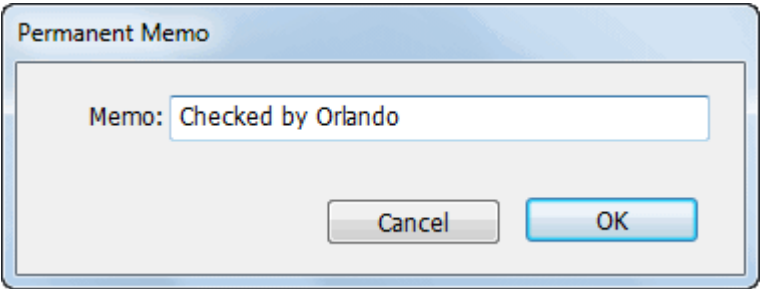
To add a comment to the Log file:

- 1. Hold down the option key (Mac) or the Ctrl key (Windows)

An Add... button will appear in the bottom left of the Log window

- 2. Click the Add... button

The Permanent Memo window will be displayed.



- 3. Type in your permanent memo, and click OK

The memo can be up to 25 characters long. If you need to make a longer entry, spread it over several memo entries.

Moving Your File to a Different Platform

MoneyWorks documents can be run on both Windows and Macintosh platforms without any file conversion. Similarly custom reports and forms can be moved between platforms. However you will need to make sure that MoneyWorks can recognise the file as being a MoneyWorks file.

The easiest way to move your document is to make a backup of it using the [Save a Backup As](#) command, then move the backup to the other computer. The backup file will be double-clickable provided you have installed a copy of MoneyWorks on that machine.

Note: When you move reports or forms between computers, make sure that they are put into the Reports or Forms folder in the *MoneyWorks Custom Plug-ins* folder of the destination machine. Scripts are platform dependent and cannot be moved.

Moving from Mac to Windows: You may need to add the appropriate Windows file extensions for the type of file you are transferring (see table). For example, a document called “My Accounts”, would need to be changed to “My Accounts.moneyworks”.

File	Extension
MoneyWorks Document file	.moneyworks
MoneyWorks Backup	.mwgz
Custom Report	.crep
Chain Report	.rchn
Analysis Report	.adf_
Invoice/Receipt Form	.invc
Statement	.stmt
Cheque/Remittance	.remt
Product Labels	.prod
Job Forms	.job_
Context-free form (e.g. GST Guide Form)	.rept
Import Map	.impo

Moving from Windows to Mac: The files you move will already have the Windows extension as part of the file name. Simply copy the files onto the Mac, start MoneyWorks and use the File>Open command to open the file. You will not be able to double click a Windows file until it has been saved from within MoneyWorks on the Mac.

Platform Issues: There are some basic differences between Macintosh and Windows that you need to be aware of in moving files between platforms.

- Any MoneyWorks preferences (Fonts, keyboard settings etc.) are machine specific and are not transferred with the document.
- Company Logos that are pasted into your MoneyWorks document may not be available if the document is moved to another platform. They will

however be preserved and re-appear if the document is moved back to the original platform.

- The same fonts are not always available on both platforms (indeed, the same fonts may not be available on different machines of the same platform). If the font of the same name cannot be found on the new computer, another font will be substituted. MoneyWorks maintains a font substitution table for the common fonts, so that Helvetica on the Mac for example will map to Arial on Windows.
- When fonts are substituted, the size of the characters will be different. This may mean that you have to resize your text elements in the form.
- Pictures and graphics that you have pasted into a form may be lost when you move the form to a different platform (depends on format).
- When you move a form or report from one platform to another you will need to reset the page layout for it.

Licencing Issues: Please remember that your copy of MoneyWorks is licenced to be used on only one machine, and hence cannot be loaded onto another.

Communicating with Your Accountant

Unless you are one of those people who do their entire accounting and statutory returns themselves, you will from time to time need to send information to your accountant. The easiest thing to do is to send them a backup copy of your MoneyWorks document—unfortunately this presupposes that they have MoneyWorks, and not all accountants have the necessary degree of enlightenment for this.

If your accountant just wants a report, you can simply print or email one directly. Typically they will be interested in the Trial Balance, Profit & Loss, and Debtors/Creditors reconciliation reports. They might also want a detailed breakdown of one or more accounts—use the Account Enquiry for this, printing out the movements from this screen, or, even better, highlight the required accounts in the Accounts list and click on the Ledger Report sidebar report.

Accountant's Export

You can also export your complete accounts in a format that is suitable for importing into the major accounting practice systems. To do this:

1. Choose File>Accountant's Export

The Accountant's Export settings window will open

2. Choose the file format to use

If your accountant uses MoneyWorks, choose the MoneyWorks file format to create a backup copy of your accounts.

3. Choose the period range

All posted transactions for the period range selected will be exported. This is not available for the MoneyWorks export option.

For Bank: If you just want to give your accountant details for a specific bank account, choose the account from the *For Bank* menu. Only posted transactions that used the nominated bank account will be exported. Note that some accountant's systems, unused to dealing with more sophisticated programs such as MoneyWorks, expect a separate file for each bank

account. If this is the case, it is not possible to transfer a lot of the information that is in MoneyWorks (such as your accounts receivable/payable).

Note: If you choose the *All Banks* option, MoneyWorks will export any invoices as if your accounts payable and receivable accounts were bank accounts.

4. Choose the Bank Account if just providing details for a single bank account

Use Accountant's Codes: If you have stored your accountant's codes in your chart of accounts, you can set the *Use Accountant's GL Codes* to export your accounts with their codes instead of yours. This option is only available if the accountant's code is set for all your accounts.

Send as Email: You can email the files directly to your accountant—MoneyWorks will make an email with the accountant's files attached, and put in your Out box ready for sending the next time you go on line (you will still need to address the email).

5. Set the Send as Email option if you want to email the files

6. Click *Continue*

You will be prompted for the file name and location. Make sure that you choose some sensible location for this on your hard drive so you can find the file again easily.

If you elected to email the file, your email program should appear with the newly created file as an attachment.

Dropbox Sharing

If you want multiple people to access your accounts simultaneously, you'll use a MoneyWorks Datacentre server.

But what if you just want a couple of people to have access to your accounts document from different computers but **not at the same time**? For example, you might want your accountant to be able to open your file and run off some reports when you're not using the accounts yourself.

You can achieve this simply and cost-effectively by keeping your accounts document in a shared Dropbox folder. Every time you save or close, the file will be mirrored to other computers that shared the folder. However, in this scenario, two people must not open the document at the same time. Otherwise you will end up with the dreaded Dropbox "(conflicted copy)" situation.

To help avoid this, MoneyWorks 8 will detect that a file is in a Dropbox shared folder and will create a semaphore file whenever you open it. This semaphore file will also be mirrored to other Dropbox users sharing the folder. If they try to open your accounts document while the semaphore file is present, MoneyWorks will know that the document is in use elsewhere and will prevent it from being simultaneously used elsewhere.

Once again, if you want bulletproof shared access, that is what MoneyWorks Datacentre or MoneyWorks Now are for.

Diagnostics

MoneyWorks takes great pains to preserve the integrity of your data. However from time to time the unexpected happens. If your document starts behaving oddly, check it out with the diagnostics.

1. Choose File>Diagnostics

The diagnostics window will open.

2. Click *Start* to start the diagnostics

The diagnostics will run—a summary is displayed as the diagnostics progress.

If there is a problem

If a fault is found, please contact Cognito Software technical support to ascertain what (if anything) can be done. Note that you may have to revert to an older backup copy of your file. It is therefore important not to destroy these by taking a backup of the (possibly) damaged file.

Clear Printer Settings

Because MoneyWorks remembers the last printer (and settings) you used for each report/form, it can get confused when you change computers/printers and the drivers are not compatible. Clicking Clear Printer Settings removes all print settings for the document (i.e. for hardcoded “reports” like bank rec summary etc), and may solve driver-induced printing issues.

Graphics and Logos

In MoneyWorks you can store your company logo in the [Company Details](#) screen. Express and Gold allow you to place graphics onto Forms.

If possible you should use a common bitmap graphic format such as PNG, JPG, as these are supported on both platforms. So if you add a PNG on Mac, it will be visible on Windows.

MoneyWorks also supports PDF on Mac. Avoid using PDF graphics if your forms will be printed from Windows computers.

Managing Your Plug-ins

Reports and forms (invoice layouts etc) are provided as plug-ins, allowing you to share ones you have created with other users. To be seen by MoneyWorks they must be stored in the correct location (MoneyWorks will normally manage all this for you).

Standard Reports and Forms supplied as part of MoneyWorks reside in the MoneyWorks 8 Standard Plug-ins folder⁵. This is automatically made for you when you install MoneyWorks.

Reports and Forms that you create (or modify), as well as Pictures (item pictures or transaction images) reside in the MoneyWorks Custom Plug-ins folder. This will be automatically created for you when you first create a report or form, or you can make it in the Index to Reports (see [Creating a Custom Plug-ins Folder](#)). You can also access these folders from the Data section of the Housekeeping panel in Navigator, as shown below:

Data

File Location:	C:\Users\Public\Documents\Cognito.moneyworks
Custom Plug-ins At:	C:\Users\Public\Documents\MoneyWorks Custom Plug-Ins
Std Plug-ins At:	C:\Users\Administrator\AppData\Roaming\Cognito\MoneyWorks Gold\MoneyWorks 8 Standard Plug-Ins

Note: It is important not to put forms/reports that you create into the Standard Plug-ins folder as MoneyWorks may over-write this when new versions are released. This will destroy the existing contents.

Note: The Custom Plug-ins folder contains four sub-folders, for holding Reports, Forms, Scripts and Import Maps.

MoneyWorks Standard Plug-ins Folder

On the Mac the Standard Plugins are created in the Application Support folder in the user domain:

```
~/Library/Application Support/Cognito/MoneyWorks Gold/MoneyWorks
8 Standard Plug-Ins
```

On Windows, they are created in the APPDATA folder, typically something like:

```
C:\Documents and Settings\USERNAME\Application Data\Cognito
\MoneyWorks Gold\MoneyWorks 8 Standard Plug-Ins
```

To locate the folder, click on the link in the Data section of the Housekeeping Navigator panel or use Reports>Index to Reports.

Note:

- If you delete the standard plug-ins folder, MoneyWorks will recreate it.
- If you update the MoneyWorks software, MoneyWorks may overwrite any of the standard plugins files with new versions without warning (so if you change any of these files the changes should be saved in Custom plugins).
- If you do not want MoneyWorks to recreate the contents of the standard plugins folder, you may place an empty file at the top level of the Standard Plug-Ins folder called "No Standard Plugins". If MoneyWorks sees this it will not recreate standard plugins, even after a software update.

MoneyWorks Custom Plug-ins Folder

The location of this varies, depending on whether you are hosting MoneyWorks on your computer, or are connecting to another machine using Gold or Datacentre. To locate the folder for the currently open document, click on the link in the Data section of the Housekeeping Navigator panel or use Reports>Index to Reports.

For a local document:

In the same folder as the document

For a document you connect to on a Gold server:

In the same location as the standard plugins folder (see above)

For a document you connect to on a Datacentre server:

If there is a custom plugins folder for the document on the server, it will automatically be downloaded to (Mac):

```
~/Library/Application Support/Cognito/MoneyWorks Gold/  
<datacentre_name>/<subfolders>/MoneyWorks Custom Plug-Ins
```

or on Windows to:

```
C:\Documents and Settings\USERNAME\Application Data\Cognito\  
MoneyWorks Gold\<datacentre_name>\<subfolders>\MoneyWorks Custom  
Plug-Ins
```

where <datacentre_name> is the name of the Datacentre server as set in its configuration page, and <subfolders> is the subfolder hierarchy (if any) that the document resides in within the Datacentre document root folder on the server.

Creating a Custom Plug-ins Folder

1. Choose Reports>Index to Reports
2. Click the *Make Custom Plug-ins* button

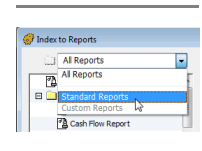
This is only present if there is no custom plug-ins folder for the currently open file.

Note: MoneyWorks will automatically create the MoneyWorks Custom Plug-ins folder for you the first time you need it (e.g. saving a custom report or form).

To Reveal the Standard or Custom Plug-ins Folder

The easiest way is just to click on the link in the Data section of the Housekeeping Navigator panel, but it can also be located using Reports>Index to Reports:

1. Choose Reports>Index to Reports
2. Set the pop-up menu at top left from *All Reports* to *Standard Reports* or *Custom Reports*
3. Click the folder icon next to the pop-up menu



The selected folder will be revealed in the Finder (Mac) or Windows Explorer.

To remove your Custom Plug-ins Folder on Datacentre

1. Choose Reports>Index to Reports
2. Set the pop-up menu at top left from *All Reports* to *Custom Reports*
3. Click the *Remove Custom Plugins* button

Confirmation will be requested. If you delete your local Datacentre Custom Plug-ins folder, a new copy will be downloaded from the Datacentre server the next time you connect.

¹ Unless you have turned the Session file option off — see [Enable Rollback and Crash Recovery](#), MoneyWorks will have kept a record of any changes you have made prior to the crash, and you will be able to recover most of the work done. ↩

- ² The maximum size for a MoneyWorks document is 4 Gigabytes. ↩
- ³ If you do suffer a bout of amnesia and forget the password you will need to contact Cognito (assuming you can remember the phone number), who can, for a fee, remove the password for you. ↩
- ⁴ On Windows, press Ctrl-P to print. ↩
- ⁵ Prior to MoneyWorks 7, this was called *MoneyWorks Standard Plug-ins* ↩

Chart of Accounts

One of the benefits of using an accounting system is that it summarises your various types of economic activity. For example, you can see at a glance what your total sales are, or how much you spent on advertising.

However for this to work, you need to establish a coding scheme that categorises the various types of activity that are important to you. Each code that you create is called a *general ledger account*¹, and all of your general ledger accounts constitute your chart of accounts,

Whenever you enter a transaction into MoneyWorks, you specify what account codes the transaction will be affecting, and by how much each account will be affected. It follows then that the structuring of your chart of accounts is very important as it determines what level of information can be extracted from your accounts. Too few accounts, and you may not be able to determine in enough detail just where your money went (or came from). On the other hand if you have too many accounts, you may be swamped in detail and unable to see the forest for the trees.

With MoneyWorks your account structure can be as simple or as complicated as you require. MoneyWorks codes can be numeric or alpha-numeric. Most of the reports that come with MoneyWorks will work no matter what account codes you use, and will continue to work as you add and delete accounts. Finally, if you are using MoneyWorks Gold, an account can be broken down further into departments (or, if you are an accountant, into subledgers) for finer level of detail.

Unlike other systems, MoneyWorks does not limit your reporting to the structure of your chart of accounts. This means that there are no complex “Header Accounts” or “Transfer To” accounts. Instead, you can have whatever coding structure you like, and know that it will work with the standard MoneyWorks reports.

In addition, you can alter the chart of accounts at any time. This means that you can add or remove account codes, and basically reconfigure your accounts as you get more experience.

Simple Chart of Accounts

As an example of a chart of accounts, consider the following:

Code	Description
10	Income
20	Expenses
30	Cash*
40	Accounts Receivable* (Not Cashbook)
50	Accounts Payable* (Not Cashbook)
60	GST Collected*
70	GST Paid*
80	Fixed Assets
90	Profit & Loss*

This is about as simple as you can get — MoneyWorks requires the presence of accounts marked with *. If you use this you will be able to determine your profitability, do your GST, and (if you are using MoneyWorks Express of Gold) know how much you are owed and how much you owe.

However for most businesses it would be inadequate because all the income and expenses are lumped together, so you can't see how it was derived. It would be more sensible to look at the type of income and expenses that is important to the business and have codes for these. Thus instead of a single expense code we might have:

Code	Description
20	Salaries & Wages
21	Office Expenses
22	Vehicle Expenses
23	Other Expenses

We can then see at a glance how much was paid out in wages, or how much it cost to run the office. But again there is not much level of detail — for example, we can't determine how much the telephones cost to run, or how much was spent on stationery. This may not be a problem, as we may never be interested in this information. However if we were, we would need to go to a finer level of detail.

It is possible of course to go too far and make things too complicated. If you find that you are agonising over whether an expense should be put under the "Pencils Expenses" code or the "Pens Expenses" code, then you probably have too many codes.

Deciding on Your Chart of Accounts

The structure of your chart of accounts is important, and you need one that will meet the needs of your business. Remember that the chart of accounts determines what level of information is available.

MoneyWorks comes with several account templates that might be of use to you, or at least serve as a good starting point. These accounts are made available to you when you create a new MoneyWorks document — see [Creating Your New File](#).

Your accountant will also have standard charts of accounts that might be appropriate. However remember that your accountant's requirements are different from yours, and that the information that you require to manage your business on a day to day basis may differ markedly from what your accountant wants².

So what level of detail is appropriate? Only you can answer that question, but the following examples may highlight some of the issues:

- Your business uses the fax machine for disseminating information to customers throughout the country. Do you include all the fax toll charges as part of your normal telephone expenses, or do you treat it separately so that you can monitor the costs involved?
- Your business operates three vehicles. Do you have a single "vehicle expenses" account against which all running costs are charged, or is it important to know how much each vehicle is costing? If so, you should have a separate account for each vehicle³.
- You sell several different types of products. Do you have one "Sales" account code, or do you have one for each product range so that you can determine the revenue generated for each range?

These sorts of decision will differ from business to business, and can only be made by you.

Security on your Accounts

In larger organisations, security of access to the general ledger becomes an issue, normally around sensitive general ledger accounts like Wages or Directors Fees. The MoneyWorks general ledger allows you to put a [security level](#) on each account, allowing you to hide accounts from people with a lower security level. When you are setting up your accounts, you should also think about what level of security each should have.

Structuring your Accounts

MoneyWorks offers great flexibility in naming your accounts. However experience has shown that the following guidelines are worth following:

- Use simple codes where possible. Although MoneyWorks allows up to seven characters, three or four should be enough for most businesses.
- As a general rule, numeric codes such as “120” are preferable to alpha-numeric codes such as “POST”. They are both easier to type, and offer some advantages in reporting and extracting information.
- If using numeric codes, group all like codes together. For example all income accounts could be in the 100 - 199 range, direct expenses in 200 - 299, overheads in the 300 - 399 and so forth. Also make sure that the codes all have the same number of digits.
- Look for common structures, such as the product lines, types of activity and so on. Examples might be projects that you run, actual cost centre departments in your business, vehicles, staff and so on. If you have these, and are using MoneyWorks Gold, consider using departments —see [Departmental Accounts](#).

Above all, before you start, think about what you are trying to achieve. Possibly the best way to focus on this is to think about what sort of information you want to get out of the system. Often this will determine what you need and how to put it in.

Multilevel Account Structures

The MoneyWorks Gold department feature provides you with a two-dimensional account structure⁴. This is very powerful if you need to report for entities within your organisation, such as vehicles, projects, staff and (obviously) departments.

Example 1

An organisation runs a number of vehicles and needs to track vehicle performance. Each vehicle can be represented as a department in MoneyWorks Gold, and direct income and expenditure allocated directly against the vehicle. When new vehicles are added, there is no need to change the chart of accounts — they simply need to create a new department for the vehicle. Vehicles can also be organised into different types (diesel, petrol, trucks, vans or whatever), and the performance of these overall types (called classifications in MoneyWorks) can be monitored.

Example 2

An organisation wishes to report on inputs by individual staff members and their corresponding outputs. The staff members can be represented by departments, but what about the inputs and outputs? They have identified outputs which they have numbered as follows:

1. promotional
2. seminars
3. reports
4. training

The inputs are standard items such as postage, photocopying etc.

Their chart of accounts could be structured as four digit codes where the first three digits refer to the inputs and the last to the output. So if 200 for example was the prefix code for postage; the account code 2001 would be postage for

promotion, 2002 postage for seminars etc. Associating this with salespeople departments would give 2002-JB — postage for a seminar given by JB.

In account enquiries and in custom reports, you could then specify wildcard patterns such as:

200@ Provides a total figure for postage

???2@ Provides a figure for seminars only

200?-JB Provides postage expenditure by JB for all outputs

@-JB Provides total figures for JB

Many more combinations are possible. For further information —see [Account Code Matching](#) For the use of wildcard patterns in custom reports —see [Account Code](#).

Example 3

Many medical and dental practices are run as a form of partnership, where the income and some of the expense items are directly attributed to one of the partners, but the general overheads are shared equally among all of them.

Imagine that John, Derek and Helen are doctors working in this manner. There are several ways they could structure their accounts.

- With each partner as a department.

Thus the direct income account for John might be 100-J, and for Derek 100-D, whilst the direct expenses, such as the wages for their respective practice nurses could be 210-J, 210-D. The rent of their premises (which is shared) would be non-departmentalised (e.g. 320)

This allows individual income statements to be produced for each doctor using the departmental breakdown.

- With each partner's initial as the last character of the account code.

Thus the income accounts would be 100J, 100D and 100H, and the practice nurses 210J, 210D and 210H. Each of these accounts could be associated with a category (JOHN, DEREK, HELEN), and the category breakdown could be used for the individual reports.

Although the latter is harder to set up than the former, it does offer one significant advantage — it can track each doctor's GST, a common requirement in this sort of situation. To do this, new tax codes (J, D and H say) would need to be created and assigned to each account⁵.

For more information on departmental accounting —see [Departmental Accounts](#).

Creation Order of Your Chart of Accounts

Before you start setting up, you should have determined:

- All the accounts in your chart of accounts,

and, for MoneyWorks Gold users,

- What departmental breakdowns if any you wish to use
- Which groups of departments if any you want to associate with specific accounts

Although it is possible to associate accounts with departments after they have been created, the optimum order for entering the components of a chart of accounts is as follows:

1. [Account Categories](#) (optional).
2. [Departmental Classifications](#) (Gold only, optional).
3. [Departments](#)(Gold only, optional).
4. [Departmental Groups](#)(Gold only, optional).
5. [Accounts](#).

Moneyworks Accounts

A MoneyWorks chart of accounts requires at least one of each of the following system accounts:

- GST/TAX Paid
- GST/TAX Received
- Bank Account
- Profit and Loss

MoneyWorks Express and MoneyWorks Gold require the following system accounts in addition:

- Accounts Payable
- Accounts Receivable

You can add as many other accounts as you need.

The following information is stored for each account.

Code: An alpha-numeric code (up to 7 characters) used to identify the account.

Description: The text description of the account. This is normally what will show in reports.

Account Type: The type of the account. You choose this from a pop-up menu. See Account Types.

Categories: Four separate categories are available, and are used for grouping accounts for reporting and enquiry purposes.

Tax Code: The default tax code for the account. This will automatically be inserted into the tax code field of transaction detail lines for the account. MoneyWorks system accounts all have a tax code of “*”. You cannot change the tax code in a detail line for an account whose tax code is “*”.

Dept Group (Gold Only): The department group code which contains the departments that you want to associate with the account (you cannot associate the departments themselves with an account directly). Assigning

a group to an account creates a set of sub-ledgers for the account — each department code is added to the account code after a hyphen.

Classification (Gold Only): The classification for the account’s associated ledger record. If you departmentalise the account (by assigning a Department Group), the subledgers will use the classification associated with each department. You can thus use Classifications to segment your general ledger.

Bank Information: For bank accounts only, the bank account code and the type of account.

Colour: The colour of the account — colour is for your own use.

Accountant’s Code: This is the code which your accountant uses for the account. The code is free form, and the same code can be used for more than one MoneyWorks account. This code (instead of the Moneyworks code) can be used when you export information for transfer into your accountant’s practice management system.

P&L Account: In Gold only, for non balance sheet accounts, the P&L account into which the balances for the account will be placed at the end of the financial year. The P&L accounts in your chart of accounts appear in a pop-up menu in the Account entry dialog box. Usually one P&L account is sufficient, so you won’t need to change this.

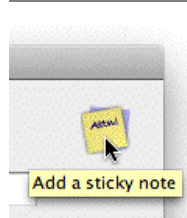
Use as Heading: Set this if you want the primary use of the account to be as a heading in summary reports. If this option is set, you will not be able to directly code transactions to this account.⁶

Job Code Required: In Gold only, set this option if you have to specify a job code whenever you use this account —see [Recording Jobs in Transactions](#). Note that you should not set this option unless you are showing job columns in transactions —see [Job Preferences](#).

Discountable: In Gold and Express, reset this option (it is on by default) if you do not want invoice lines coded to this account to attract a [prompt payment discount](#). Freight would be a common example.

Security Level: Controls who can see the account, or transactions that use the account. For more sensitive accounts, such as payroll, set the popup to have more stars (higher security)—only users with an equivalent or greater *Acct Security Level* will be able to see accounts, or transactions that use this account.

Notes: Click the *Notes* icon to add a note to the account. This can be made to automatically display whenever the account is directly used in a transaction —see *Sticky Notes*.



Click the note icon to add a sticky note

Account Types

Accounts must belong to one of the standard eight account types. The first column is the shorthand code that MoneyWorks uses to identify the account types.

Code	Type	Description
SA	Sales	Funds that your company has earned through direct sales are put into Sales accounts
CS	Cost of Sales	Expenses that your company has incurred that directly relate to sales are put into ta Cost of Sales account.
IN	Income	Other funds that your company has earned are put into Income accounts
EX	Expense	Other funds that your company has spent are put into Expense accounts.
CA	Current Asset	A Current Asset account is used to represent money in the bank, cash or other assets that can readily be converted into cash.
CL	Current Liability	A Current Liability account is used to represent monies that must be paid in the short term.
FA	Fixed Asset	A Fixed Asset account is used to represent long-life assets such as land, buildings, plant, furniture & fittings etc.
TA	Term Asset	A Term Asset account is used to represent relatively long term assets (such as term deposits) that are not quite so easily converted into cash.
TL	Term Liability	A Term Liability account is used to represent liabilities that are not payable in the short term, such as mortgages.
SF	Shareholders Funds (Equity)	A Shareholders' Funds account is used to represent the value of the equity that the owners have in the company.

MoneyWorks also has six system account types for control accounts.

Code	Description	Type	Details

AR	Accounts Receivable	CA	Not available in MoneyWorks Cashbook. A Current Asset account used to represent the amount of money owed to you by your debtors. It is possible to assign different Accounts Receivable control accounts to different kinds of debtors.
AP	Accounts Payable	CL	Not available in MoneyWorks Cashbook. A Current Liability account used to represent the amount of money you owe to your creditors. It is possible to assign different Accounts Payable control accounts to different creditors.
BK	Bank	CA,CLTA,TL	A current or term asset or liability account that corresponds to a bank account or credit card. These accounts appear in the Bank pop-up menu for Receipts and Payments.
GR	GST/VAT/TAX Received	CL	A Current Liability account used to hold the amount of GST/VAT/TAX that you are holding on behalf of the government. Each tax code can have a different GST Received account.
GP	GST/VAT/TAX Paid	CA	A Current Asset account used to hold the amount of GST/VAT that you have paid out and can claim back. Each tax code can have a different GST Paid account associated with it.
PL	Profit & Loss	SF	A special account of type Shareholders' Funds to which any profit (or loss) for a financial year is transferred at the end of that year. MoneyWorks allows you to have more than one Profit & Loss account and you can specify which Profit & Loss account a particular Income or Expense account is to be associated with (and therefore have its balance transferred to at year end).

In the Accounts list window, system accounts show with their general account type code italicised in the Type column. The general account code for these system account types is shown in the third column of the above table.

Cloning an Existing MoneyWorks Document

If you already have an existing MoneyWorks file and you want to use its chart of accounts in a new file, you can save a "Clone". This new file will contain the current chart of accounts, plus any currencies, name records and products that you have set up. You can delete the items you don't need once the new file is created. To clone a file:

1. Choose File>Save a Copy As

The *Save A Copy As* window opens

2. Choose the option *Save an Empty Clone*

3. If necessary, specify a new balance date

4. Click *Continue*

The standard File Save dialog will appear

5. Name the file, and choose its location, and click Save

A new file with no transactions (and the new balance date) will be created for you. The current file remains open. Note that all ledger, customer and stock balances are set to zero.

Maintaining your Chart of Accounts

You can alter your chart of accounts by adding new accounts, or by changing or deleting existing ones. You can change the account code, the description, the tax code and the category. In MoneyWorks Gold you can also departmentalise or undepartmentalise an existing account. All such changes to the structure of the chart of accounts are recorded in the [log file](#).

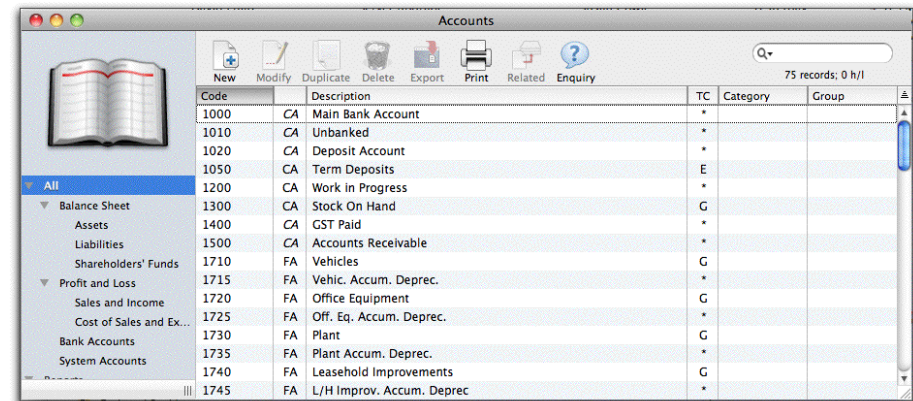
Although MoneyWorks allows you to make changes to the chart of accounts quite easily, care should be taken. Major changes to a complex chart of accounts are likely to end up confusing both you and your accountant or auditor.

The Accounts List

Use the Accounts list to add, modify or delete accounts in your chart of accounts. To display the Accounts list:

1. Choose **Show>Accounts** or press **Ctrl-1/⌘-1**

The list of existing accounts in your system will be displayed. A subset of the chart can be seen by clicking on the appropriate sidebar heading.



Creating a new Account

1. Click the **New** toolbar icon in the Accounts list or press **Ctrl-N/⌘-N**

The Account entry window will be displayed.

2. Enter the account code into the Code field

This code is used to identify the account when transactions are entered.

It may be a maximum of 7 characters in length — characters can be either alphabetic or numbers — letters are automatically capitalised — the characters “@”, “?”, “-” and space are not permitted.

3. Enter the text description for the account into the Description field

4. Choose the appropriate type of account from the choices in the *Account Type* pop-up menu

The pop-up menu contains the 10 general and 6 system account types.

If you are making a bank account... Set the account type to *Bank Account* if you are creating a bank account or similar (such as a credit card account). Bank accounts have further options under the *Bank Settings* tab.

Note: Once you have made an account a system account, the account type cannot be changed. Non-system account types can be changed under certain conditions — see [Changing the Account Type](#).

5. Assign the appropriate GST tax code to the account by choosing the code from the Tax Code pop-up menu

The taxcode that you specify here will determine the default GST that is applied whenever you use the account in a (non-journal) transaction.

Account Categories: Account categories are used to group accounts together for reporting and enquiry purposes. They can be altered at any time without affecting the structure of your chart of accounts.

Each account can have up to four categories associated with it. The first category is special, and the values are determined by predefined values from the Categories list — see [Account Categories](#) — there are special report breakdowns that can be associated with this category — see [Breakdowns](#). The other categories are free form for your own use, and can contain up to fifteen characters.

6. If you have previously defined account categories, assign the category to this account using the *Category* pop-up menu

A category is an optional way of grouping accounts together for reporting purposes. You can add or change categories at any time.

Department Group: In Gold only, if you want to associate an account with one or more departments in order to allocate and track income or expenses in more detail, you do so by setting the *Dept Group* pop-up menu to the group which has previously been set up to contain these [departments](#). If you do not wish to departmentalise this account, leave the *Dept Group* pop-up menu set to *None*.

If you have not already created departmental groups there will be no options in the pop-up menu other than *None*. You will need to create the group —see [Creating a Departmental Group](#) and then modify the account. Groups cannot be assigned to system accounts.

Colour: Use the colour to set the colour of an accounts record. The colour is like a label for your own use.

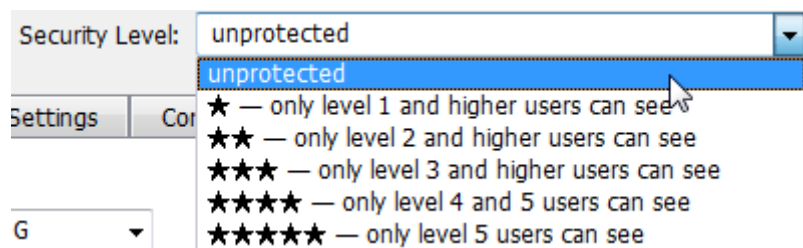
Accountant's Code: If your account code differs from that of your accountant, and if you want to send your accounts in electronic format for importing into the accountant's practice management system, you should enter the accountant's code for this account into this field. It can be up to nine alphanumeric characters long.

P&L Account: In Gold only, for non-balance sheet accounts, the P&L (Profit and Loss) Account pop-up menu is enabled, listing all the accounts of type PL. The one specified in this pop-up menu is the one into which the balance for the account will be automatically transferred at the end of the financial year —see [Opening a New Financial Year](#).

Heading Only: If you want the account to be primarily used as a heading in summary reports, set this option. You will not be able to directly code to these accounts, and they will be greyed out in the choices window.

Job Code Required: In Gold only, if you are using job costing, and want to enforce the entry of a job code whenever this account is used in transaction, turn this option on (but note that it does not apply to journals, where you cannot specify a job).

Discountable: In Gold and Express, turn this option off (it is on by default) if you do not want invoice lines (such as freight) coded to the account to be eligible for prompt payment discounts.



Security Level: In Gold/Datacentre, for sensitive accounts, set the security level popup from unprotected to a higher protection level (more stars indicates greater protection). Only users with an equivalent or greater star [Acct Security Level](#) will be able to view the account, or any transactions that use it. For example, payroll accounts might have higher security than general expense accounts to prevent your normal payables people accessing the payroll data.

Bank Settings

The options for bank accounts are accessed under the Bank Settings tab.

These options are only available for bank accounts.

Account Number: This is your bank account number (supplied from your bank). It is used in direct payment of creditors —see [Electronic Payments](#), and needs to be specified in the correct format⁷.

In New Zealand it should be entered in the form "00-0000-0000000-000", where the first six digits are your bank and branch codes, the next seven (or eight) your account code, and the last three the account suffix.

In Australia it is entered in the form “000-000-00000000”, where the first six digits are your BSB number and the last eight your account code.

If the format of your bank account number differs you should still use the format above — MoneyWorks will adjust the bank account to meet the requirements of different on-line banking systems. For example, if you have a six digit account code 123456, it should be recorded as 0123456, with left padding of zeros to bring it up to the required length.

In locations outside of New Zealand and Australia, you should enter the bank account number in the form provided by the bank — MoneyWorks will not apply any formatting rules.

Bank Account Must be Reconciled: Set this option if you want the bank account to be reconciled (for a discussion on this see [Bank Reconciliation](#)). If this option is set, posted transactions involving the bank account will not be able to be purged — see [Purging a Period](#) unless they are reconciled. It is recommended that this option is set for all real bank accounts.

Receipts-for-Banking Holding Account: Set this option if the bank account is not a “real” bank account, but is a temporary one for holding money until it can be banked. For example, it may represent the takings in the cash register, or a pile of cheques and cash that have been received in the mail and are waiting to be banked. Transactions held in this sort of account are transferred to a “real” bank account by the [Banking](#) command. These bank accounts do not need to be reconciled.

Bank Account is: Set this to determine whether the bank account is a current, term, credit card or term loan account, affecting where it appears on the standard balance sheets.

Change Cheque Number Sequence: Turning this option on if you need to change the cheque sequence number for the bank account (each bank account has its own sequence number). Two sequence numbers are available:

Printed Cheque: For pre-printed cheque forms. This number sequence is used in the [Batch Creditor Payments](#) facility.

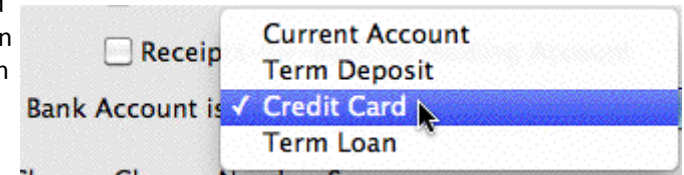
Handwritten Cheque: This sequence number is used in “manual” cheques, whenever a Payment transaction is printed.

The sequence numbers are automatically padded to the number of digits specified in the *digits* pop-up menu.

If you do not have pre-printed cheques, set the *Sync* option — this will give you a single set of sequence numbers.

Digression on Credit Cards

If you want to record transactions made on a credit card, you can either set the card company up as a creditor (which means you enter your card expenses as creditor invoices), or more easily as a bank account of type Credit Card, which sets the “bank” account up as a current liability account.



In the latter case payments made using the credit card are ordinary payments out of the credit card “bank”, and when you pay the credit card, you do a payment out of your ordinary bank account to the credit card “bank” (or a creditor invoice coded to the credit card “bank” account).

Comments

Use the comments to make any notes about the account or its intended uses. Reports can be customised to show comments.

Cashflow Reporting

For the Statement of Cash Flows, the type of cash flow activity for this account. It must be, or start with, one of the following: "OP" (Operational), "INV" (Investment), or "FIN" (Financing); anything else is ignored by the report.

Cash Flow Type:

For the Cash Forecast report, the percentage breakdowns, separated with a slash, per period. For example "80/15/5" indicates 80% in the period, 15% the following, and 5% the next). Use "0/0" to omit the account from the report.

Cash Forecast Spread:

The settings here determine how the account is handled in the [Statement of Cashflows](#) report, and the [Cash Forecast](#) report. See the respective reports for more details.

Modifying an Account

Although you can change most of the information about an account at any time, you should exercise restraint - a constantly changing chart of accounts will be difficult to use and difficult to audit. For audit purposes, any changes that you make to the structure of the chart of accounts will be recorded in the [Log File](#).

1. Choose Show>Accounts

The list of accounts in your system will be displayed.

2. Highlight the account(s) that you wish to modify and Choose Edit>Modify Account or press Ctrl-M/⌘-M

Alternatively, you can double click a single account to modify it.

The Account entry window will be displayed.

3. **Click on or tab into the field that you want to change and enter the new information**
4. **Click OK to accept these changes**

Click Cancel to discard the changes.

Changing an Account Code

It is possible to change the code of an account. When this is done, MoneyWorks will need to update all the records which use that code with the new code — this may take some time. Every transaction that uses the account, including posted transactions, will be changed to reflect the new account code.

Note: In multi-user mode, you can **only** change an Account code (or a department, group, category or classification code) when no other users are connected — see [Changing “code” fields](#).

Changing the Account Type

Sometimes when setting up your chart of accounts, accounts are set up with the wrong type (e.g. income when it should be expense). You can change the types of accounts once they have been created, however there are certain restrictions.

Note: Changing your account types once you have been using an account may have unpredictable side effects (for example, your reports will probably come out differently). Therefore this feature should be used with extreme caution.

The restrictions applying to changing the account types are:

- Non-balance sheet accounts (i.e. of type income, sales, expense or cost of sales) can be freely changed to another non-balance sheet account type;
- The account type for balance sheet items (i.e. Current Assets, Current Liabilities, Fixed Assets, Term Assets, Term Liabilities, Shareholders Funds) may be changed to any other balance sheet account type;
- A balance sheet account can only be changed to a non-balance sheet account if its balance at the end of each financial year is zero. Similarly an income or an expense account can only be changed to a balance sheet

account if its balances are zero at the end of each financial year. If this were not the case, changing the account’s type would change your profit for the year;

- The account types for System Accounts (Accounts Payable, Accounts Receivable, GST Paid, GST Received, Bank and Profit & Loss) cannot be changed;
- Any non-system account can be changed to a bank account, but once changed, cannot be changed again.

Changing the Security Level

When you change the security level on an account, MoneyWorks needs to update the security level on all detail lines that use that account, and their corresponding transactions. For this reason, you must be in *single user mode* (i.e. the only connected user) to be able to change this, and, depending on the size of your data file, it may take some time to apply the changes.

Deleting an Account

If you have an account code in your chart of accounts that is never used, it can be deleted. If there are transactions or balances entered against the account, MoneyWorks will require you to nominate some other account of the same type to which the balances and transactions for the account being removed can be transferred. This is called *merging* accounts.

Note:

You cannot delete an account unless you are the only user.

1. **In the Accounts list, highlight the account(s) that you want to delete**
2. **Choose Edit>Delete Account(s)**

If the accounts have no transactions an alert box will ask you to confirm that you want to delete the accounts.

3. **Click the Delete button to delete the account(s)**

Clicking the cancel button will halt the process.

Merging Accounts

If any accounts in the highlighted selection are in use, a dialog box will be displayed for each such account. You must nominate an account from the list of possibilities (accounts of the same Type) displayed in the list — you will not be able to delete the account if there are no eligible accounts for merging.

Note: You can only merge the account into one with the same security level. If necessary, [change the security level](#) of the account before attempting to merge the account.

4. Type the code of the account that will receive the balances and transactions, or choose it from the list

If the account being removed is departmentalised, you can merge it with another departmentalised account having the same department group or you can merge it with a non-departmentalised account or with a sub-ledger of an account departmentalised with a different group. You cannot merge a whole account that is departmentalised with a different group.

Note: You can merge the account into another account, or a particular department in another account.

5. Click *Merge* to transfer balances and transactions to the new account and delete the old one

The two accounts will be merged from this point. An entry is made in the [Log File](#) to this effect.

Clicking *Stop* will halt the Delete/Merge process at this point.

Account Categories

Each account code can optionally be associated with one or more Category codes. Categories are a mechanism for grouping like accounts together. For example, you might have your phone, tolls, email, post and courier accounts with the category of “COMMS”, indicating that these are “Communication” items. You will then easily be able to ascertain the total outgoings for “Communications”.

Categories can be created and changed at any time. Possibly the best way to view categories are as a set of labels for grouping accounts. The labels can be altered if you need to, which will create a different grouping of the accounts.

You don’t need to worry about account categories when setting up if you don’t want to. They can always be added later if required.

There are two types of category: ones that you predefine, which can be used in the first (left-most) category field of the account record, and free-form ones (which are used in the remaining three category fields).

Note: Using the [subsummary reports](#), you can condense or subtotal many reports by category. In MoneyWorks Gold, predefined categories can be used in [report breakdowns](#), allowing most of the standard reports to be prepared for just the specified category (or categories).

To use the free-form categories, you can just type whatever value you want for the category (up to seven characters). It is up to you to ensure that what you type is consistent and useful — but if it is not, it can be changed at any time.

Before you can associate a predefined category with an account code, you need to set it up in the Categories list.

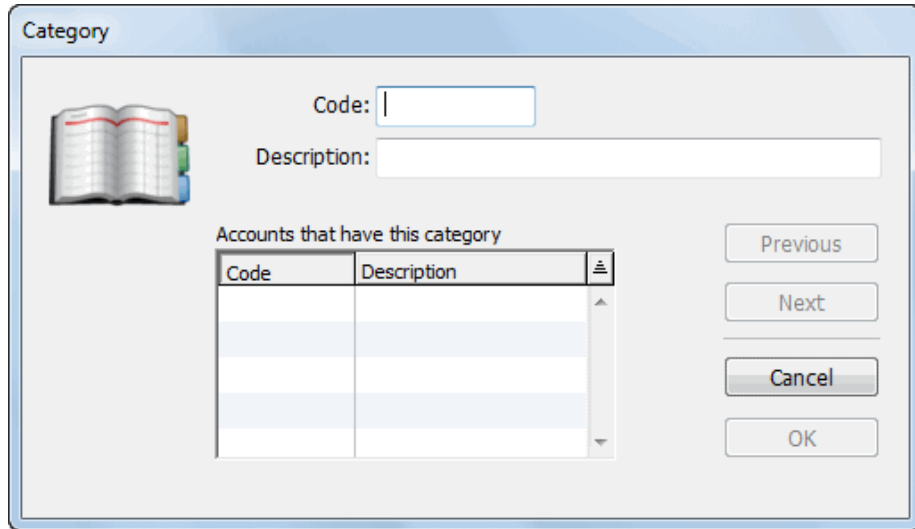
Adding a new Category

1. Choose Show>Categories

The list of categories in your system will be displayed.

2. Choose Edit>New Category or press Ctrl-N/⌘-N

The Category entry window will be displayed.



Category

Code:

Description:

Accounts that have this category

Code	Description

Previous

Next

Cancel

OK

3. Type the category code into the Code field

This may be a maximum of 5 characters in length — characters can be alphanumeric — letters are automatically capitalised and spaces converted to underscores — the “@” character is not permitted.

4. Type the text description for the category into the Description field

5. Once all the information is completed and correct, click Next

The data for this category is filed and a blank entry window is presented ready for the next category to be added.

6. When you have created the last new category, click OK

The Category entry window will close.

You assign Categories to accounts in the Account entry window — any accounts assigned to a category appear in the list at the bottom-left of the window.

Modifying a Category

You can modify any existing category in the list by double-clicking it. If you change the category code itself, the code will be updated in all accounts in that category. Updating the account records may take a few seconds. The change will be recorded in the [Log File](#).

Deleting a Category

A Category can only be deleted if no accounts are assigned to it. If there are accounts, you need to go into the individual account records and change the category pop-up menu to another category (or None).

Company Details

MoneyWorks stores the basic contact details about your company which can be used when printing invoices, statements, and reports. To enter your company details:

1. Choose Show>Company Details...

The Company Details window is displayed.

Company Details

Company Information

Name:

Postal Address:

State: Post Code:

Country:

Phone:
 Fax:
 Cell:

Delivery Address:

State: Post Code:

Country:

email:

website:

remittance account message:

Tax Information

GST#: IRD#:

Logo... Cancel OK

2. Enter your company name, address details and your GST /VAT/TAX number into the fields in the dialog box

Use the Tab key to move between fields.

Remittance Message: This is the text to appear on your invoices and statements with your bank details to enable customers to pay by direct credit.

website: The URL for your website, If this is a complete URL (i.e. includes the http://), it will be hot-linked when it appears in any PDFs.

The tax fields will have labels appropriate to your country.

3. Click *OK* to accept these entries

Clicking Cancel will put the dialog box away without storing any of the data that you have added.

Adding your Company Logo

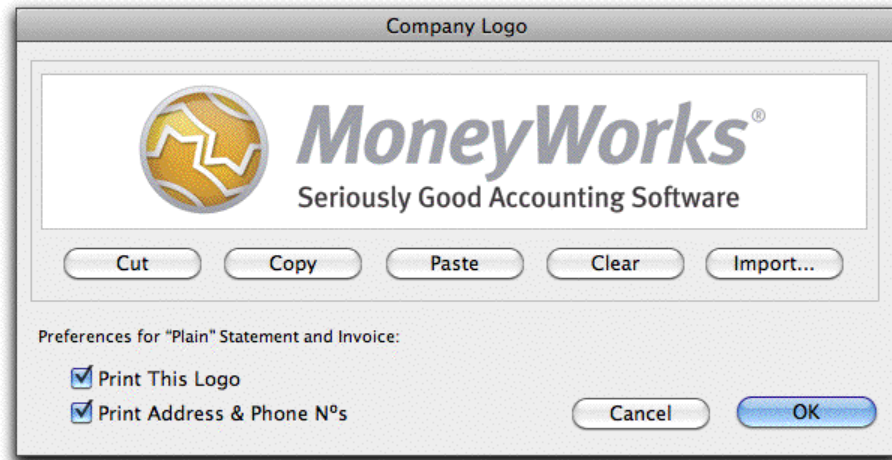
MoneyWorks allows you to store a copy of your logo for use in printed reports, invoices and statements. The logo can be copied and pasted into the Company Details window via the clipboard, or you can drag a file of the correct format —see [Graphics and Logos](#) into the logo area, or use the Import facility:

1. Click the *Import* button

The standard *File Open* window will open

2. Navigate to your file, select it and click *Open*

Use the *Cut* or *Copy* buttons to remove or copy the stored logo for use elsewhere, or the *Clear* button to remove it altogether. Since the logo is for use at the top of reports, standard invoices and standard statements, it should ideally be about 3cm high and about 15cm wide, and should include your company name and address.



The logo will be scaled to fit, retaining its original aspect ratio.

Print this Logo; Turn this option on if you want the logo to be printed on the plain invoice and statement.

Print Address & Phone Nos: Turn this option on if you want your address and phone details to be printed under the logo. You will need this if your logo does not include address information.

3. Click **OK** to store the logo and close the dialog box

¹ Or, in the UK, a *Nominal Ledger* account↩

² In fact MoneyWorks offers a parallel chart of accounts, so you can use your preferred coding structure and still give your accountant information in their preferred structure — see [Accountant's Code:](#)↩

³ The Department (or subledger) capability of MoneyWorks Gold can be used to advantage in this type of situation — see [What are Departments?.](#)↩

⁴ This can be extended to up to eleven levels using MoneyWorks' powerful reporting and account enquiry facilities — but you must have a consistent numbering system for your account codes and/or department codes.↩

⁵ But note that the GST Guide will not work in this situation, as it requires standard GST codes.↩

⁶ This doesn't mean that you can't post to the account by other means, so these accounts can have balances.↩

⁷ The format varies from country to country — when you tab into the field a tool-tip is displayed showing the country format (if any).↩

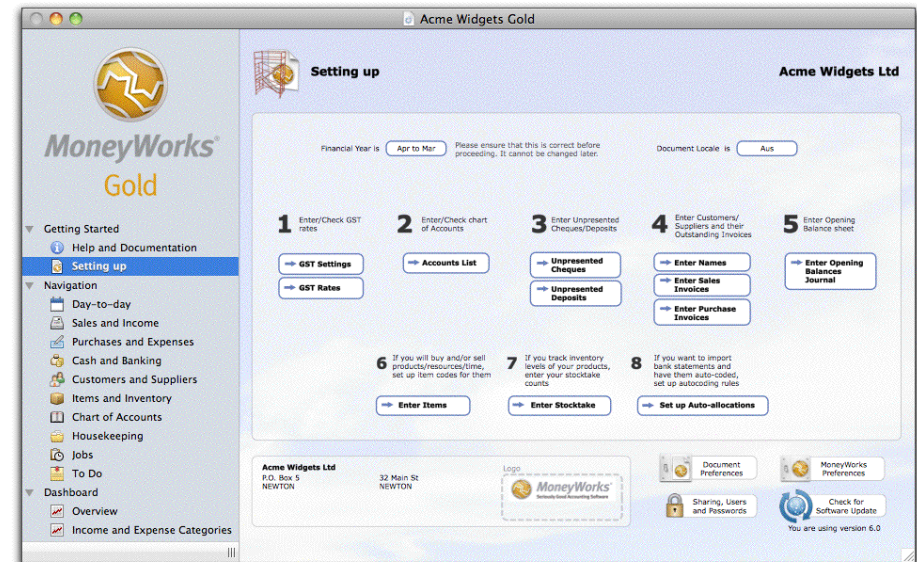
The Navigator

The MoneyWorks Navigator window provides visual access to most of the functions within MoneyWorks, as well as “live” information such as overdue receivables and specific dashboard information. Because common workflows are presented in pictorial format, the Navigator is an ideal way for new users to find their way around the program. However it replicates the menu commands, and in general the more experienced user will find it faster to bypass the Navigator and use the menu commands with their associated keyboard shortcuts¹.

Navigator Overview

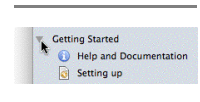
The Navigator groups operations into functional areas in a graphical window. This window cannot be closed (but it can be resized). The functions available depend on which version you are using—MoneyWorks Cashbook for example will not have functions for invoices. The standard Navigator consists of three main sections, shown in the sidebar.

Getting Started: Contains links to MoneyWorks help and documentation, and a visual guide to setting up your new MoneyWorks file.

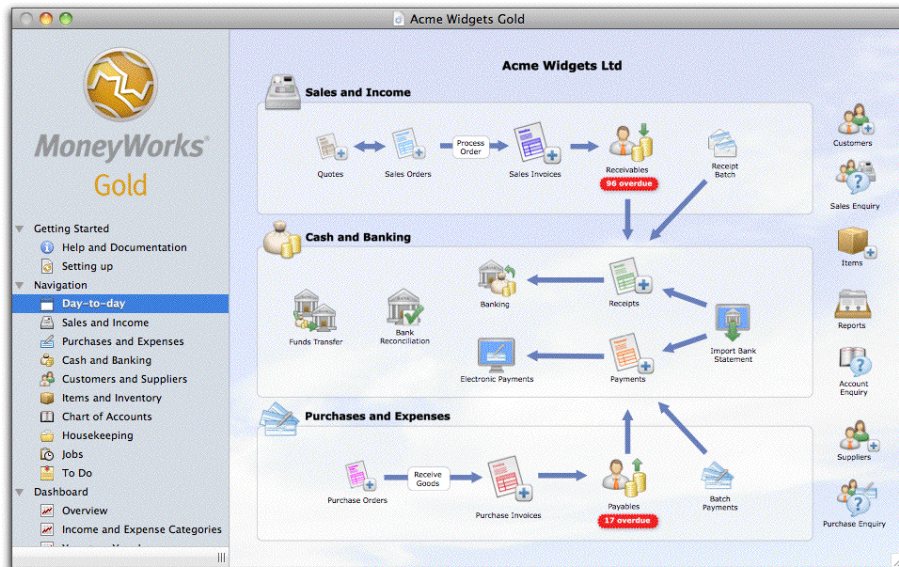


The Panel above is the “Setting Up” panel in MoneyWorks Gold, and provides a checklist of steps to follow when setting up a new file. This is shown when you create a new file.

Tip: Once you have finished setting up, close the Getting Started section by clicking on the disclosure control to the left of the section name.



Navigation: Contains flowcharts of typical business workflows. There is a lot of redundancy in the design (i.e. functions may be repeated on more than one panel), making access easier.



The panel above is the Day-to-Day panel in MoneyWorks Gold. This covers most of the core functions of a typical business, and is complemented by other more detailed panels, so (for example) a user who is solely concerned with payables will probably use the more specialised Purchases and Expenses panel.

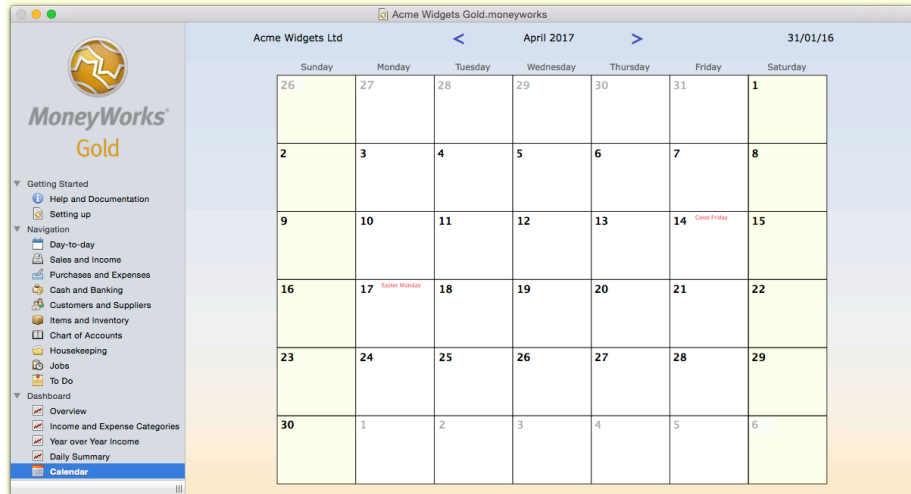
Dashboard: Contains summary (dashboard) information about your company. This is a realtime snapshot of your current position.



The Overview panel above is for the Acme Widgets Gold file. At a glance it can be seen that they are approaching an imminent cashflow crisis (the declining bank balance, bottom left), possibly caused by poor management of their Receivables (bottom right).

The Calendar

The calendar panel provides a simple set of calendars for MoneyWorks users.

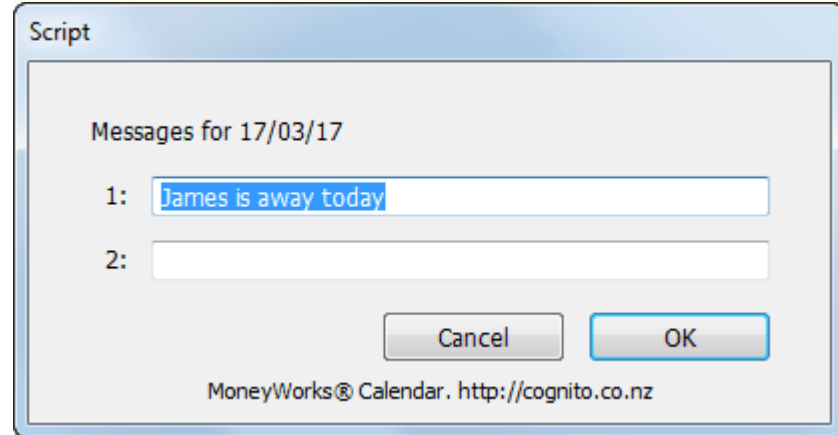


- The calendar is stand-alone. It does not integrate with iCal, outlook or any other electronic almanac. This makes it very easy to use.
- The calendar does not reflect any messages in the [Reminder system](#), nor will it pop up alerts.
- By default there is a company-wide calendar (available to all users), and a separate one for each user (only available to that user). Additional calendars can be created for company resources, such as meeting rooms, equipments etc.

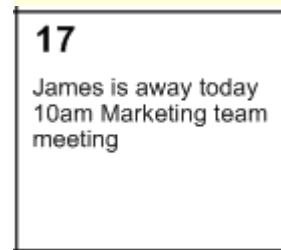
To record or modify an event in the calendar

1. Click on the cell corresponding to the event date (below the date)

The calendar entry window will open. Any existing events will be displayed.



2. If you are adding a new event, enter it into the bottom field (a maximum of six entries can be made per day).
3. If you are modifying an event, make any changes to it
4. If you want to delete an event, delete all the text in the field.
5. Click **OK**



Events for the day

The changed event will be displayed on the calendar in the selected day.

To label a day

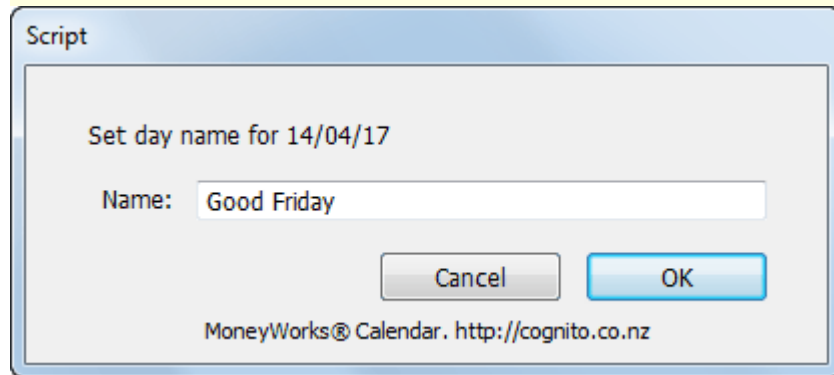
Provided you have the privileges to do an Account Enquiry, you can label special days such as holidays. They appear next to the date in red:

1. Click on the date itself

The Set Day Name window will be displayed.



A "named" day



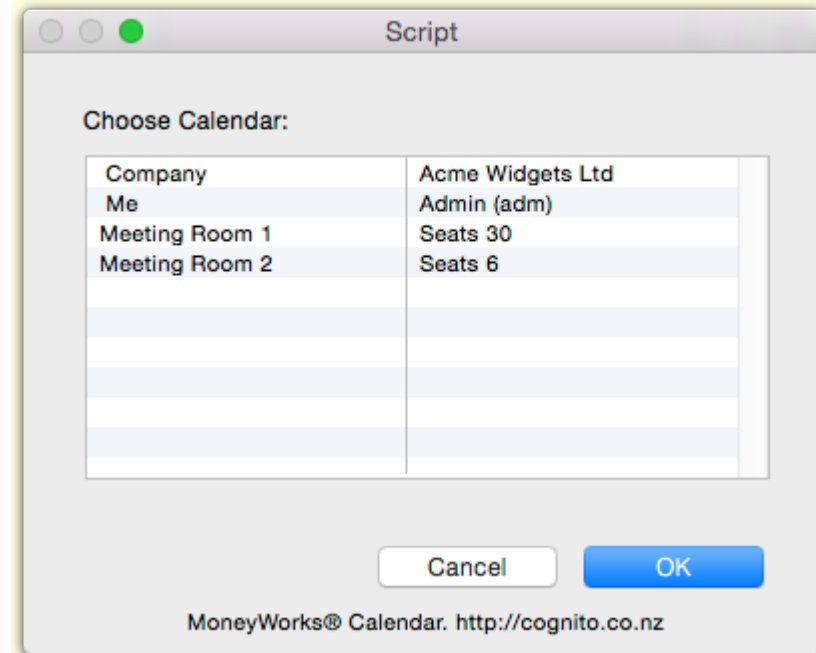
2. Key in the name of the day.

Note: This can only be done on the main Company calendar, and the named days will appear on all other calendars.

To switch between calendars

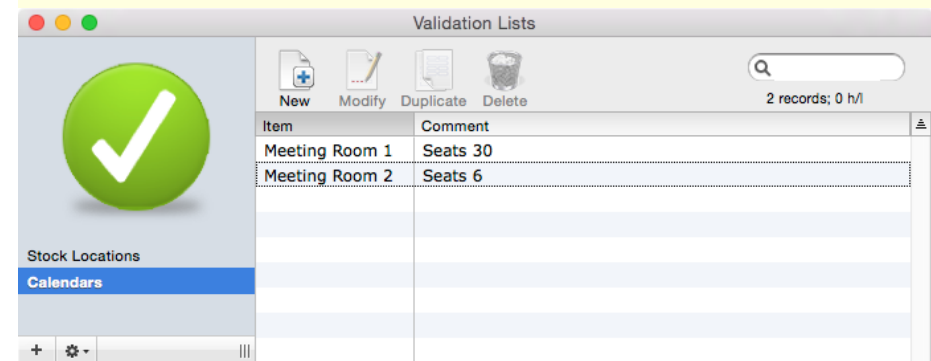
To change from the company to your personal calendar, click on the company name. Your name and initials will be displayed instead of the company name. To change back again, click on these.

If there are more than two calendars (see below), clicking on the company name will display a choices list of the available calendars. Select the calendar you want to use from this.



To create additional calendars

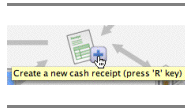
Additional calendars can be created using a special [validation list](#) called "Calendars". For example, the validation list settings below create two new calendars for meeting rooms.



Using the Navigator

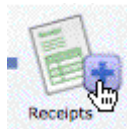
Each section is divided into a number of panels.

- Click on a panel in the sidebar to select it;
- To move to the panel above or below, press the left or right arrow key respectively;
- The panels in the Navigation section are numbered starting from 0. Pressing 0 will take you to the Day-to-Day panel, 1 to the one below that and so forth;
- Click on the disclosure control preceding the section name to show/hide the topics in that section;
- Click on an icon on panel to perform some operation—often this will take you to the relevant MoneyWorks list and a coach tip will appear to coach you on what to do next. Coach tips disappear as soon as you click anywhere or type anything—you do not need to click on the coach tip itself to dismiss it.
- Hold the mouse over an icon to see more information about that function. If there is a keyboard shortcut for the function that will also be displayed.



Tip: You can make the Navigator the front window from almost anywhere in Moneyworks by pressing Ctrl-0/⌘-0 (zero)

Many Navigator icons/buttons give access to MoneyWorks Lists —see [Working with Lists](#). Such icons are usually shown with a small blue + icon attached at the bottom, right corner:



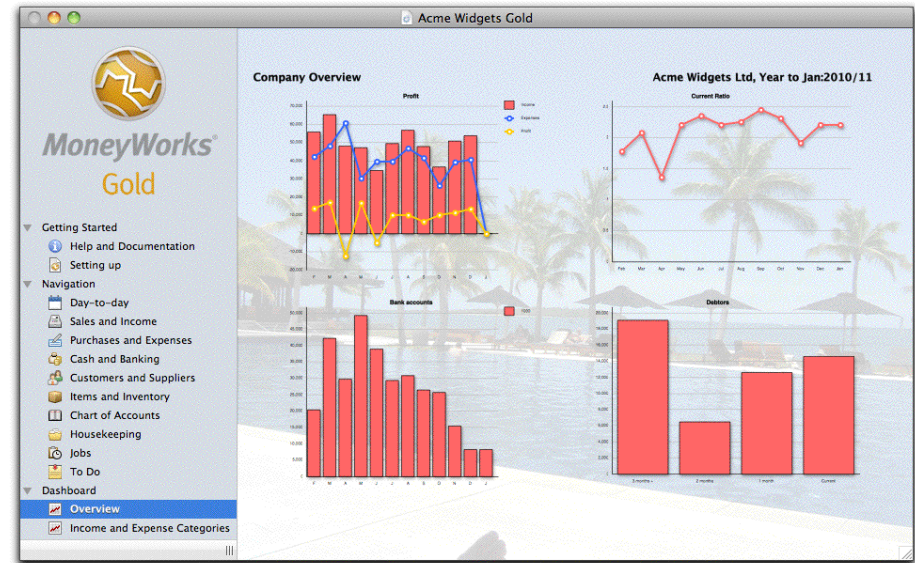
- To display the list, click the list icon itself
- To add a new record to the list, click the associated blue + icon.

Click the blue + icon to add a record to the list

Customising the Navigator

In MoneyWorks Gold, it is possible to customise the Navigator: remove unused panels; create new panels with your own workflow; create your own Dashboards, etc. To do this you need to first copy the Navigator folder from the Standard to the Custom plug-ins folder. Customisation is done using the

[MoneyWorks Forms Designer](#) and (for dashboard graphs and reports), the [MoneyWorks Report Writer](#). You can also change the cloud background image by replacing the background.jpg file in the Custom Plug-ins/Navigator/Navigation folder.



Improving the results with a tropical background.

¹ Which is why this manual refers to list and menu commands, largely ignoring the Navigator. ←

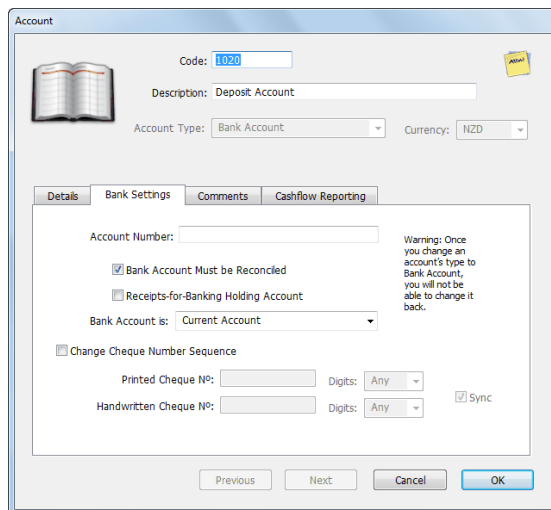
Entry Windows, Data Validation and Sticky Notes

Information is stored in the MoneyWorks database in records. The records can be viewed as lists— see [Working with Lists](#), and can be searched and sorted in these lists.

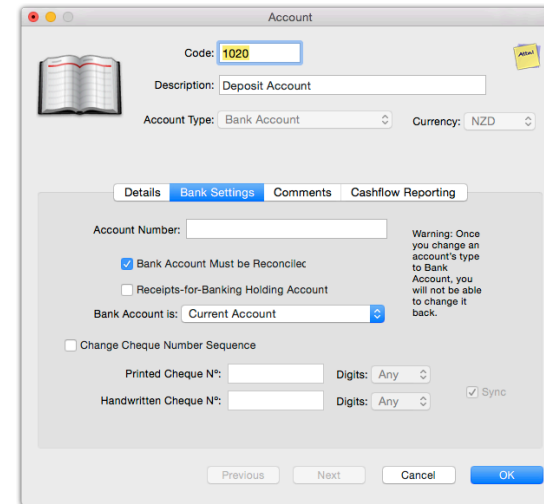
Whenever you add or modify a record, the information will be displayed in some sort of entry screen. You will be able to enter data into certain parts of the screen, while other parts are for display only.

Anatomy of an Entry Window

Entry windows are customised for different types of information. However many features are common to all windows.



Windows Entry Window



Macintosh Entry Window

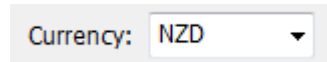
Field

A field is where information from the record is displayed or can be entered. Pressing the tab key will move you from one field to the next in the window. If you hold down the shift key and press tab, you will move to the previous field. You can also move directly to a field by clicking on it.

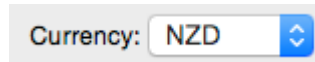
Certain fields have limits on the information that you can enter. For example, you can only enter a valid account code into a field that requires an account code. When you leave such a field (either by tabbing, clicking in another field or clicking a button), MoneyWorks checks on the information that you have entered. If this is found to be incorrect, an alert of some sort will be displayed—for fields requiring a code identifying another record (such as a Product code), this will be a choices list —see [Entry and Validation where a Code is Required](#). You will not be able to leave a field if it contains invalid information.

Note: Most entry screens are non-modal (i.e. you can have more than one open at a time). However in Windows, if you maximise your windows, the entry screens will be modal.

Pop-up menu: Some values (such as colour) are set by means of a pop-up menu.



Pop-up menu or combo-box (Windows)

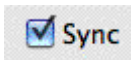


Pop-up menu (Mac)

To set the value in a pop-up menu (also known as a “Combo Box” on Windows) either click or tab into the menu. To select the item you can:

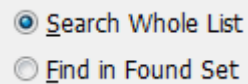
- click on the item
- use the up and down arrow keys to select the item
- type the first letter of the item

Check Boxes : These are used to represent options that are either on or off.

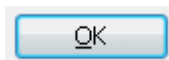


When the check box is ticked the option is on. Clicking on the check box will change the value.

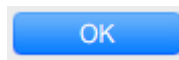
Radio Buttons: These are used to represent mutually exclusive options. When one is set, the others in the same group will be automatically reset.



Acceptance Buttons: Use the acceptance buttons to accept/reject the information you have entered.



Windows OK button



Mac OK button

The *OK* button will accept the information that you have entered or any modification that you have made. The entry window will be closed if this button is clicked.

The *Cancel* button will discard any changes that you have made in that particular entry window. If you have accessed another entry window through the current one, any changes that you made in that window will not be cancelled. The entry window will be closed if this button is clicked.

The *Next* button has the same effect as clicking *OK*, except that the entry window is not closed. If you are adding records, the entry window is cleared and kept open for the next record.

If you hold down the *shift* key while you push *Next*, the information in the entry screen is accepted but, apart from the code or reference number, the entry screen is not cleared. This is a fast way to enter a number of records that have several fields the same.

If you are modifying a group of records, pressing *Next* will save any changes made to the current record and move on to the next record.

The *Previous* (or *Prev*) button is only available when modifying a selection of records. When pressed, it saves any changes made to the current record and moves back to display the previous record.

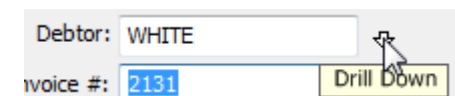
Default Button: This is the button that will be actioned if you press the *keypad-enter* key. The default button is surrounded by a dark border on Windows and it is a solid blue on the Mac. Depending on the circumstances, it can sometimes be the *OK* button or the *Next* button.

Tabbed Views: Many entry windows have tabbed views, where clicking on a tab displays a different set of information. You can change the current tab to the one on the left or right by:

- Pressing F5 or F6 on Windows
- Pressing ⌘← or ⌘→ on Macintosh

Changing the Field Attributes: In the transaction and job sheet entry screens, you can change the attributes for some of the fields. The attributes are *don't tab into this field* and *use the last value entered into this field*.

- To change the attributes in the transaction entry window —see [Changing Field Attributes](#).
- To change the attributes in the job sheet entry window —see [Configuring the Job Sheet Entry Window](#).

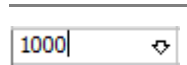


Drilling Down

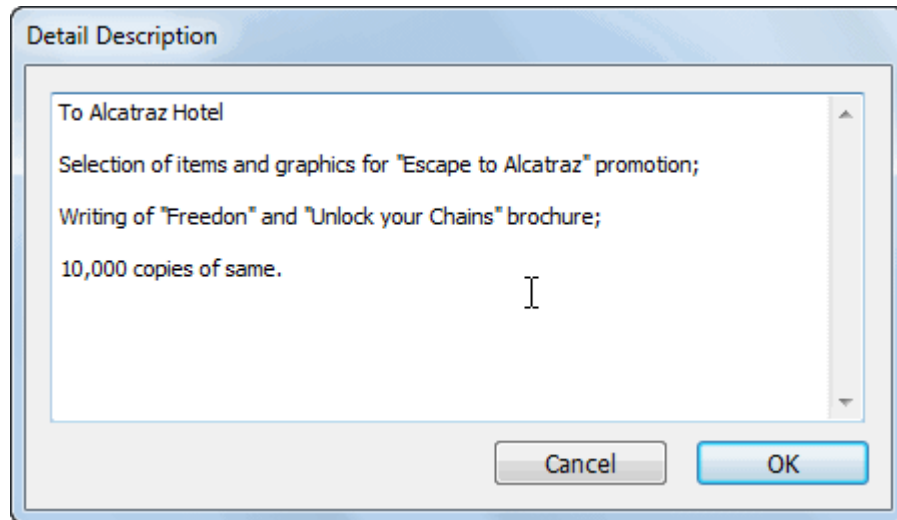
Where a field contains the identifier code for a record in another file, you can “drill down” and view the information in the record referred to by that code.

Fields in which this can be done have a small vertical “drill down” arrow associated with them. This is located either inside the field or just to the right of the field.

Clicking on this, pressing Ctrl-↓/⌘-↓ while inside the field, or choosing View Related Record from the Edit menu will drill down and open the associated record allowing you to view or change the information in it.



Click the *Drill Down* arrow to see the associated record. The arrow can be in or to the right of the field.



The drill down arrow is also available in fields that can contain a large amount of text. When you click on one of these arrows (or press Ctrl-↓/⌘-↓) a window is opened that displays and allows you to edit all the text in the field.

Note: If you are drilling down into a name or item record while entering a transaction, you should always close the drill-down window by clicking the *Cancel* button. If you drill down and change any information, the pricing of the lines will be recalculated in case the discount, tax or pricing levels have changed.

Entry and Validation where a Code is Required

When you are entering information into MoneyWorks you may not be able to remember what the code is for a customer, product, account or whatever. MoneyWorks has two mechanisms to help you.

- A drop down list appears under the entry field displaying the possible candidates based on what you have thus far typed into the field. Candidates are selected if their code, or any word in the description/name, starts with whatever you have typed.
- A Choices List is displayed of all candidates if you tab out of a field that requires a code, but in which no valid code has been entered.

There is a difference in how these work. The drop down list will only appear when the number of available candidates is manageable (less than 20), and will only show those candidates. The choices window will show all possible choices (subject only to the selected list filter), and attempt to match based on the first characters of the sorted column only. Unlike the drop down lists, the Choices list searches only on the code field.

Note: Codes whose first character is a tilde “~” are not displayed in the Choices or drop down lists—these are considered to be no longer in use.

Note: You can set up your own drop-down lists and choices lists for non-code fields by using [Custom Validations](#).

Drop Down Lists

When entering into a code field (such as an account code, product code, customer code etc), a drop down list of all items whose code starts with what you typed (or which have a word in their description that starts with what you have typed) will be displayed, provided there are no more than 20 possible matches.

Item	Qty	Description
WIDC	1	
BA100		Bronze Widget Medium
BA200		Bronze Widget Large
BB100		Bronze Widget Bevelled Medium
BB200		Bronze Widget Bevelled Large
BC100		Bronze Taper Widget Small
BC200		Bronze Taper Widget Medium
CA100		Chrome Widget Small Apple
CA200		Chrome Widget Medium Snapz
CB100		Chrome Bevelled Widget Large
CB200		Chrome Taper Widget Extra-large gimped

Tab key to accept highlighted item
Type @ for full choices list...

Drop down lists also apply to the Description field in transactions and detail lines—in this case the most recently entered 100 descriptions entered by the logged on user are available

Note: Drop down lists can be disabled in the MoneyWorks Preference settings —see [Show auto-fill dropdowns](#); you may want to do this if operating over a slow network.

When a drop down list appears, you can down arrow or double-click on the desired item. The code for this will be inserted into the field.

Choices Lists

When you tab out of, or type an “@” into, a field that requires a code, a Choices Window will be displayed listing all valid codes for that field, subject to whatever filter is set for the list. You can select the code by double-clicking on it.

Choices			
 16 records; 1 h/l			
Code	Style	Description	On Hand
BA100	Bronze	Bronze Widget Medium	36
BA200	Bronze	Bronze Widget Large	0
BB100	Bronze	Bronze Widget Bevelled Medium	49
BB200	Bronze	Bronze Widget Bevelled Large	-21
BC100	Bronze	Bronze Taper Widget Small	2
BC200	Bronze	Bronze Taper Widget Medium	49
C		Courier	
CA100	Chrome	Chrome Widget Small	30
CA200	Chrome	Chrome Widget Medium	1

New... Cancel Use

The Choices list is a normal MoneyWorks list, and can have its own filters and be sorted in the normal way by clicking on a column heading. You can also change the order of the columns and add and remove columns —see [Customising Your List](#).

The Choices List is automatically displayed whenever you leave a field:

- into which you have entered an invalid code for an associated file
- which requires a code but is empty

Examples are the debtor code field when creating a debtor invoice, the product and account code fields in a transaction detail line, and the account fields in the product entry window.

If you know part of the code you are entering, you can type that into the field and then press tab. The choices list will be displayed with a code that starts with the same characters highlighted, making finding your code easier. If you type in part of the code and terminate it with “@” (the wildcard character), the Choices list will only display candidate records that start with the code you typed in (if there is only one match, this will be inserted automatically into the field).

Tip When the choices list is displayed, the item in the list that best matches what you have already keyed in will be highlighted. The match is done against whatever column the choices list is sorted by. If you sort by (for example) the account description, you will be able to key in the name of the account instead of the code.

When the Choices List is displayed you can select your choice by:

Double-clicking it Use the scroll bar to move through the list to find the item that you want and double-click that item. The list is a standard MoneyWorks list, so you can sort it by clicking on the column headings, or using the left and right arrow keys.

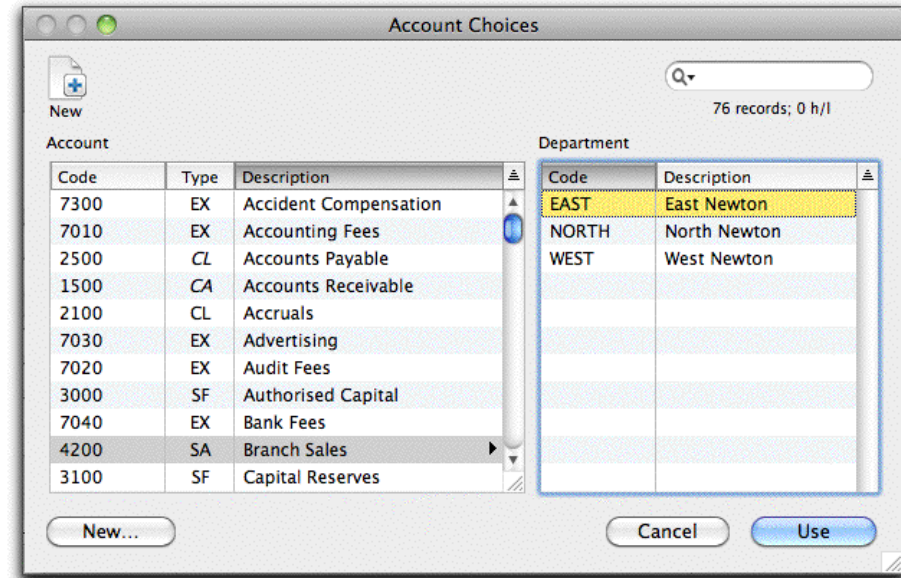
Using the Keyboard Type directly into the list to have the list automatically position itself (e.g. if you know that the code starts with “SA”, type “SA” to reposition the list on a record starting with “SA”). The *up arrow* and *down arrow* keys will move you through the list a line at a time, the *home* and *end* keys will take you to the top and bottom of the list respectively, while the *page up* and *page down* keys will move you through the list a screen at a time. Once the record you want is highlighted, click the Use button or press the *keypad-enter* key.

If you click *Cancel* or press *esc*, no code will be entered into the field.

You search the list by clicking the *Find* toolbar button (or press Ctrl-F/⌘-F)—this brings up the standard *Find window*. Only the records that match Find request will be displayed in the list. Press Ctrl-J/⌘-J (Find All) to display all the candidate records.

Accounts Choices List

The choices list for the Accounts file has two panels, the one on the left for the account itself and the one on the right for any departments within the account.



When a departmentalised account is selected in the left-hand list, the departments associated with the account are displayed in the right-hand list. Use the tab key to move the selection between the left and right lists, or simply double-click on the required department in the right-hand list.

Note: Accounts and Departments marked as *Heading Only* will be greyed out in the choices list and cannot be selected.

Choices and the Job Column

The job column field in transaction detail lines (if displayed) is optional. Tabbing through it will only bring up the choices list if the *Job Code Required* option is set for the associated general ledger code. If the option is not set, you can force the choices list to display by typing an “@”.

Creating a Record “On the Fly”

Sometimes when you are entering transactions you might find that the customer, supplier, product or account code that you need does not exist. In this situation you can easily create the item then and there.

To create an item “on the fly”:

1. Enter a code for the item and press tab, or just tab out of the field

The code that you enter should be one that does not already exist, so the [choices list](#) will be displayed. If the code you entered does already exist the details of the item will be displayed—you should shift-tab back into the field and enter a new code.

2. Click the **New** toolbar button or press Ctrl-N/⌘-N

The entry screen for the item that you are creating will be displayed.

3. Fill out the details of the item and click **OK**

The new item will be created and the details will be displayed. If you Cancel out of the item window the item will not be created.

Custom Validation Lists

Often when entering information, you want to restrict the entry to a limited number of possibilities, or to ensure that it meets some particular criteria. The Custom Validations in MoneyWorks allow you to do this, either by specifying a list of acceptable values, or a formula that checks the validity of the entry.¹

A validation list is basically a list of acceptable entries that can be made in a particular field. Thus if we want to tag transactions or customers by country, we first need to make a list of valid countries (the Validation List), and then associate this with whatever data entry field(s) we want the country to be entered in. When the user starts typing into the field, a drop-down list of valid matches is displayed. When the field is exited, its contents are checked against the item values in the validation list, and if no match is found a choices list is displayed.

A validation expression is a formula that is evaluated when the field is exited. If it evaluates to true, the entry is allowed. Otherwise a message is displayed and the field cannot be exited. An example would be where the text in the field must be exactly 4 characters long.

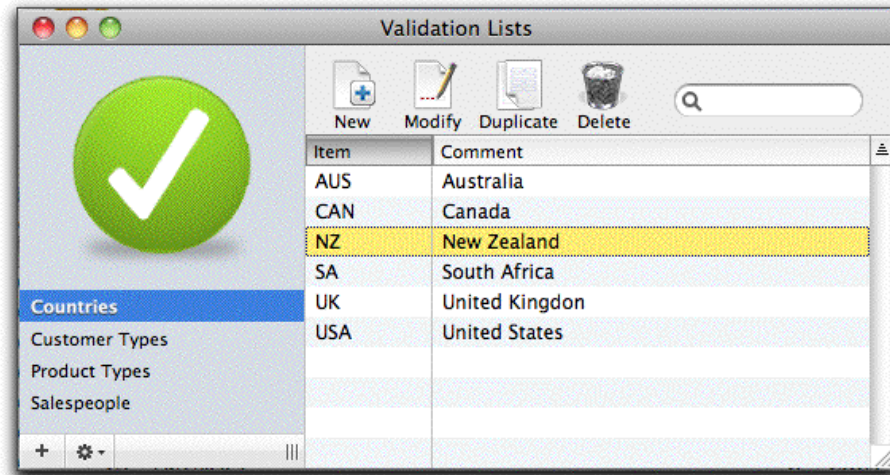
A new record cannot be saved until all the fields with custom validations have a valid entry. Note that:

- Custom Validations are applicable only when entering information through the relevant entry screen. They do not apply for importing, replacing or other forms of data creation that bypass the user interface.
- A Custom Validation applied to a field in a transaction entry window will only apply to that type of entry (e.g. Payment, Debtor Invoice). This allows you to have different validations for different types of transaction.
- Custom Validations are stored by User, allowing you to have different validation lists for different users.

Note: Take care where assigning a custom validation to the transaction *Salesperson* field when you are also using the product [Append Salesperson](#) option. The validation list should only consist of a subset of the valid departments (otherwise it will be impossible to make a valid entry).

Creating a Validation List

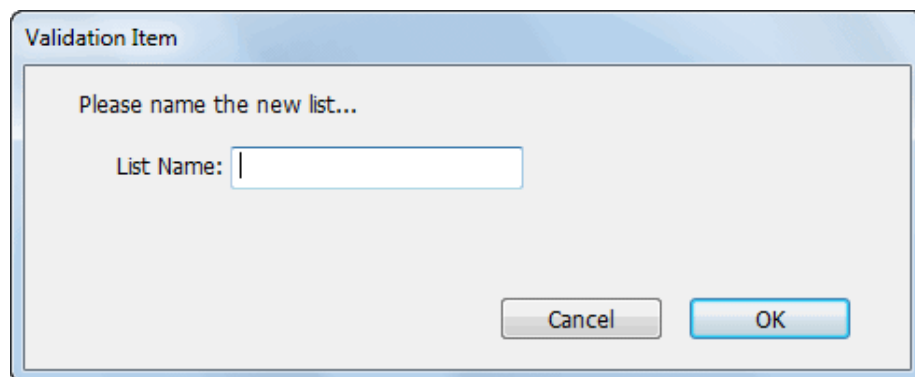
The validation lists can be created and maintained² by choosing Show>Validation Lists. This window displays the Validation Lists down the sidebar on the left, and the contents of the selected list (which are themselves a list) in the body. The toolbar icons along the top of the window are to maintain the contents; use the icons at the bottom left to add and remove Validation Lists to the sidebar.



To create a new Validation List:

1. Click the + icon at the bottom left of the window

The List window will open



2. Enter the name for the Validation List and click OK

To Delete an existing list

1. Highlight the list in the sidebar
2. Click the Cogs icon on the bottom left of the window and choose Delete List

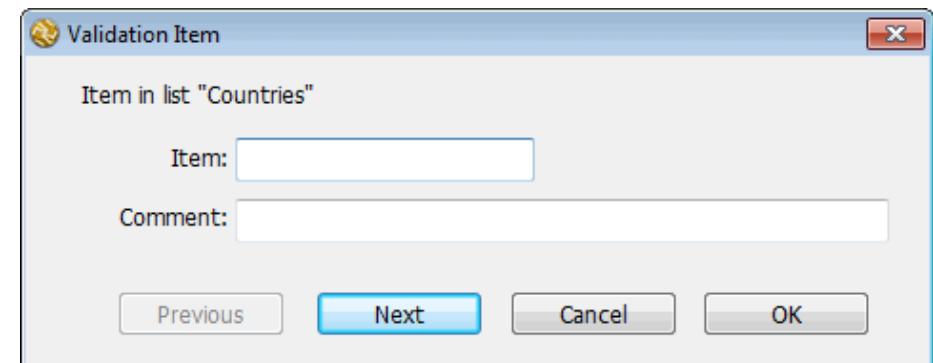
To add an item to a Validation List

1. Highlight the list in the left hand panel

The existing contents if any will be displayed in the body of the window

1. Click the New toolbar icon, or press Ctrl-N/⌘-N

The List Item entry window will open

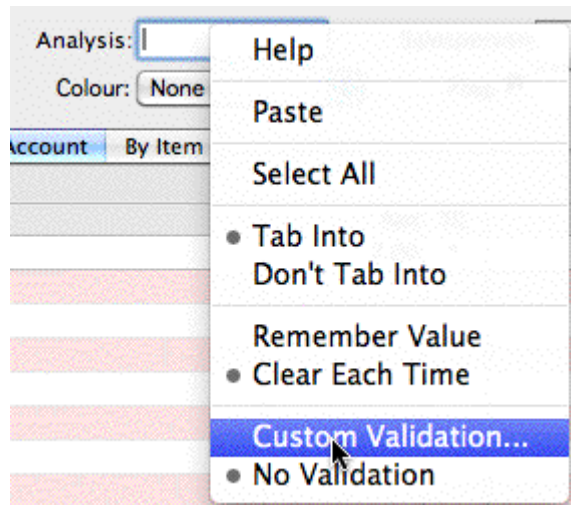


2. Enter the item code (up to 15 characters) to be used in the list, and a description
3. Click Next to add another List Item, or OK to finish.

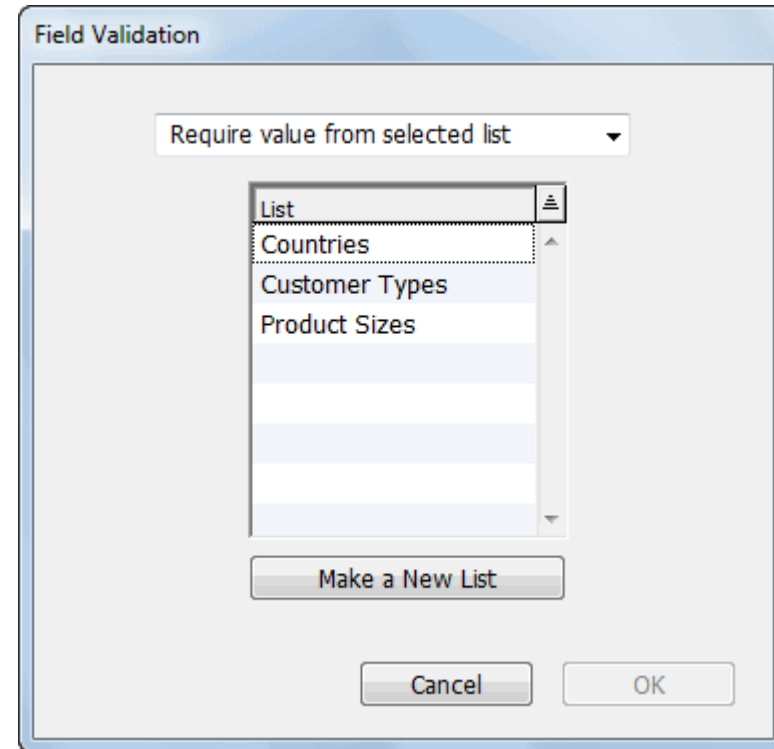
Assigning a validation to an entry field.

When a Validation is associated with a data entry field, the corresponding record cannot be accepted unless the field is populated by data that conforms to the validation (i.e. is a member of the associated list, or matches the criterion specified by the formula). To assign a validation to a field:

1. Right Click in the field and choose Custom Validation



The Field Validation window will open showing your Custom Validation lists



To assign a Validation List:

1. Choose the List to validate against and click OK, or select Make a New List to create a new validation list

If you choose to make a list, you will be able to give the list a name and specify the values. You will need to subsequently edit the list to provide descriptions.

The list will be strictly enforced when associated with a new record; it will not be enforced if you are modifying an existing record, unless you explicitly modify the field associated with the list. Strict enforcement means that the value entered in the field must exactly match (except for case) an item in the list.

Note: Where a custom validation is longer than that permitted in a field, the validation will be truncated and accepted.

To assign a Validation Formula:

1. Set the pop-up menu to Require value to match formula

The List will be replaced by a text box

2. Enter the formula as a standard MoneyWorks expression into the text box

The variable `_value` in the expression will reference the text entered. If the formula evaluates to zero (false) the value will be rejected and a warning message displayed. Any other result will be accepted. For example

```
length(_Value) = 4
```

Will only accept an entry that is exactly four characters in length.

To include an optional message to display on non-acceptance, terminate the formula with a semi-colon and enter the message text after this. e.g.

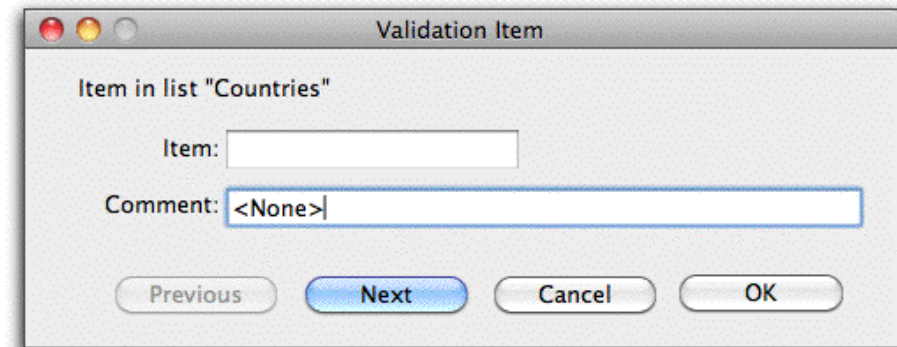
```
length(_Value) = 4;Entry must be exactly four characters
```

3. Click the OK button

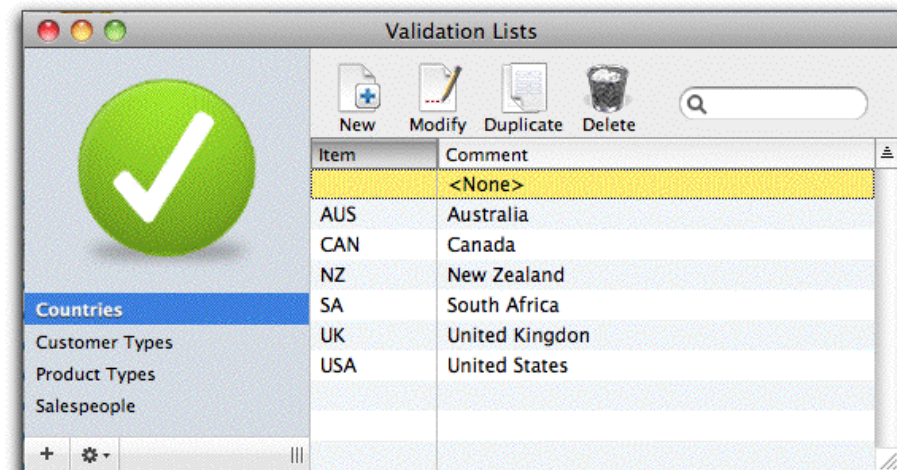
If the formula is syntactically correct it will be saved. It can be edited subsequently by again right-clicking on the field and choosing Custom Validation

To make an optional Validation List

Because the lists are strictly enforced, to make one optional you simply need to have an entry in your validation list with an empty item field. It is a good idea though to put something in the description, so it is clear when choosing the item from the Choices window.



This will appear in the list as:



To remove validation from a field

1. Right click in the list and choose No Validation

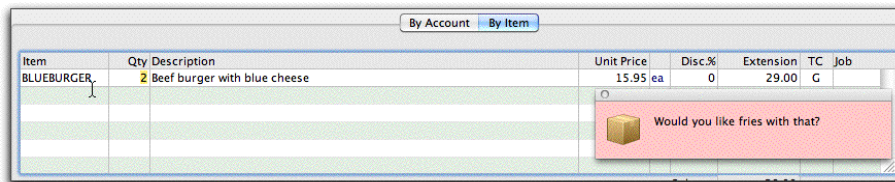
Note: the various types of transaction entry (Payment, Sales Order etc) can have different validation lists associated with the same field.

Sticky Notes

A sticky note is a transitory message that can be attached to an individual transaction, name, account, product or job. For example, you might have a note attached to the Name record of a querulous customer, so that whenever you sell something to her the note pops up warning you to be careful. Notes will automatically appear when the record is open or the item is used, and will disappear when the main window to which they are attached is closed.

Only use notes to remind you take certain action or to check something. They should not be used to record information that is to appear on a report or a form such as an invoice.

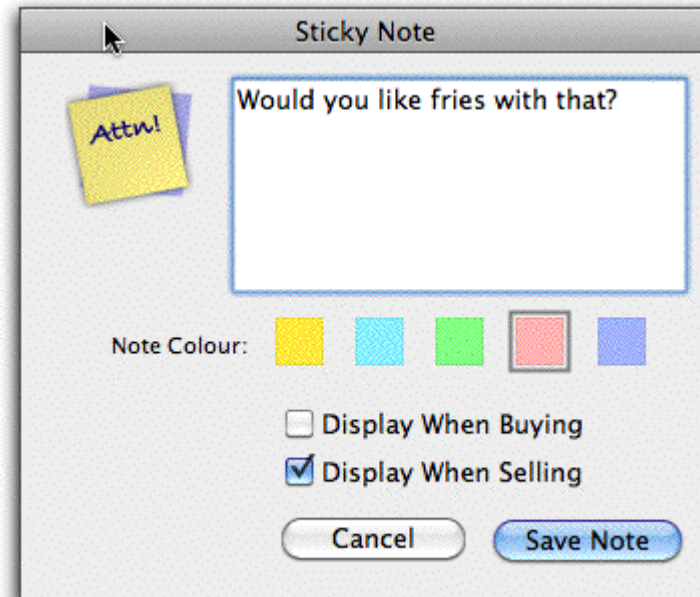
Example: The product “BLUEBURGER” has a note attached that will appear whenever the item is sold. It appears in a sales transaction as shown:



To create a note for a record:

1. If the record already exists, open it by double-clicking it in the appropriate list
2. Click the Add Note icon, or choose Edit>Add Note

The Sticky Note entry window will be displayed



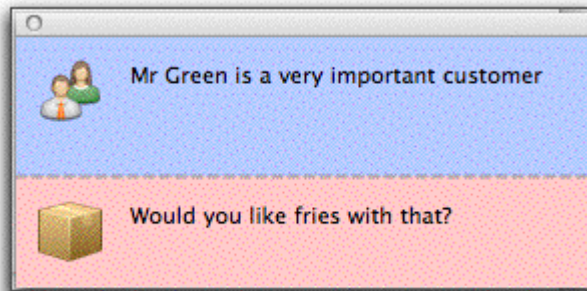
3. Type the note text, and select the colour

Notes that are for accounts, names and products can also appear when entering a transaction. Some notes might be applicable only for sales transactions, and others for just purchases.

4. If you want the note to be displayed when used directly on a transaction, set the appropriate Display When options
5. To save the note, click the Save Note button

The Sticky Note entry window will close.

When activated, the Note will be displayed in a floating window. If there is more than one note, they will be joined. The source of the note is indicated by the note icon



To dismiss a note

1. Click the close box in the Note window title bar, or press F4 (Windows) or ⌘-/ (Mac)

The note window will close (leaving the original note intact).

To edit or delete a note from the transaction window

You cannot edit or delete a note directly from the transaction window; instead you must drill down to the original note:

1. Hover the mouse over the bottom right hand corner of the note

The drill down arrow will appear (if it doesn't, click on the title bar of the note and then hover over the bottom right hand corner).

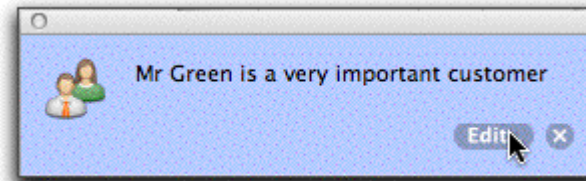
2. Click the drill down arrow

The originating master record and note will be displayed

To edit or delete a note from its master record

1. Hover the mouse over the bottom right corner of the note

The Edit and Delete buttons will appear



2. Click Edit to modify the note

The Sticky Note entry window will be displayed

3. Click the x (the delete icon) to delete the note

Note: On a transaction window, the sticky notes for related items (such as the customer, or the item) will only appear when the entry is made or modified. They will not be redisplayed if the transaction is merely opened.

¹ In MoneyWorks Gold, you can also use [Scripts](#) to do more complex validations.↩

² Creation and changing validation lists is controlled by a user privilege↩

Working with Lists

MoneyWorks presents information as lists. These lists are “live” and can be easily sorted, searched, printed or customised, providing quick access to your data.

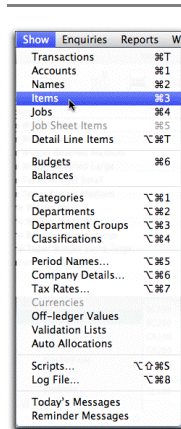
Code	Description	Unit Price	Stock on Hand
BA100	Bronze Widget Medium	29.94 ea	327
BA200	Bronze Widget Large	83.70 ea	0
BB100	Bronze Widget Bevelled Medium	26.40 ea	151
BB200	Bronze Widget Bevelled Large	38.40 ea	10
BC100	Bronze Taper Widget Small	14.40 ea	2
BC200	Bronze Taper Widget Medium	25.80 ea	49
CA100	Chrome Widget Small	8.00 ea	31
CA200	Chrome Widget Medium	16.00 ea	9
CB100	Chrome Bevelled Widget Large	75.00 ea	9
CB200	Chrome Taper Widget Extra-large	99.00 ea	29
CC100	Aluminium mini-widget	4.50 ea	24
DEPOSIT		0.00 ea	
JOB_MISC		0.00 ea	

List on a Mac

The wonderful thing about lists is they all work alike; once you can use one list, you can use them all—adding a new product is done in exactly the same way as adding a new transaction, account code or client. So it is well worth spending a few minutes to read this chapter.

A list is a representation of a source “file” such as items (as shown above for both Windows and Mac) or transactions. Lists are accessed from the Show menu (right), or you can use the keyboard shortcut (as shown in the Show menu) to open a list with a single keystroke.

Each row in the list represents a record in the file—for example, a transaction if you are looking at the transactions list, or a product if you are looking at the product list. You can customise each list so that it contains the information in a form that best meets your individual needs —see [Customising Your List](#). Customisation features include changing the position of columns, resizing columns, and also adding and removing columns.



At the top of most list windows is a toolbar. This provides easy visual access to the main operations that can be performed on the list, or on records within the list. For example, to add a new item to the list, simply click the *New* toolbar button; to duplicate a record, click once on the record in the list so that it highlights and then click the *Duplicate* button.

Resizing the List: The list can be resized by dragging any of the edges or the bottom right-hand corner. Or you can use the standard zoom and maximise controls in the list window title bar (at the top left of the window on the Mac, and the top right on Windows). On Windows you can press F12 to zoom the window.

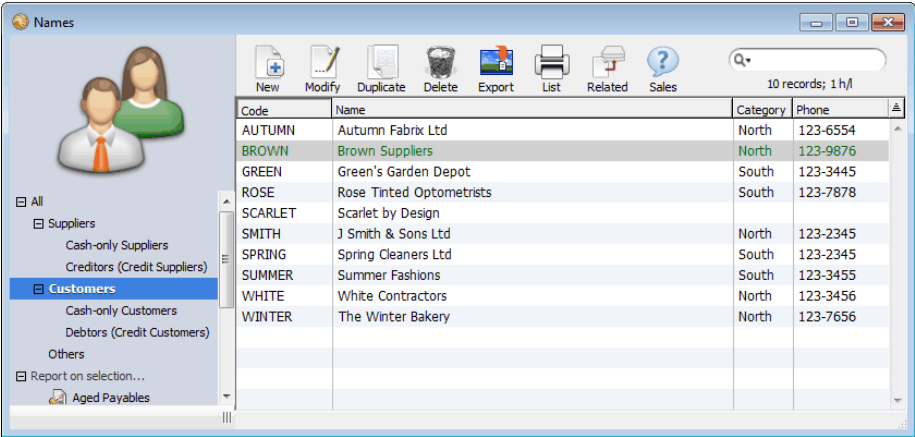
Moving Through the List: Use the vertical scroll bar to scroll up or down the list. Use the *Page Up* and *Page Down* keys to scroll the list up and down a page at a time. The *Home* key scrolls to the top of the list and the *End* key takes you to the bottom of the list.

Closing the List: Click the Close Box in the window’s title bar to close the window, or choose File>Close Window, or simply press Ctrl-W/⌘-W.

Viewing a Record: To view or modify a record in the list, highlight the record by clicking on it and press the *enter* key, or simply double-click the record. A window will open showing the information in the record.

Sidebar Views

Most lists have a sidebar on the left hand side that allows you to view a predefined subset of the data displayed¹, or print a report based on the records shown or highlighted in the list. For example, in the Names list, clicking on the Customers sidebar view will display just your customers.



Each view is named, and to see the records associated with a view, simply click on the name in the sidebar. The left and right arrows keys can also be used to move from view to view².

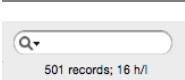
Some views (such as those in the Names list) are hierarchical. Clicking on Customers for example will show all customers, whereas clicking on Debtors will just show those customers to whom you extend credit. Hierarchical views have a small disclosure control next to them—click on this to expand or collapse the views shown in the sidebar.

Note: When you search a list, only the records in the current view are searched.

Useful reports that are based on the records shown (or, in some cases, highlighted) in the list are available under the *Report on Selection* tab in the sidebar. Simply click on the report name to start printing/previewing the report.³

The Status Indicator

The status indicator is located at the top right of every list window, under the search box. This normally displays the number of records in the list, and the number of these that



The status indicator is under the search box. In this example

are highlighted. Where only a subset of the available records are displayed, for example after a search, three numbers are shown:

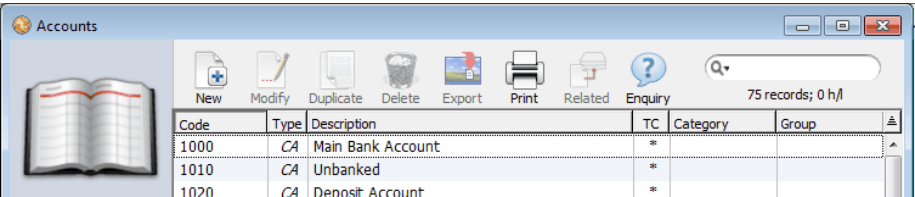
- The first number is the number of records in the found set — see [Finding Records using the Search Box](#).
- The second number is the total that can be displayed in the list;
- The third number is the number of records that are selected (highlighted) in the source file.

331 records are being displayed out of a possible 501 records that could be displayed. 12 records are highlighted.

Note that the terminology of the status changes, depending on how much room there is.

The Toolbar

Each list window has a toolbar at the top that provides easy access to the most commonly used commands that are applicable to that list, and a search box for quickly searching for records in the list.

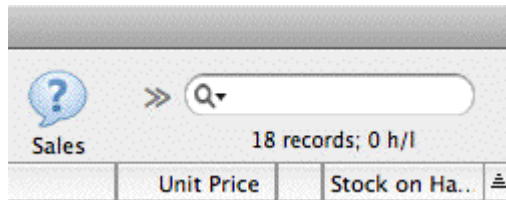


Some toolbar buttons, such as *New* and *Print List*, are always available, whereas others (like *Export*) operate on the highlighted records — see [Selecting Records in a List](#) in the list—if there are no highlighted records in the list, the buttons will be disabled.

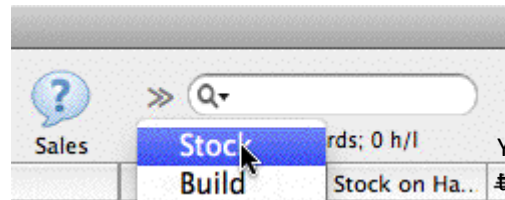
Note that these commands are also available in the menus, as are other, less common commands that may be used with the list. Because they are menu commands, they can be invoked using the associated keyboard shortcut (e.g. Ctrl-N/⌘-N for New, Ctrl-P/⌘-P for Print List).

On the right hand side of the toolbar is the search box, which also contains the filter menu⁴—the search box allows quick text searches in the list, and the filter allows you to easily display records that meet some predefined criteria—see [List Filters](#).

Note: If the list window is not wide enough to accommodate the search box and the toolbar icons, the number of icons displayed will be reduced, and an » displayed next to the search box to indicate this. Clicking on the » will display a drop down menu of the missing toolbar commands, allowing you to access them.



Shortend toolbar menu



Selecting from shortend icon

Where one of the hidden toolbar icons itself contains a menu (as in the *Adjust* icon in the Transaction list), only the first command in that menu is available.

Selecting Records in a List

Often you may want to work with only certain records from the list. If these records have a particular set of information in one (or more) fields, you can use the Search commands —see [Finding Records using the Search Box](#) to isolate the records.

You can also use the mouse to highlight a number of records. These records might be together in the list (contiguous), or scattered throughout the list (non-contiguous).

To highlight a contiguous block of transactions:

1. Click on the first record to select it
2. Hold down the Shift key and click on the last record in the block

All of the transactions between the first selected one and the one that you click on will be highlighted.

If you drag the mouse with the Shift key still held down, the highlighting will follow the mouse. When all of the desired records are highlighted, release the mouse button.

To make a non-contiguous selection:

1. Hold down the Ctrl key (Windows) or the command (⌘) key (Mac) and click on each individual transaction that you want to select

If you click on a record that is already highlighted, the record will become unhighlighted.

You can highlight a group of records by using the shift key, and then hold down the control/command key (after releasing the shift key) to add or remove records to the selection.

To select all of the records in the list

1. Choose Edit>Select All, or press Ctrl-A/⌘-A

All the records in the found set are highlighted.

As records are highlighted, the status indicator under the Filter menu changes.

Making Highlighted Records the Found Set

Having highlighted a number of records, you may want to make them the found set (i.e. the only records which are visible in the list). Use the *Find Selected* command to do this:

1. With the desired records highlighted, Choose Select>Find Selected or press Ctrl-G/⌘-G

The highlighted records will now be the found set.

The status indicator changes to reflect the number of records in the list.

Restoring All the records to the List

To restore all the records to the window after you have performed a search:

- 1. Choose **Select>Find All** or press **Ctrl-J/⌘-J**

All the records for the currently selected tab view will be displayed in the window.

If the list window has tabs in it, clicking the current tab has the same effect.

Note: Only the records that match the current filter are restored. You may need to reset this to No Filter if you want all the records.

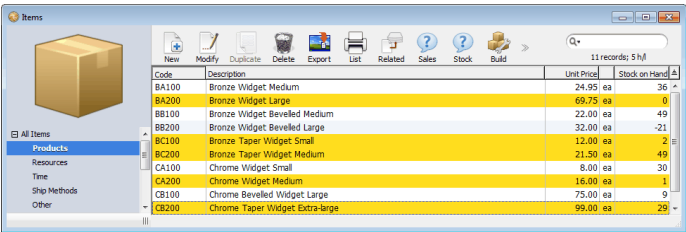
Inverting the current selection

When you invert the current selection all unhighlighted records will become highlighted, and vice versa. For an example of the useful of this command—see [Example 2: Who has not purchased these products](#).

To invert a selection:

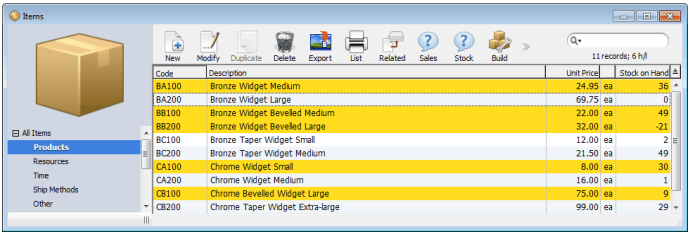
- 1. Choose **Select>Invert Selection**

The highlighted records in the list will become unhighlighted, and the unhighlighted ones will be highlighted.



Code	Description	Unit Price	Stock on Hand
BA100	Bronze Widget Medium	24.95 ea	36
BA200	Bronze Widget Large	69.75 ea	0
BB100	Bronze Widget Bevelled Medium	22.00 ea	49
BB200	Bronze Widget Bevelled Large	32.00 ea	21
BC100	Bronze Taper Widget Small	12.00 ea	2
BC200	Bronze Taper Widget Medium	21.50 ea	49
CA100	Chrome Widget Small	8.00 ea	30
CA200	Chrome Widget Medium	16.00 ea	1
CB100	Chrome Bevelled Widget Large	75.00 ea	9
CB200	Chrome Taper Widget Extra-large	99.00 ea	29

Original list



Code	Description	Unit Price	Stock on Hand
BA100	Bronze Widget Medium	24.95 ea	36
BA200	Bronze Widget Large	69.75 ea	0
BB100	Bronze Widget Bevelled Medium	22.00 ea	49
BB200	Bronze Widget Bevelled Large	32.00 ea	21
BC100	Bronze Taper Widget Small	12.00 ea	2
BC200	Bronze Taper Widget Medium	21.50 ea	49
CA100	Chrome Widget Small	8.00 ea	30
CA200	Chrome Widget Medium	16.00 ea	1
CB100	Chrome Bevelled Widget Large	75.00 ea	9
CB200	Chrome Taper Widget Extra-large	99.00 ea	29

List after invert selection

Note: The records highlighted will (normally) change if the list is sorted. For performance reasons, the current selection is only preserved if you have a small number of records highlighted, and you are not operating on a high latency network.

Manipulating Records in a List

Because the lists in MoneyWorks are “live”, we can manipulate the records shown in them by sorting and searching.

Sorting Records

The records in a list can be sorted by any of the columns in the list

- 1. To sort the records by any of the columns of information simply click the column heading

Status	Reference	Bank
P	100201	\$900
P	100202	\$900

The records will be sorted according to the data in the column. The column heading will be highlighted to indicate it is the sorted column.

Click on a column heading to sort the list by that column.

Some columns will sort instantly, and some will take longer. In the transaction list for example, the column corresponding to your reference number (invoice number, cheque number etc.) will sort instantly, as will the debtor/creditor code column for invoices, whereas the columns for Description and Gross will take longer to sort.

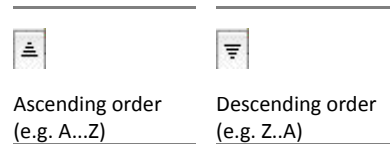
Tip: To sort two columns, first sort the minor column by clicking on its column heading, then hold down the option key (Mac) or the shift key (Windows) and click on the heading of the major column.

Note: If you have fewer than 10 records highlighted in this list, the same records will still be highlighted after the sort.

Direction of Sort

Sorting is done in either ascending (smallest to biggest) or descending (biggest to smallest) order. The Sort Direction Icon (above the vertical scroll bar) shows the current direction of the sort.

1. To change the sort direction, click the column heading again, or click the Sort Direction icon



Click again to change the sort direction

The sort direction icon is at the right hand end of the column headings bar (above the vertical scroll bar). It toggles the sort direction between ascending and descending.

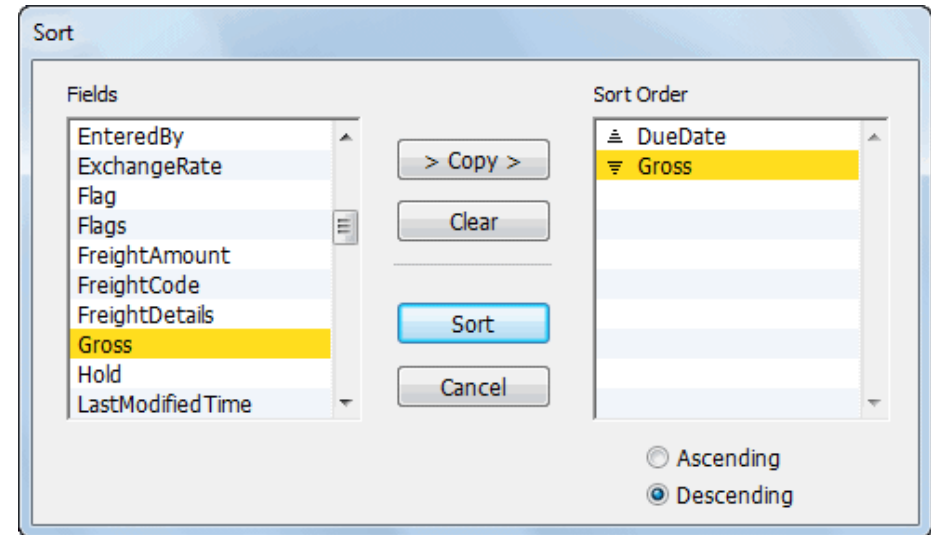
When a list is sorted by a column in this way, MoneyWorks will remember the sort order that you have selected. Even if you close the document, MoneyWorks will sort the list the same way next time you open it.

More Complex Sorting

More complex sorting is available using the Sort command in the Select menu, which can sort by multiple fields, or by data that does not appear in the list window. However such sorting is temporary, and will be lost once you start entering or modifying records in the list.

1. To sort the list by more than two columns, Choose Select>Sort

The Sort dialog box displays the fields in the file that are available for sorting on the left—these are the field names, which may differ from the column names, and are described in [Appendix A—Field Descriptions](#).



2. Select the field name of the first field that you want to sort by and click the Copy button

The field name is copied to the Sort Order list.

The icon to the left of the field name in the Sort Order list indicates whether the field will be sorted in ascending or descending order.

Double-clicking a field is a short-cut for copying it to the Sort Order list.

3. To change the sort direction for a field in the Sort Order list, ensure that it is highlighted and click the Ascending or Descending radio buttons beneath the list
4. Repeat for all the fields that you want to sort by in the order in which you want them to be sorted

There is a maximum of 10 sort levels.

5. When the Sort Order list is complete, click the Sort button to perform the sort

The records will be displayed in the new sort order in the list. None of the column headings will be underlined.

Note that the Sort Direction icon in the list heading will not have any effect on a sort performed this way.

Typing into the list (see below) will not work when the list has been sorted using this method. It only works when the list has been sorted by clicking on one of the column headings for a text field.

Locating a Record

Often you will want to locate a particular record or group of records. There are several ways to do this:

- [Sort the list](#) into some order so that the records you require are together. Use the scroll bar to move through the list.
- Use the search box in the list window to do a text search to locate the record(s) that you require.
- Use the [Find by Field](#) command to locate the record(s) that you require based on a nominated value in a specified field, or the [Find by Formula](#) for records based on some complex search criteria.

Typing into a List

- Sort the list by an appropriate [column heading](#) and type in the first few characters of the value you are after (only works for text columns, not date or numeric). The list will be positioned at a record whose field matches the characters that you have typed in.

Finding Records using the Search Box

The search box in the toolbar allows a quick full-text search of the records in the view⁵. The search looks for any words or numbers that match or begin with the text that you enter. Any records that do have a match are displayed, forming the found set.

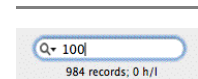
To use the search box:

1. Click in the search box, or press Ctrl-F/⌘-F⁶ (or choose Select>Find)

The search box will be activated, with the cursor flashing.

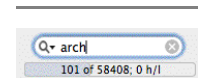
2. Key in the text you wish to search for

MoneyWorks will start searching as soon as you finish typing. Results are displayed progressively. There is no need to wait for the search to finish (it may take several seconds on a very large file). The search will automatically stop as soon as you change the view or sort the results.



Keying into the search box.

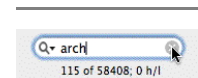
When searching large a large file, or searching over a network, a progress bar will be displayed under the search box.



Longer searches will display a progress bar over the status.

Only the records in the list that have words matching the text you entered into the search box will be displayed. Note that you will need to resort the list after the search is complete.

3. To clear the search, either click on the clear icon in the search box, click on the sidebar tab, or press Ctrl-J/⌘-J



Note that using the search box in the transaction list will also search the item code and detail description. Consider the following example, where we have typed 100 into the search box:

The clear search box icon

Transactions for Acme Widgets Gold

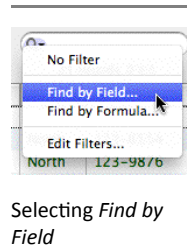
Q: 100 12 of 259; 2 h/l

Stat...	P	Invoice No.	Order No.	Name	To (Description)	Peri...	Date	Gross
U		2129		100	Century Supplies		2/01/15	345.00
P		1870	1005	SUMMER	Summer Fashions		2/01/15	855.57
P		1904	213544	BROWN	Brown Suppliers		23/02/15	1,008.56
P		1907	3433	WHITE	White Contractors		28/02/15	1,009.12
P		1974	1001	SUMMER	Summer Fashions (Widget Sales)		1/06/15	855.57
P		2011	3433	WHITE	White Contractors (Widget Sales)		28/07/15	1,009.12
P		2007	213544	BROWN	Brown Suppliers (Widget Sales)		23/07/15	1,008.56
P		2093	213544	BROWN	Brown Suppliers (Widget Sales)		20/11/15	1,008.56
P		2097	3433	WHITE	White Contractors (Widget Sales)		25/11/15	1,009.12
P		2116	213544	BROWN	Brown Suppliers (Widget Sales)		20/12/15	1,008.56
P		2121	3433	WHITE	White Contractors (Widget Sales)		25/12/15	1,009.12
U		2131	213544	BROWN	Brown Suppliers		23/02/15	342.79

- The first transaction in the list (to Century Supplies) is displayed because the customer code for Century starts with 100;
- The two highlighted transactions to SUMMER are displayed as their order number starts with 100;
- The red transaction at the bottom of the list is displayed because at least one of the detail lines has a word starting with 100;
- The other transactions are displayed because their gross (treated as an unformatted number) starts with 100. Entering 1 or 10 or 100 or 1009 or 1009. or 1009.1 or 1009.12 will find the transactions with a gross displayed as 1,009.12

Find by Field

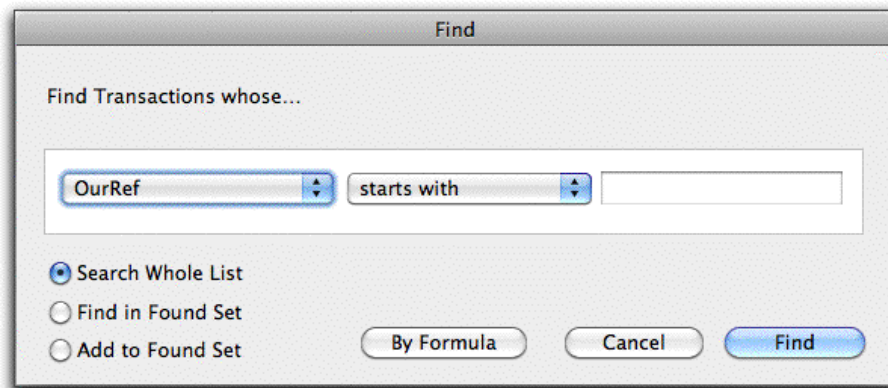
The *Find by Field* facility allows you to search for records in the currently displayed list which have a specific value in a nominated field. Only records that match the criteria will be displayed in the list, and these form the *found set*. Note that records found will be automatically filtered by the current filter. Set this to *No Filter* if you want to search the entire list.



Selecting *Find by Field*

1. Choose *Find by Field* from the Filter menu (in the left of the search box)

This displays the Find dialog box. Use this dialog box to enter the criteria that will locate the records you want to view or summarise.



2. Choose the field to search from the left pop-up menu

The fields listed in the pop-up menu will depend upon which file you are searching, and may have different names than the columns —see [Appendix A—Field Descriptions](#).

The right-most field may alter to display a pop-up menu containing valid search values.

3. Choose the search criteria from the centre pop-up menu

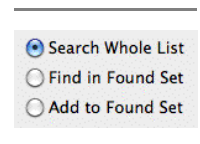
4. Specify the value to search for in the right hand field

Depending upon which field you are searching, this may be either an enterable field or a pop-up menu. If it is a field, you need to type in the value. If it is a pop-up menu, you need to select the value from the list of possible ones in the menu.

Note that searching in Text fields is not case-sensitive. E.g. “Different” is the same as “DIFFERENT”

5. Set the radio buttons to specify the scope of the search

These determine how many records are searched.



Search Whole List: The filtered records in the list (or tab view) are searched, regardless of the contents of the current found set. After the search, the list displays only the records that match the search criterion, and these records become the found set.

Find in Found Set: The only records searched are those in the current found set. After the search, the records displayed (the new found set) will be those records previously in the found set that match the search criterion.

This reduces the number of records in the found set.

Add to Found Set: The records in the entire list (or tab view) are searched, and those records that match the search criterion are added to the current found set. The found set thus becomes larger.

6. Click the *Find* button to locate the matching records

The list will be searched, and the records that match the search criterion will be displayed. If the *Add to Found Set* option was selected, both the records that matched the search and the records previously listed will be displayed. This constitutes the new Found Set.

Clicking the *Cancel* button will cancel the search.

Example: Finding a Date Range

Let's say we want to find all cash payments dated from the 15th to the 31st October 2012 inclusive. To do this:

1. Display the transactions window and set the tab to *Payments*
2. Choose *Find by Field* from the Filter menu in the search box

The Find window will be displayed

3. Set the find window to the following and click Find

All Payments dated on or after the 15 October 2012 are displayed.

4. Choose *Find by Field* again, and set to the following, and click *Find*

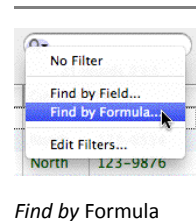
Note the radio button in the bottom left corner is set to *Find in Found Set*

Only those cash payments dated on or between 15 Oct and 31 Oct 2012 will be displayed.

Tip: The Find Selected command in the Select menu will turn a manually highlighted range of records into the found set.

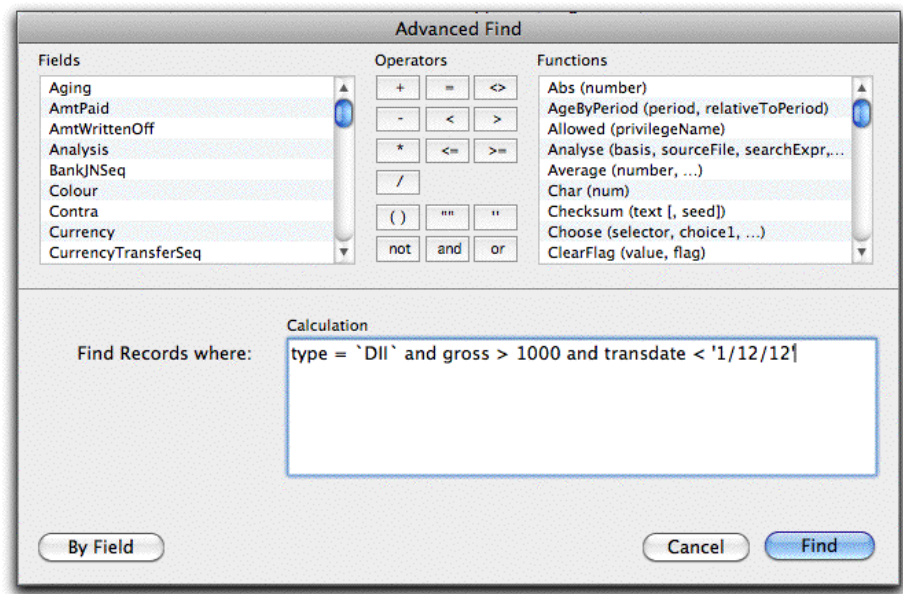
Find by Formula

You can use Find by Formula (also in the Filter menu in the left of the search box) for more complex searches. Again this works on the currently displayed list window.



1. Choose *Find by Formula* from the Filter menu in the search box

The Advanced Find dialog box is displayed.



The fields relevant to the file being searched are listed in the left hand list of the window. This list will vary depending upon the file being searched. See [Appendix A—Field Descriptions](#) for a complete list of field definition.

2. Type in the search expression

The names in the list on the left correspond to the fields in the file. You can double-click on these (or type them), to include them in the search expression. [Relational searches](#) can be used.

Only those records for which the search expression evaluates to true will be included in the list after the search is done.⁷

MoneyWorks supports full expression searching. This means you can have simple searches such as:

```
gross > 1000
```

or more complex, such as:

```
round(gross/11, 2) <> taxamount
```

which will find all transactions whose GST component is not 10% (use `round(gross/9, 2) <> taxamount` for 12.5%). The expression can contain more than one field from the field list, as well as the special built-in functions from the Functions list —see [Functions](#).

[Relational searches](#) can also be used. The following finds (in the transaction list) every transaction less than \$50 for every customer/supplier with a code in New South Wales:

```
[name:state="NSW"][transaction:gross<50]
```

The relational operators are:

Operator	Meaning
=	is equal to
<>	is not equal to
<	is less than
>	is greater than
<=	is less than or equal to
>=	is greater than or equal to

Multiple criteria

There may be more than one criterion that you want to search for—in this case use the And, Or and Not operators, e.g:

```
round(gross/11, 2) <> taxamount and transdate >= '1/7/2012'
```

3. When your search criteria is complete, click the Find button to locate the matching records

Clicking the *Cancel* button at this point cancels the search.

The records that match the criterion you specified are displayed in the list window—these records form the Found Set

If MoneyWorks cannot understand your search criteria, an error message will be displayed and the text of the search equation will be highlighted beginning at the point that it does not understand.

Searching on transaction details

If you include a reference to a detail line field in your search expression when searching transactions, MoneyWorks will evaluate the expression once for each detail line in the transaction, and will select the transaction if the expression is true for any of the detail lines. For example:

```
Detail.Account = "1000@" and detail.gross > 99
```

will match any transaction for which any of its detail lines are coded to an account starting with "1000" and have a gross of over \$99.00. This will not find a transaction with the following lines as the expression is false for each line.

Account	Account Name	Description	Net	TC	VAT	Gross
1000	Sales		50.00	G	8.75	58.75
1500	Consulting I...		85.11	G	14.89	100.00

Tip: You can search detail lines directly in the [Detail Line Items list](#).

Special text searches

When searching on a text field, you can use the "@" wildcard character as a "begins with" search. For example:

```
description="Phon@"
```

will find all records whose description starts with "Phon", e.g. "Phone", "phonograph" (remembering that search is not case sensitive), but not "iPhone".

To search for a text within a text field, you can use the [PositionInText\(\)](#) function, or, more handily, the text pattern you are searching for enclosed in "@" symbols. For example:

```
description="@phon@"
```

will find not only "Phone" and "phonograph" as above, but also "My iphone is black" and "His phonograph is bigger than hers".

Tip: MoneyWorks Gold users can access the *Find by Field* or *Find by Formula* by choosing **Select>Advanced Find** or pressing Shift-Ctrl-F/Option-⌘-F

Tip: You can switch from the Find by Field to Find by Formula search windows by clicking the By Formula button on the search window (and back the other way by clicking the By Field button).

Useful List Operations

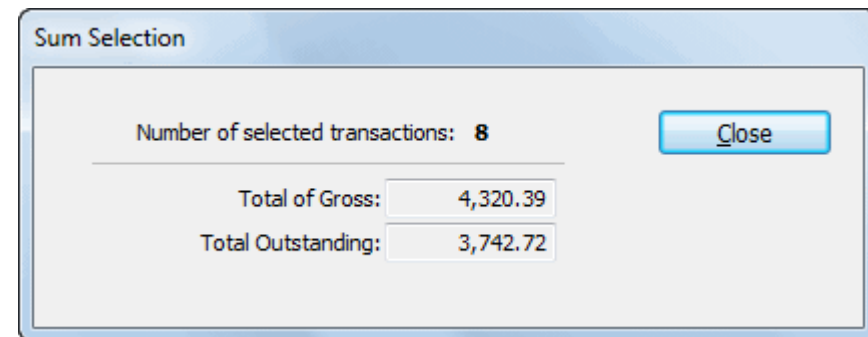
As well as simple editing operations (such as creating a new record, or changing an existing one), there are many useful things that can be done with lists.

Summing Selected Records

For certain files it is possible to add up particular fields in the highlighted records and display the total on the screen. This is done using the Sum Selection command.

1. **Highlight the records to be added**
2. **Choose **Select>Sum Selection** or press **Ctrl-=/⌘-=****

The highlighted records are summed and the result is displayed.



Tip: On the Mac, if you hold down the option key, the *Close* button will change to *Keep*, enabling you to keep this sum around and do another.

Colouring Records

You can colour individual or groups of records in the transactions, names, products, jobs and job sheet items files.

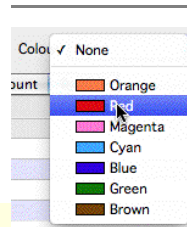
To colour records:

1. Highlight the records that you wish to colour
2. Select the colour for the records from the Set Colour submenu in the Commands menu

All the highlighted records will be changed to the specified colour.

You can also set a record's colour as you enter or modify it by setting the colour pop-up menu on the entry screen.

Note: Individual tables in MoneyWorks can have their own colour labels. These are set on the [Fields tab of the Document Preferences](#).



use the Colour pop-up menu to set the colour

Find Related

The Find Related command allows to locate records in other lists that are related in some way to the currently highlighted records. It is a very powerful way of finding out information such as:

- Who has purchased these products?
- Who hasn't purchased these products?
- What products have been purchased by these customers?
- What other products have been purchased by customers who purchased these products?
- What transactions were used to pay these invoices?

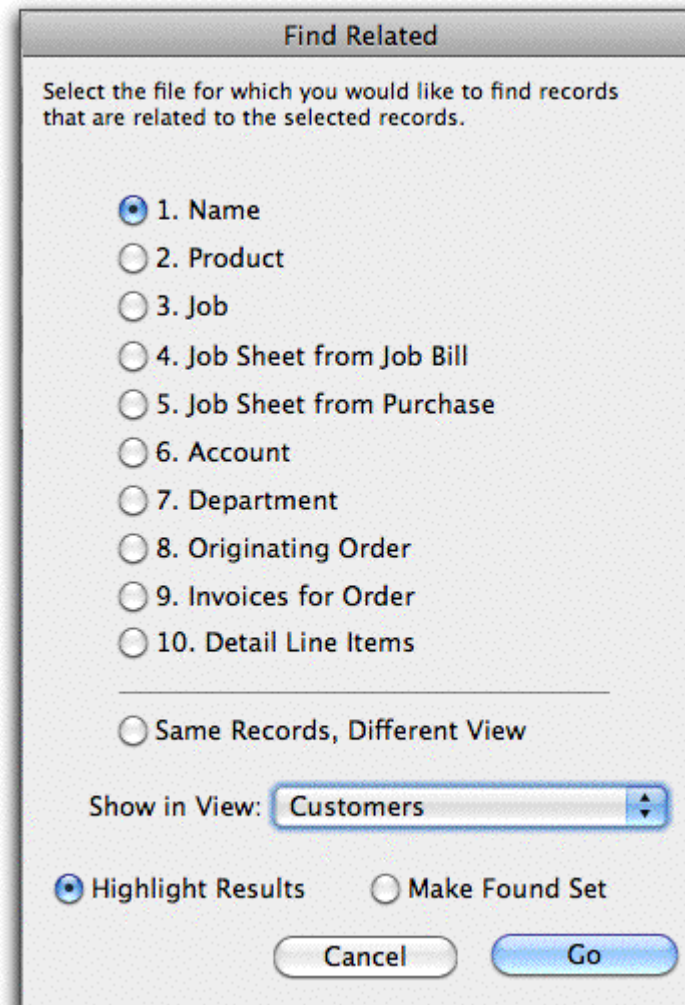
The general way to operate the command is as follows (as this probably won't make a lot of sense first time around, look at the examples below):

1. Highlight the record(s) in the source file

These represent the subject of the enquiry (for example, the product records in "who has purchased this product").

2. Click the **Related** toolbar button, or Choose **Select>Find Related**

The Find Related settings window will open (its exact format layout on where you are relating from):



This is used to specify the related list which you want to show, and its exact format depends on the current source list.

3. Choose the related list to show from the set of radio buttons

If the related list is tabbed, choose the tab view to show from the tab view pop-up menu.

4. Choose whether you want the found records to be simply highlighted in the related list, or made the found set

Highlight Results: All the records in the related list will be shown, but those that are related to your query will be highlighted.

Make Found Set: Only those records that are related to your query will be shown. They will not be highlighted.

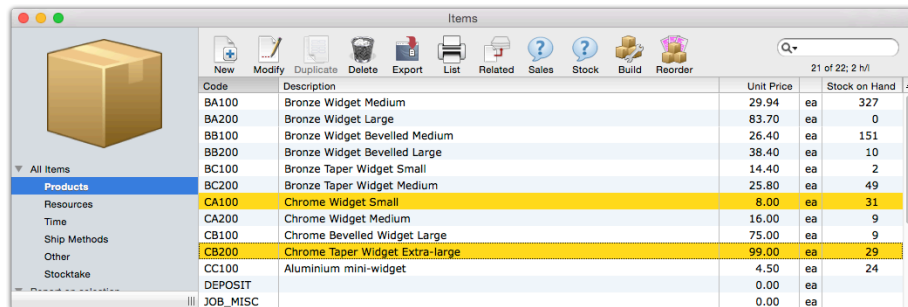
5. Click Go

The related list will be displayed, with the related records shown or highlighted.

Example 1: Who has purchased these products?

To identify who has purchased the products we first highlight the Items of interest in the Items list and then use the Find Related command, as shown stepwise below:

1. Highlight the Item records in the Items list and click the *Related* button

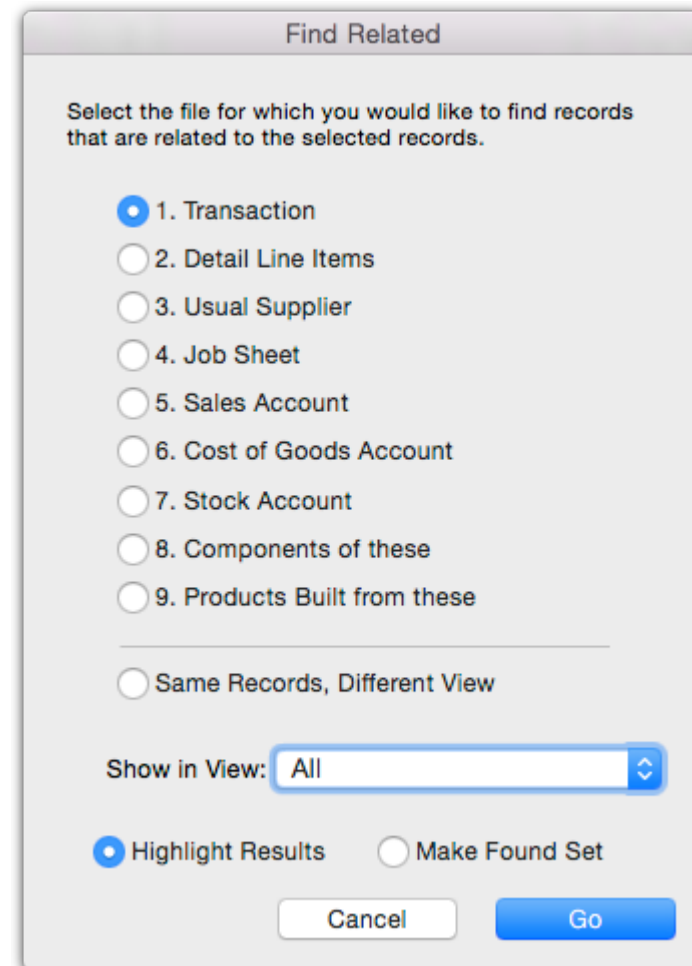


Code	Description	Unit Price	Stock on Hand
BA100	Bronze Widget Medium	29.94	ea 327
BA200	Bronze Widget Large	83.70	ea 0
BB100	Bronze Widget Bevelled Medium	26.40	ea 151
BB200	Bronze Widget Bevelled Large	38.40	ea 10
BC100	Bronze Taper Widget Small	14.40	ea 2
BC200	Bronze Taper Widget Medium	25.80	ea 49
CA100	Chrome Widget Small	8.00	ea 31
CA200	Chrome Widget Medium	16.00	ea 9
CB100	Chrome Bevelled Widget Large	75.00	ea 9
CB200	Chrome Taper Widget Extra-large	99.00	ea 29
CC100	Aluminium mini-widget	4.50	ea 24
DEPOSIT		0.00	ea
JOB_MISC		0.00	ea

Highlight the records and click the *Related* toolbar icon

The Find Related window will open

2. Set the options to highlight the transactions involving these Items and to show in the *All* list of the transaction list window, then click *Go*



Find Related

Select the file for which you would like to find records that are related to the selected records.

- ☒ 1. Transaction
- ☐ 2. Detail Line Items
- ☐ 3. Usual Supplier
- ☐ 4. Job Sheet
- ☐ 5. Sales Account
- ☐ 6. Cost of Goods Account
- ☐ 7. Stock Account
- ☐ 8. Components of these
- ☐ 9. Products Built from these

☐ Same Records, Different View

Show in View: All

☒ Highlight Results ☐ Make Found Set

Cancel Go

Set Show in View to "All" and set Highlight Results

The Transaction List window will open with all transactions involving the selected products highlighted.

Status	Type	Reference	Description	Period	Date	Gross
P	DI	2117	Spring Cleaners Ltd (Widget Sales)	Dec	20/12/15	318.21
P	DI	2116	Brown Suppliers (Widget Sales)	Dec	20/12/15	1,008.56
P	DI	2115	Rose Tinted Optometrists (Widget Sales)	Dec	19/12/15	338.62
P	DI	2114	Summer Fashions (Widget Sales)	Dec	17/12/15	504.00
P	DI	2113	White Contractors (Widget Sales)	Dec	14/12/15	757.12
P	Rcpt	224	Sales	Dec	1/12/15	5,858.10
P	DI	2111	White Contractors (Widget Sales)	Dec	13/12/15	486.56
P	DI	2110	Brown Suppliers (Widget Sales)	Dec	11/12/15	1,031.34
P	DI	2109	Green's Garden Depot (Widget Sales)	Dec	11/12/15	390.38
P	DI	2108	Spring Cleaners Ltd (Widget Sales)	Dec	9/12/15	664.88
P	DI	2107	Rose Tinted Optometrists (Widget Sales)	Dec	8/12/15	897.75
P	DI	2106	The Winter Bakery (Widget Sales)	Dec	5/12/15	503.10
P	DI	2105	The Winter Bakery (Widget Sales)	Dec	5/12/15	446.96
P	DI	2104	Spring Cleaners Ltd (Widget Sales)	Dec	4/12/15	708.75
P	DI	2103	Brown Suppliers (Widget Sales)	Dec	2/12/15	237.21
P	DI	2102	Green's Garden Depot (Widget Sales)	Dec	1/12/15	999.57
P	Pmt	100748	Widget World (Advertising)	Dec	17/12/15	3,109.77
P	Pmt	100747	Widget International Review (Advertising)	Dec	17/12/15	12,736.91

Click *Related* in the Transaction list window

3. Without changing the selection, click the *Related* toolbar button

The Find Related window will open again

Find Related

Select the file for which you would like to find records that are related to the selected records.

- ☒ 1. Name
- ☐ 2. Product
- ☐ 3. Job
- ☐ 4. Job Sheet from Job Bill
- ☐ 5. Job Sheet from Purchase
- ☐ 6. Account
- ☐ 7. Department
- ☐ 8. Originating Order
- ☐ 9. Invoices for Order
- ☐ 10. Detail Line Items

☐ Same Records, Different View

Show in View: Customers

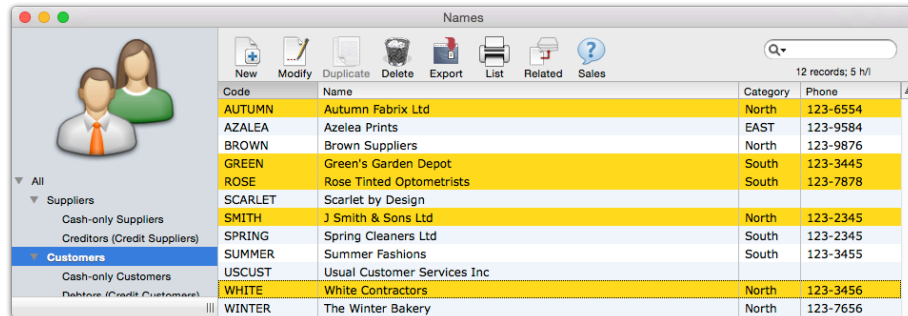
☒ Highlight Results ☐ Make Found Set

Cancel Go

Set *Show in View* to "Customers"

4. Set the *Show in View* popup to customers and click *Go*

The Names window will open on the Customers tab, with all customers who purchased the selected products highlighted.



Example 2: Who has not purchased these products

1. Repeat steps 1 - 4 above
2. Choose **Select>Invert Selection**

The highlighting inverts, so that those customers who have not purchased the products are highlighted.

Example 3: What products have been purchased by these customers?

1. Highlight the customers of concern in the Names file
2. Click the *Related* button, set to **Highlighted Results**, and go to the **Sales Invoices** tab of the Transactions file
3. Click the *Related* button, set to **Highlighted Results**, and go to the **products** tab in the Items file

The products that have been purchased by the customers are highlighted.

Example 4: What products have not been purchased by these customers?

1. Repeat steps 1-4 above
2. Choose **Select>Invert Selection**

The highlighting inverts, so that those products not purchased by the customers are highlighted.

Tip: Similar results can be achieved by using a relational search in a [Find by Formula](#)

Replace Commands

The replace commands will replace a nominated field in a selection of highlighted records by a constant value or the result of a calculation. This allows easy update of (for example) customer terms or a uniform price increase.

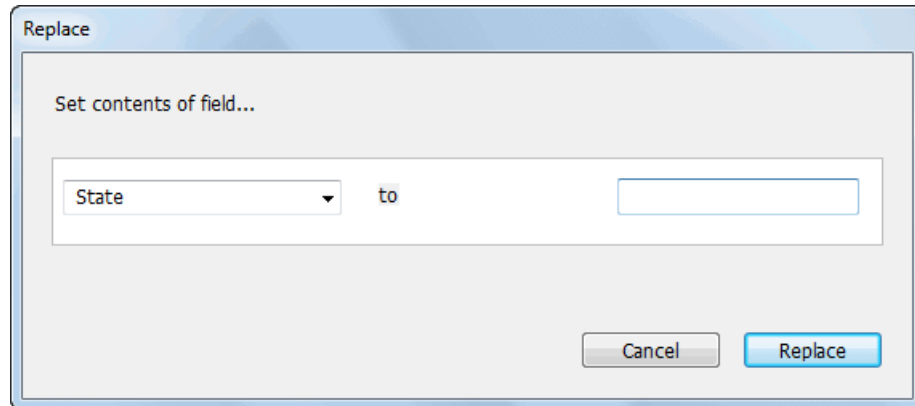
Note: Use this command with caution—it is a good way to zap your entire file.

We recommend that you save your file before using this command, then check the results carefully, and if necessary use the *Revert/Rollback* command —see [Document Rollback or Revert](#) to restore your file to how it was before the replace.

To replace a field

1. Open the appropriate list window and highlight the records for which the field is to be replaced
2. Choose **Select>Replace**

The Replace Settings window will be displayed.



3. Set the pop-up menu to the field that is to be replaced
4. Enter the replacement value into the *to* field
5. Click *Replace*

The selected field in each of the highlighted records in the list will be changed by the replacement value.

Restrictions

There are (obviously) restrictions on the fields that can be replaced and the values that can be entered. For example you cannot change the Gross field in a transaction (it must be the sum of the detail lines) or the dates in posted transactions. And it makes no sense to replace every item code with a single value.

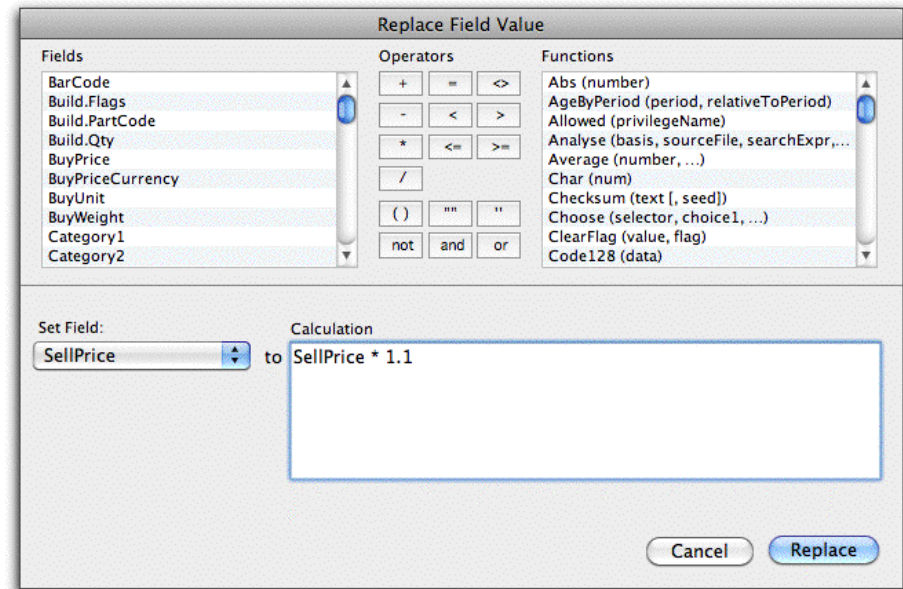
Advanced Replace

In Gold only, use the Advanced Replace to update fields with a calculated result. This is useful for operations like applying a price change to a range of products.

1. Open the appropriate list window and highlight the records in which the field is to be replaced

2. Choose Select>Advanced Replace...

The Advanced Replace settings window will be displayed



3. Set the pop-up menu to the field to be replaced by the calculation

4. Enter the calculation to use in the *Calculation* field

You can use the fields and functions in the lists if needed.

5. Having checked your calculation carefully, click *Replace*

The selected field in each of the highlighted records in the list will be **permanently** changed by the replacement value. It is a good idea to test the calculation by replacing an unused field (such as "User1") with the results, and then if all has gone well, replace the real destination field by the contents of this field.

Examples:

File	Field	Calculation	Description

Names	BankAccountNumber	AccountName	Copy the accountname field into the BankAccountNumber field
Names	AccountName	""	Clear the AccountName field
Product	Sellprice	SellPrice * 1.1	Increase the sell price by 10%
Product	SellPrice	round(SellPrice/5,2)*5	Round sell price to nearest 5 cents
Transactions	Duedate	Date(30, Month(Duedate +1), Year(duedate))	Set the duedate to the 30th of the next month

Printing Records

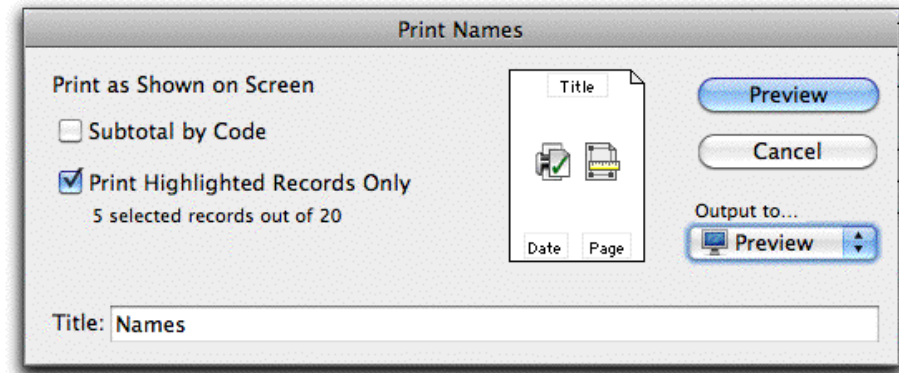
It is possible to print out any of the lists that are displayed, just as they appear on the screen. They will print in the same order in which they appear on the screen, with the same columns⁸. To print a list:



To print a list, click the *Print List* toolbar icon.

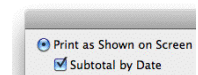
1. **Display the appropriate list on the screen**
2. **If necessary, find the records you want to print and sort the list**
3. **If you only wish to print specific records in the list, highlight those records**
4. **Click the *Print List* toolbar button, or choose File>Print or press Ctrl-P/⌘-P**

The Print Configuration dialog box for the list appears. There may be list-specific options on this. Refer to the sections on the specific files for a discussion of the options.



5. If you want your report subtotalled, set the *Subtotal* option

This option is only available if the list has been sorted by one of the columns. A subtotal of each numeric field in the list is printed whenever the value in the sorted column changes, with a grand total at the end of the list.



Set the *Subtotal* option to get subtotals on your print

Note: Only columns with decimal alignment will be totalled

6. If you only wish to print the highlighted records, set the *Print Highlighted Records Only* option

7. If required, enter a heading to appear at the top of the report

8. Set the *Output to* pop-up to Preview or Print

You can also save it to disk, email it, open it in Excel etc.— see [Output Settings](#)

9. Click *Print* or *Preview* to print (or preview) the list

If Print is clicked, the standard Print Job dialog box is displayed.

Additional reports that can be run on the records in the list are available in the Reports section of the list sidebar.

Copy and Paste

You can copy and paste records in a list, providing an easy method of duplicating a group of records, moving data to another application (or another MoneyWorks document), or receiving data from elsewhere. Whenever you paste, MoneyWorks invokes its Import routines to ensure that the data is verified.

To Copy

1. Highlight the records to be copied
2. Choose Edit>Copy or press Ctrl-C/⌘-C

The highlighted records will be copied to the clipboard.

Note that the information is copied in the same format as the export format for the list, and is not influenced by whatever columns are displayed in the list. The field names constitute the first record in the copied information.

To Copy Payments and Receipts against invoices (not Cashbook)

1. Highlight the payments or receipts that you wish to copy
2. With the option key (Mac) or the shift key (Windows) held down, choose Copy from the Edit menu

The highlighted payments and/or receipts against invoices will be copied in a format suitable for reimporting into MoneyWorks. You can't paste these back into MoneyWorks—paste them into a text document instead and import this using the Import>Payments on Invoices command.

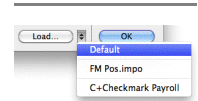
To Paste

1. Choose Edit>Paste or press Ctrl-V/⌘-V

The Import Settings window for the list will be displayed⁹, enabling you to match up the information being pasting with the fields in MoneyWorks—see [Importing into Other Files](#).

Note: If you are pasting records copied out of MoneyWorks, choose the *Default* import settings to align the fields up automatically.

Note: The information for payments and receipts against invoices is different from other payments¹⁰. You will not be able to successfully paste in a mix of these records.



Choose the Default map if you are pasting information copied from MoneyWorks.

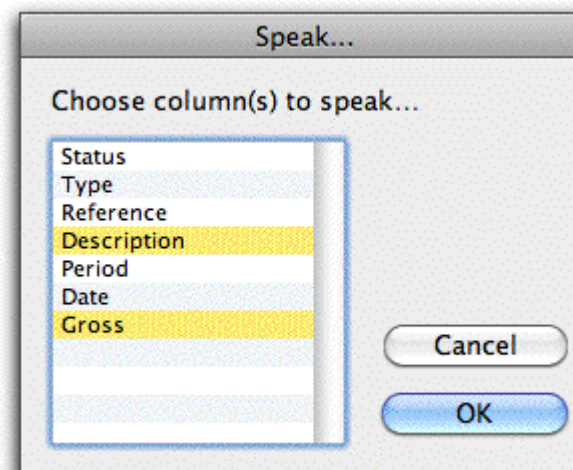
Reading Records

You can have your computer read out the contents of most MoneyWorks lists for you. This is useful for checking input and numbers against the original source documents.

To read out records from a list:

1. Highlight the records in the list and choose Select>Speak

The Speak settings window will be displayed.



This is used to specify which fields you want to have read.

The Speak command is not available if the speech software is not installed/enabled on your computer.

2. Highlight the fields you wish to have read and click **OK**

The information in each selected field in each of the highlighted records will be read out to you.

To pause: Choose Select>Pause Speech or press ⌘-` (Mac only)

To stop the speech: Choose Select>Stop Speaking or press esc/⌘-.

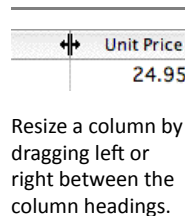
To repeat the speech: Choose Select>Speak Again or press Ctrl-/,/⌘-,.

Customising Your List

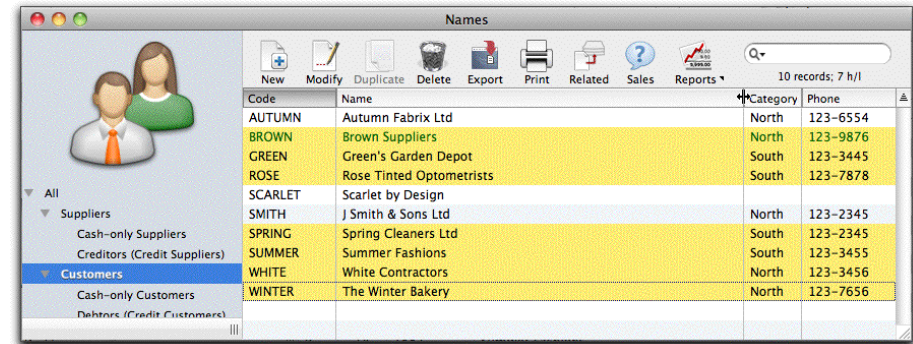
It is easy to customise the lists so that they present information in the way that best suits your needs. You can move the columns around, resize them, and even add additional columns of your own.

Resizing Columns

The columns in any of the list views can be resized by positioning the cursor between the column headings and dragging left or right.

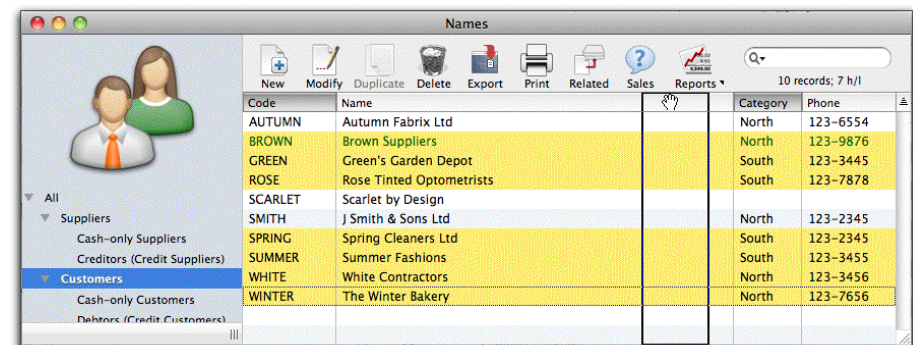


Resize a column by dragging left or right between the column headings.



Moving Columns

You can rearrange the order of the columns by dragging the column heading to the left or right, until the cursor is near the gap between two other columns (you will see a black insertion indicator between the columns where the column will be moved).

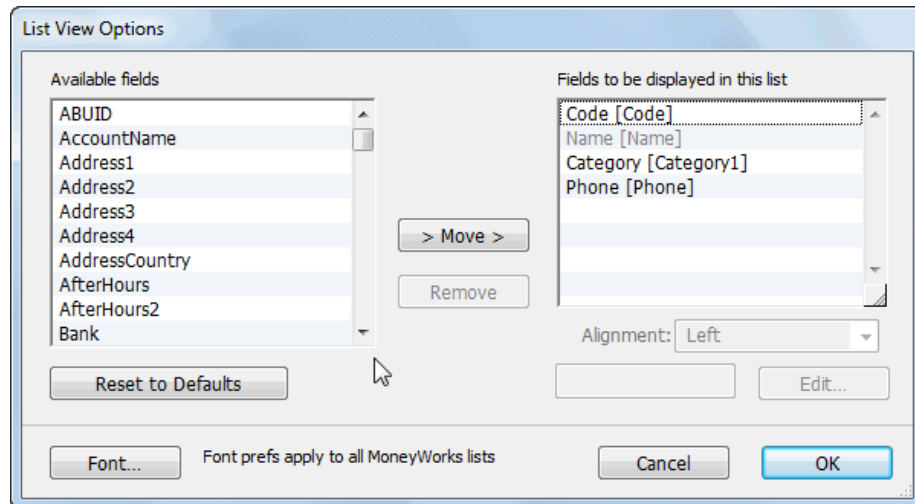


Inserting and Removing Columns

To add and remove columns:

1. Choose Edit>Customise List View, or right click in the list and choose Customise List View

The List View Options window will be displayed.



The list on the left contains all the eligible columns which can be displayed, and that on the right contains the columns currently displayed in the list.

To insert a column: Select it in the left hand list to be inserted and click *Move*.

To remove a column: Select it in the right hand list and click *Remove*. Columns that are greyed out may not be removed.

To re-order the columns: Drag the columns up or down in the right hand list.

To rename a column heading: Click on the column in the right hand list and type the new heading in the text entry field at the bottom of the list.

To change the font used in the lists: Click the *Font* button to open the MoneyWorks font preferences settings, which allows you to set the list screen fonts and the list print fonts —see [Fonts](#). Any changes you made will be reflected in all MoneyWorks lists for any MoneyWorks document on your computer.

Tip: To show the records in a file in the order in which they were created, sort your list by *SequenceNumber*.

Calculated Columns

As well as showing stored field values, lists can be set to show values that are calculated on the fly. Discretion should be used with this feature, as results that depend on excessive calculation (such as the summing records in another file) may seriously impact performance.

To insert a calculated column

1. **Move the field “Heading [Your calculation here]” into the right hand list of the List View Option window**

This will always be at the bottom of the left hand list

2. **Click the *Edit* button**

The Calculation window will be displayed

3. **Enter your calculation expression and column heading**

4. **Click *OK***

If your expression is incorrectly formed (i.e. MoneyWorks can’t understand it), you will get an error message, and you will need to correct the expression—see [Calculations and things](#)

If your calculation returns a numeric result, set the alignment to *Decimal*. This will ensure it is totalled whenever the list is printed.

You can add an optional format expression which alters how the information in the list is displayed, but not how it will be sorted. The format expression is separated from the calculation by a semicolon, and can access the calculated result by the use of a special `_result` variable.

For example a column in the Transaction list with a calculation of:

```
DayOfWeek (transDate)
```

will display the number of the day of the week of the transaction (1 for Monday, 2 for Tuesday and so forth). However:

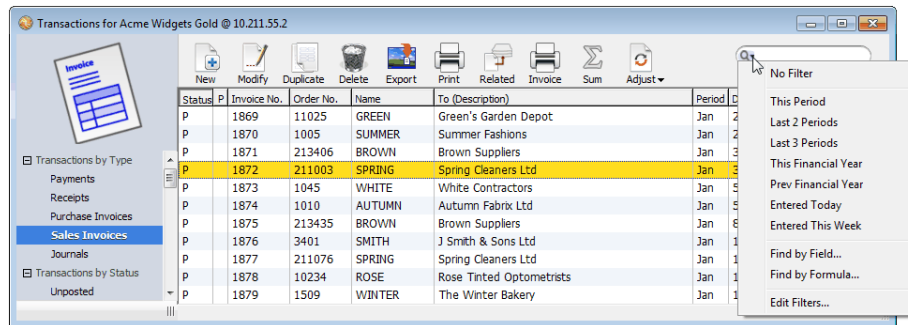

```
DayOfWeek(TransDate);Choose(_value, "Mon", "Tues",  
"Wed", "Thurs", "Fri", "Sat", "Sun")
```

will display the day name, but the column will sort numerically by day number.

List Filters

Every list has associated with it a List Filter. This enables you to quickly filter the records displayed in the list based on some predefined search criterion. The filter is located in the left of the search box (on the right of the toolbar), as shown below.

The list filters are in the left of the search box



To invoke a filter, simply select it from the filter menu. The records in the list will be filtered according to the selected criterion. The filter will remain in effect until changed; note however that if that list is the target of a [Find Related search](#), the filter will be reset to No Filter.

Note: If you do a Find on a filtered list, the records found will be filtered. Thus if you have your filter set to “Last 2 Periods”, and you then find every transaction over \$1,000, you will in fact be finding every transaction over \$1,000 in the last 2 periods.

The selected filter is shown in the search box.

Using the Keyboard to select a filter

If you press the backslash key “\”, the filter menu will be briefly enabled. You can then (quickly) type a few letters of the filter name, and the first filter found that contains a word starting with those letters will be invoked. For example, using the pre-supplied filters in the Transaction List:

\thi invokes This Period

\3 invokes Last 3 Periods

\Ent invokes Entered Today

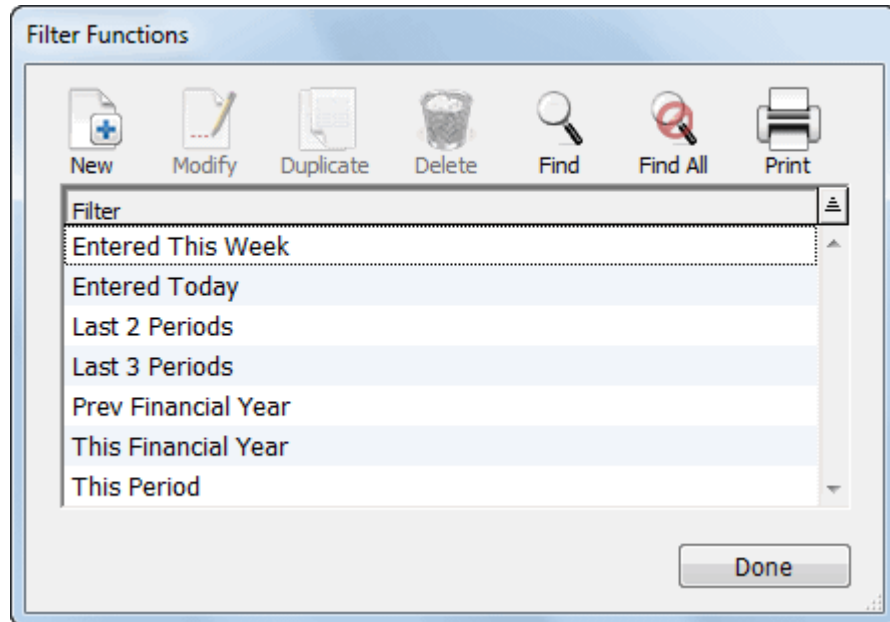
Creating Filters

Using the Edit function in the filter menu, you can create your own filters. This allows you to store and easily invoke commonly used searches.

To create your own filter for the currently displayed list:

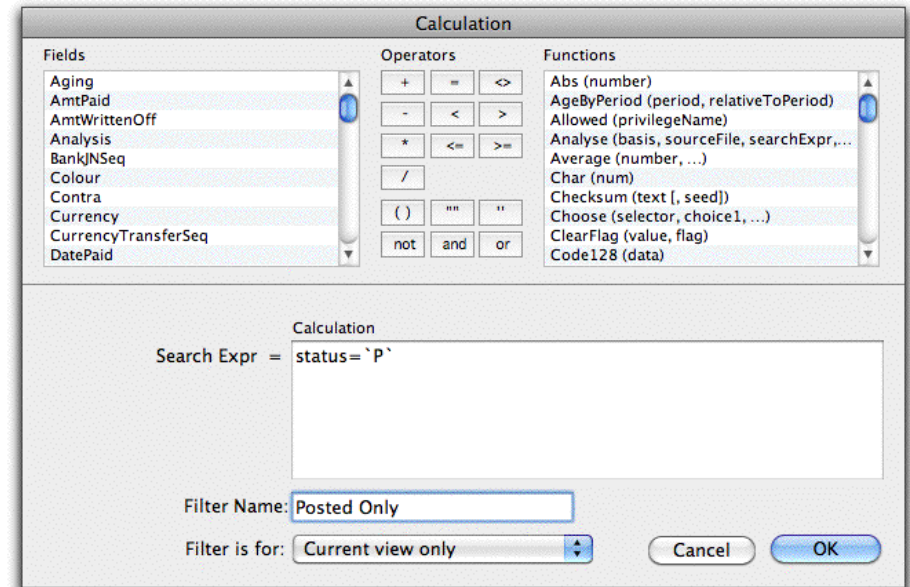
1. Choose *Edit...* from the Filter menu

The Filter Functions window will open, displaying all filters for the list



2. Click the *New* toolbar button

The Calculation window will be displayed

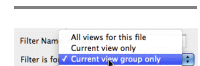


3. Enter the search expression that you want to act as a filter

Clearly a complicated or badly formed search will take longer to perform than a simple indexed search, and this could have severe performance implications when your list is redrawn). It is for this reason that you should use discretion with *complex or relational searches*.

4. Set the *Filter is for* pop-up menu (if present)

This is only present for tabbed list windows (such as Names, Transactions). You can make the filter available for just the current tab view, all tab views, or (for the transaction list window) all tab views in all tab sets (View by Status, Type etc).



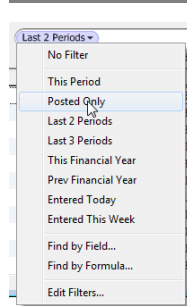
For tabbed list windows, a filter can be applied to just one view or all the tab views.

5. Click *OK* to save your search expression

If your search expression is incorrectly formed (i.e. MoneyWorks can't understand it), you will get an error message when you click OK. You need to correct the expression before you can click OK successfully.

6. Click the **Done** button to close the Filter Function list window

The newly created Filter will appear in the Filter menu, and can be activated by selecting it. Once selected, it will remain in operation until changed¹¹ (even if you quit out of MoneyWorks).



The installed filter

Filters can be modified and deleted in the normal manner by opening the Filter Function window (using *Edit* in the Filter menu) and double clicking or using the toolbar buttons.

¹ In MoneyWorks 5 and earlier, these views were displayed as tabs across the top of the list. ↩

² The purist might argue that it makes more sense to use the up and down arrows to navigate through the views. These in fact are used to navigate up and down the records in the list. ↩

³ The options that, in MoneyWorks 6 and earlier, were available in the Print list dialog are now accessed through these sidebar reports. ↩

⁴ The filter menu was on the left of the list in versions previous to MoneyWorks 7 ↩

⁵ The records that it searches are all those determined by the current tab view and filter (i.e. a *Find All* for the view and filter is done first). ↩

⁶ In MoneyWorks 6 and earlier, these shortcuts would open the *Find by Field* search window. ↩

⁷ If you omit the relational operator, expressions that evaluate to non-zero will be shown in the list after the search is complete. ↩

⁸ The exception is the Transaction list, whose *Gross* column is automatically split into *Net*, *Tax* and *Gross*. ↩

⁹ MoneyWorks Cashbook will not show you the import settings unless you hold down the option key (Mac) or the shift key (Windows) and choose Paste Records from the Edit menu. ↩

¹⁰ Payments/receipts against invoices can be easily identified in the Transaction list as their Bank account is shown in italics. To copy (paste) these hold down the option key (Mac) or the shift key (Windows) and choose Copy (Paste) Records from the Edit menu ↩

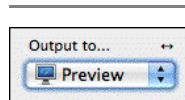
¹¹ or the list is the target in a Find Related. ↩

Printing and emailing

As part of the your operations, you will need to prepare reports and print forms (such as invoices). In MoneyWorks you have the option of printing or emailing these, making PDF or text files, or even transferring the information into Word, Excel or Numbers. These are all done in the in the same, consistent manner.

There are three basic types of printout from MoneyWorks:

Reports: To print a report, choose the report from the Reports menu. The Report Settings dialog box is displayed.



For Datacentre users, a double-arrow is displayed above the *Output* pop-up menu if the report is going to be prepared on the server instead of the client.

Settings for "Profit and Loss Comparison.crep"

Options More Options

☐ Omit Zero Balances

☐ Include Unposted

☐ Print Movements

☐ Show Departments

☐ Cash Basis

Sort: Account Code

☐ By Quarters

Time Interval

Period: Mar:2013/14

☐ Page Break Between

Preview

Cancel

Output to...

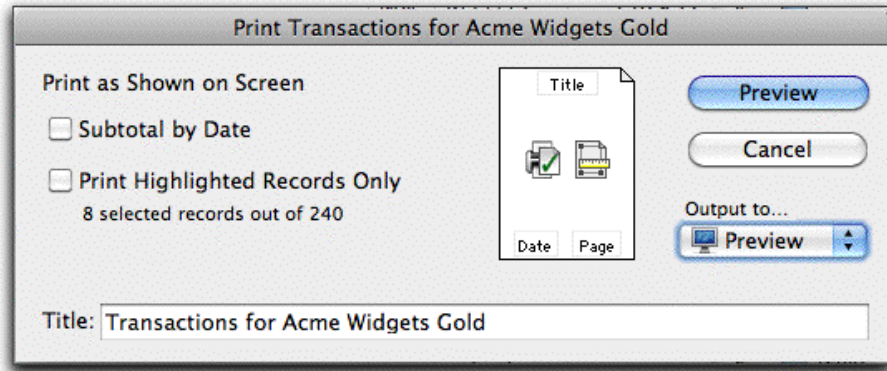
Preview

Title

Date Page

Title: Profit and Loss Comparison

Lists: To print as it is on screen, highlight the records to print (unless you want to print all records), and choose Print from the File menu (or press Ctrl-P/⌘-P, or click the *Print List* toolbar button). The Print List dialog opens:



In the transaction list only, clicking the *Print Details* toolbar button will print the transactions showing their detail lines. This will enable you to see how a transaction was coded, either in terms of its items, or the general ledger debits and credits that underpin the transaction (i.e. the underlying accounting journal).



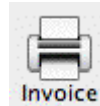
The *Print Details* icon

To print a report that is based on the list, click on the report in the Reports section in the list sidebar.

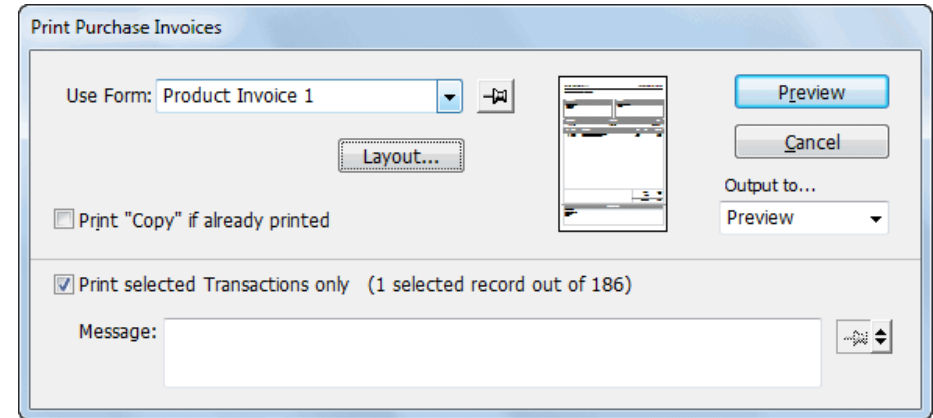
Forms: To print a form (receipt, invoice, product label, job sheet, etc.), highlight the records you want to print in the list, then choose Print «record» from the Command menu (or press **Ctrl-[/⌘-[]**), or click the *Print Form* toolbar button. The Print Form dialog box is displayed. Forms are discussed in more detail in [Printing Forms](#).



To print a list, click the left hand *Print List* toolbar button.



To print a form (invoice) use the right hand *Print List* button.



These settings windows all have common icons and buttons which you use to determine the page size, output medium and so forth. There are also specific options that depend on the type of object being printed (for example, what Period to use when printing a report)—these are discussed elsewhere.

Page Settings

The settings that affect the printer, page size and margins are contained in the page display, except for custom forms where they are set by the [Layout button](#).

Click the **Page Setup**  icon to access the standard page setup for your printer. Settings here include paper size and orientation, and (for Macintosh) scaling.

Click the **Page Margins**  to specify the margins for the printout. On Windows the scaling factor is also specified here —see [Changing the Margins and Leading](#).

Note: If the [Auto-Scale option](#) is set, MoneyWorks reports will automatically scale down to fit the selected paper width and orientation.



Use the page settings to specify paper size, orientation and margins

Report Title, Date and Page

The title, date printed and page number will automatically be printed on each page of the printout (unless you are printing a form). To suppress one or all of these click on the *Title*, *Date* or *Page* icon—a line will be drawn through the item to signify that it will not appear on the printout. Clicking on the item again will restore it to the printout.



Click on the *Title* (or *Date* or *Page*) so it won't appear on the printout

Unless the title of the printout is suppressed, the title will appear at the top of each page, and will default to the name of the list or report that you are printing. To change the title:

1. Type your title into the *Title* field

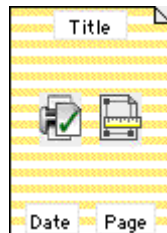
Title:

The *Title* field will be disabled if title printing is suppressed.

Pyjama Stripes

You can add “Pyjama stripes” (a series of background stripes) as a background to reports (and Plain forms) to make them easier to read. To add or change pyjama stripes:

1. Hold down the **Ctrl** key (Windows) or the **Option** key (Mac) and click in the page display



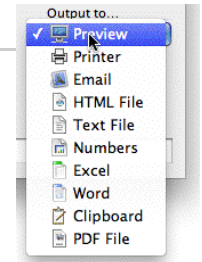
The icon will display the next set of pyjama stripes

2. Repeat to cycle through all sets

Ultimately the page will again be blank, indicating no stripes.

Output Settings

Printouts can be directed to a variety of destinations, including the printer, disk files, preview, email, Word, Excel and the clipboard. This is achieved by setting the *Output to* pop-up menu.



Use the *Output to* menu to specify where you want your report directed.

Preview

You can preview a printout on your screen by choosing the Preview option. Having viewed the printout, you can then elect to print it.

To preview a printout on the screen:

1. Set the *Output to* pop-up menu to *Preview*
2. Click the *Preview* button or press enter

The printout will be generated and displayed in the *Preview window*, allowing you to inspect it before printing or emailing it.

Output to Printer

To print directly to the printer:

1. Set the *Output to* pop-up menu to *Printer*
2. Click *Print...*

The standard print dialog boxes will be displayed, allowing you to select the page range, number of copies, paper source etc.

Output for email

Any printout can be emailed. MoneyWorks will prepare the email and add the printout as a PDF attachment. Unless you are using the built-in SMTP server—see [Emailing](#), MoneyWorks will not send the email, but make it ready for your email program.

To send a printout as an email:

1. Set the **Output to pop-up menu to eMail**
2. Click the **Send...** button or press enter

The *Mail Attachment* window will open

Code	Name	Contact
AUTUMN	Autumn Fabrix Ltd	
AZALEA	Azelea Prints	
BROWN	Brown Suppliers	
BSUPP	Beetle Suppliers Limited	
CANON	Canon Photocopiers	
CSUPP	Casbah Suppliers Int	

3. Type in the subject of the email

This defaults to the title of the printout.

4. Enter the address(es) of where to send the email

You can type these in, or insert them from the list of Names

5. If you are using the built-in SMTP, enter an optional message

You cannot do this if you are using a mail client (but you can enter it using your email client before sending).

6. Highlight the Name(s) in the list who you wish to receive the email

7. Choose the Contact or Role from the popup menu

The contacts and email address for that role will be displayed. Where a name has multiple contacts with the same role, all those contacts will be emailed (one email, with multiple addresses in the *Send To* field).

8. Click the **Insert** button or double click a Name to transfer the available email address

The addresses in the *Send To* field should be separated by commas. People's real names, if present, should be enclosed in double quotes and precede their email addresses.

9. Click the **Send** button

A single email will be created addressed to the nominated recipient(s), with the printout as an attachment. The email is not sent, but it will appear in your email program for sending.

emailing Invoices, Orders and Statements: When you email an invoice or statement, you normally are going to send it to the client. MoneyWorks knows of course the details of the client, including the email address (providing you have recorded it). The *Separate Emails* tab in the *Mail Attachment* window allows you to send the emails direct to the intended recipient—see [Emailing Forms](#).

emailing as pdf: Custom forms (invoices, statements etc) can be emailed as pdf attachments. This preserves the layout and graphics on the form.

Output to Disk

Most printouts (except custom forms, which are graphical) can be output to disk, either as tab-delimited text or html.

To export a printout:

1. Set the **Output to pop-up** menu to either **HTML File** or **Text File**

The default button will read Save As...

2. Click the **Save As...** button or press enter

The standard Create File dialog box will be displayed.

3. Select where you want to save the file and type in the name

4. Click **Save**

The file will be written to disk in the specified format.

Output to Excel, Word and Numbers

Most printouts (except custom forms, which are graphical) can be sent directly to Microsoft Excel or Word, or on Mac, to Numbers.

1. Set the **Output to pop-up** menu to either **Excel** or **Word**
2. Click the **To Excel (or To Word)** button

The output will appear in Excel or Word—if the application is not running, it will be launched. Clearly you must own Excel or Word for this to work.

Output to Clipboard

Textual output (such as reports and plain forms) can be sent straight to the clipboard, allowing you to paste the information into another application.

1. Set the **Output to pop-up** menu to **Clipboard**

The default button will read Copy

2. Click the **Copy** button or press enter

The information will be placed on the clipboard.

Output to PDF

Most printouts (including graphical ones) can be made into a PDF file.

1. Set the **Output to pop-up** menu to **PDF File**
2. Click the **Save As** button

You will be prompted for the name and location for your pdf file.

The Preview Window

The Preview window contains a preview of one or more reports, forms or other printing where you have selected the **Output to Preview** print option.

The screenshot shows a window titled "Profit & Loss Comparison @ 10:31 a.m.". The sidebar on the left lists several reports: Transaction List @ 10:31 a.m., Profit & Loss Comparison @ 10:31..., Balance Sheet @ 10:31 a.m., Profit & Loss Comparison @ 10..., and Quicklook @ 10:32 a.m. The main area displays a "Profit & Loss Statement for the Period Ended 30 June 2010". The table compares Actual, Budget, and Variance for the current month and year-to-date (YTD) against the previous year's YTD.

	Actual	Budget	Variance	Last Year	Actual YTD	Budget	Variance	Last YTD
Sales								
Sales	1,083	0	1,083	0	89,725	92,006	47,725	0
Rebates	0	0	0	0	0	80,000	-80,000	0
Freight Recovered	80	0	80	0	80	0	-2,975	0
	1,163	0	1,163	0	89,795	132,006	-36,210	0
Less: Cost of Sales								
Purchases	1,388	0	1,388	0	71,225	69,006	16,225	0
Freight	10	0	10	0	287	500	-213	0
Total Cost of Sales	1,398	0	1,398	0	71,512	69,506	16,212	0
Gross Margin	-235	0	-235	0	25,183	62,500	-34,322	0
Gross Margin %	-21.80%	%	%	%	28.23%	61.11%	-32.88%	%
Other Income								
Consulting Income	2,045	0	2,045	0	2,045	0	2,045	0
Overhead Recovered	0	0	0	0	0	0	-120	0
Interest Received	0	0	0	0	174	0	-174	0

If the Preview window is left open, subsequent Previews will be consolidated into it, each accessible by clicking on its time-stamped name in the sidebar. Alternatively you can step through the reports using the left or right arrow keys.

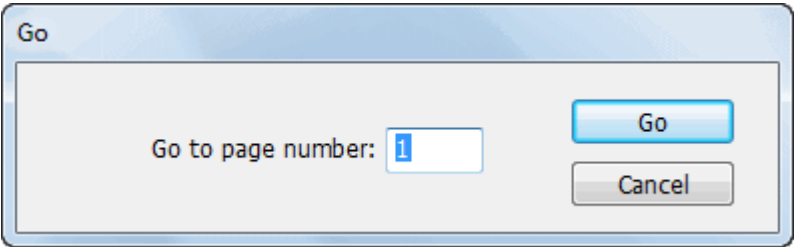
Having previewed a printout, you can elect to print, save as PDF or email the selected view by clicking on the appropriate toolbar icon

You can dismiss an individual preview by clicking on the Close icon to the left of the name in the sidebar—this is only visible when the mouse is directly over it.

If you want a preview to be in its own window, click the Own Window toolbar icon. The currently viewed report will be detached from the Preview window into a new Preview window, and the two windows will be positioned next to each other so you can do side-by-side comparisons.

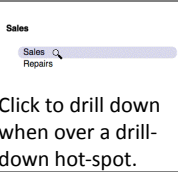
Scrolling: You can scroll the previewed printout up and down by using the vertical scroll bar, and left and right by using the horizontal scroll bar at the bottom of the window. Alternatively use the page-up, page-down, home, end and up and down arrow keys to scroll through the window. The spacebar will take you to the top of the next page (and shift-spacebar to the top of the previous page).

The page control arrows in the toolbar also cause the report to scroll one page at a time. Clicking on the *Page* icon between the arrows, displays the *Go To Page* window, allowing you to go to a nominated page.



Type in the page number of the report and click the *Go* button

Drill-down: Live drill down is available on many reports. When you move the cursor over a drill-down “hot spot”, the hot-spot will highlight and the cursor will change to a magnifying glass. Click to drill down.

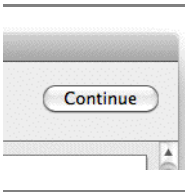


Zooming: When you resize the Preview window, the report will normally automatically scale to fit. You can manually zoom in and out by using the two zoom controls (or Option-scrollwheel on Mac, Ctrl-scrollwheel on Windows). To zoom in smaller increments, hold down the shift key while zooming. Once a window has been manually zoomed, you can drag the preview with the mouse to manually move it, and the preview will no longer be automatically scaled when the window is resized. Click the Fit toolbar icon to again automatically scale the preview to the window.

Rerunning the Report: Many (but not all) previews can be regenerated by simply clicking the Refresh button. The print settings will be displayed for the report, and the report will appear as a new view in the Preview window.

Copying a Preview: You can copy the current page to the Clipboard as a PDF (Mac) or EMF (Windows) by choosing Copy from the Edit menu. You will be able to paste this picture in an application that supports graphics. Use the Output to Clipboard option if you want to get the whole report as text onto the clipboard.

Modal Preview Window: Certain preview windows (such as the GST preview) are modal —you will not be able to do other operations in MoneyWorks while these are open. These windows have a *Continue* button, which must be clicked for you to proceed (the report will still be visible in the Preview window).



Note: The Preview window will not close if you manually close or disconnect from the MoneyWorks document (using the File menu). However the names of existing previews in the sidebar will turn red, indicating the report is from a previously accessed file.

Changing the Margins and Leading

The margins of a printout are the space around the edge of the paper upon which no printing will be done. The amount of margin required differs between printers. It is usually not possible to have no margin.



The Margin Setup button for Mac

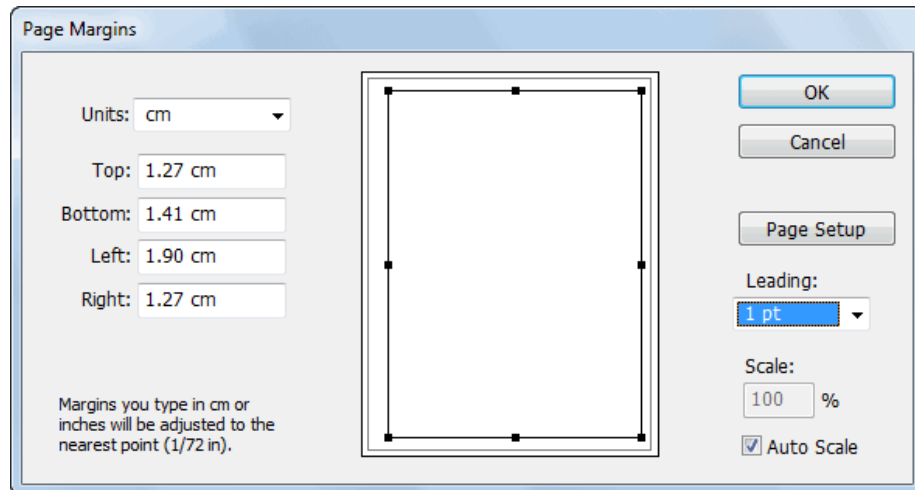
The leading in a report is the amount of blank space between the printed lines. MoneyWorks allows you to change the leading to make reports easier to read.

(left) and Windows (right). In Windows this shows the current scaling factor.

To change the margins:

1. Click on the **Margin Setup** button

The Margins window will be displayed.



This shows the current margin settings in the nominated units, and a picture of the page. The dotted line represents the available print area on the page, and the black line represents the current margin. The margins can be altered by either typing in new values or adjusting the size of the margin rectangle with the mouse.

Typing margin values

1. Type in the new values for the margin

The size of the margin rectangle will alter.

The units of measurement are given in the *Units* pop-up menu, and can be changed. Alternatively you can type the measurement followed by the abbreviation for the measurement—"cm" for centimetres, "pts" for points, "mm" for millimetres and "in" for inches.

MoneyWorks will not allow you to specify margins smaller than the minimum that your printer is capable of.

Dragging the margin rectangle

1. Drag one of the handles on the margin rectangle

The readout numbers will change to reflect the new settings.

2. Click **OK** to save the new margin settings

You can also change the page setup from within the margin setting window by clicking the page setup icon.

Setting the Report Leading

Use the Leading pop-up menu to change the white space between the lines on the reports. The higher the value, the more white space between lines on the report, and the more spread out it will appear. Note that, like the Auto-Scale option, this is a global setting for the machine, and applies to all subsequently printed reports from that machine.

Setting the Scaling Factor

Windows: You can specify the enlargement or reduction for the report in the Margins window by typing the appropriate scale factor into the Scale field. This scale factor used for the report will be displayed on the Margin Setup button. Note that you cannot change the scaling for forms (e.g. Cheques, Envelopes and receipts).



In Windows, the scaling factor for report is displayed in the *Margin Setup* button.

Macintosh: Use the *Scale* field in the Page Setup for the report to set the scaling (see the next section for further details).

Auto-Scale

If this option is on, MoneyWorks will automatically scale the report to fit to the selected page size. Thus it is possible to print a 15 column report in portrait, although the printing will be small. This is set for each machine—turn it off and it is off for every MoneyWorks report printed on that machine. When this option is off, reports that are too wide are unceremoniously truncated.

Printing Forms

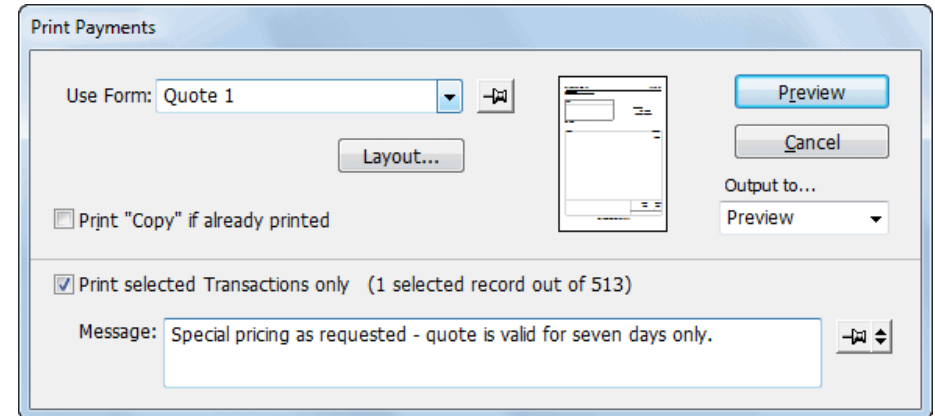
Forms (invoices and statements, etc.) have different printing options to other printouts. This is because they are graphical (as opposed to textual) in nature—it is in fact this graphical nature which prevents customisable forms (i.e. any form except the “Plain” ones) from being emailed except as a pdf attachment.

Printing a Form for the first time

Before you first print a particular form, you need to set the page size and alignment on that page for your specific printer. Once you have done the alignment, it will be remembered for that form (at least until you again change printers). To check the alignment:

1. Start to print the form in the normal manner

The Print Forms settings window will be displayed.



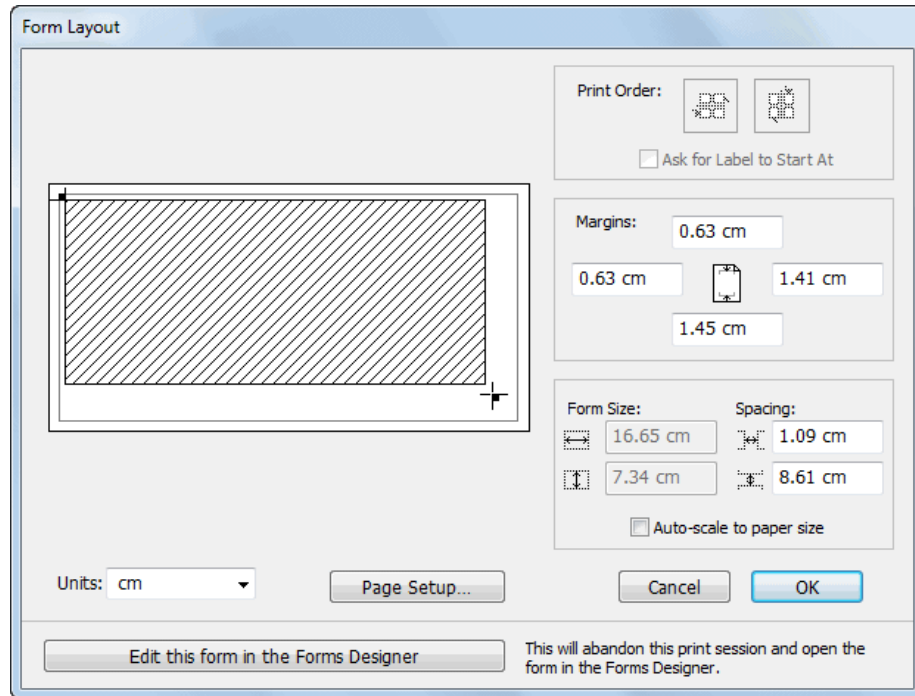
2. Select the form to use from the *Use Form* pop-up menu

A thumbnail preview of the form (if available) will be displayed to the right of the *Use Form* pop-up menu.

3. Click the *Layout* button

You only need to do this the first time a form is being printed, to ensure it is correctly positioned for your printer.

The Form Layout window will open



4. Click the *Page Setup* button to specify the paper size

Your printer's standard printer Page Setup dialog will open. Use this to choose the paper size (e.g. A4) and orientation for the form.

5. Position the form within the available margins for the paper you have selected by sliding the shaded rectangle.

If there is no shaded rectangle, it is because the paper size you have selected is too small for the form you are using.

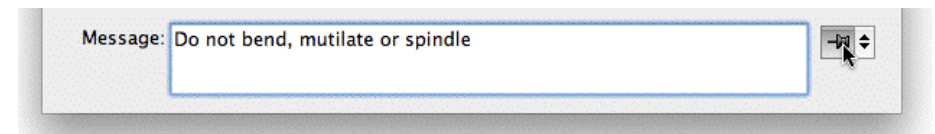
6. Click *OK* to save your settings

Messages on Forms

When you print a form, you have the chance to enter a new message or to recall a previously saved message. If you enter a new message it will not be used the next time you print the form unless you make it the default message.

To set a default message:

1. Click the Pin button to the right of the message text



The Pin will highlight, indicating that this is the default message.

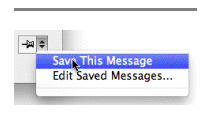
To save a message:

1. Click on the pop-up menu icon next to the Pin button

The message pop-up menu will be displayed.

2. Choose *Save This Message*

The message will be saved for easy re-use.



To re-use a previously saved message:

1. Click on the pop-up menu icon next to the Pin button

The message pop-up menu will be displayed.

2. Choose the message from those shown in the menu

Click the Pin button if you want this to become the default message.

To edit a saved message:

1. Choose *Edit Saved Messages* from the Message pop-up menu

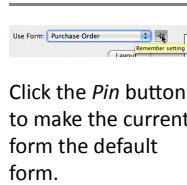
A list of saved messages will be displayed. You can modify and delete the messages in this list in the normal manner.

Setting the default form

If you want the form you have selected to be the default form (i.e. the one to use the next time you print a form for this type of transaction):

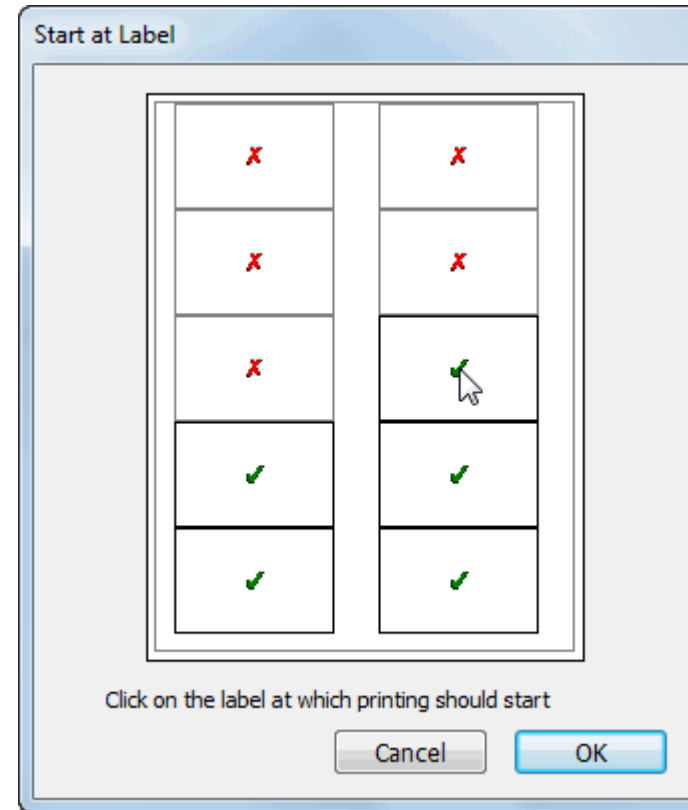
1. Click the Pin button

The currently selected form in the *Use Form* list will be made the default form, and will be selected automatically the next time you print this type of transaction.



Choosing the start label

If you are printing labels and the form layout has the *Ask for Label to Start at* option set, you will be asked to specify the label at which to start printing



1. Click on the label at which printing should start

Printing Issues

The quality of the output that you will get from printing a particular report or form may very depending on the platform and the type of printer and printer driver you a using. Not all features are supported on all printers—in particular older printers used on Windows machines may not support all the graphics features, or may have insufficient memory to correctly image the page.

Fonts in Reports and Forms

When you design a report or a form, you can specify the font that you want to use. If this report or form is then used on a different computer, that font may not be present. In this case MoneyWorks will warn you, and substitute an alternate font for the missing one at the time of printing.

Note: To stop the missing font message being displayed every time you print or preview the report or form, you should open it and then save it —see [Modifying an Existing Report](#) for reports, and [Modifying an Existing Form](#) for forms).

Note: The fonts for any reports prepared on the Datacentre server must be installed on the server (a substitution will be made if the font is not present).

Using the Default Printer on Windows

When you print a report or form on Windows, MoneyWorks remembers the printer that it was output to, and will default to the printer the next time you use the report or form. Thus packing slips can always be routed to the warehouse printer, and cheques to the finance printer.

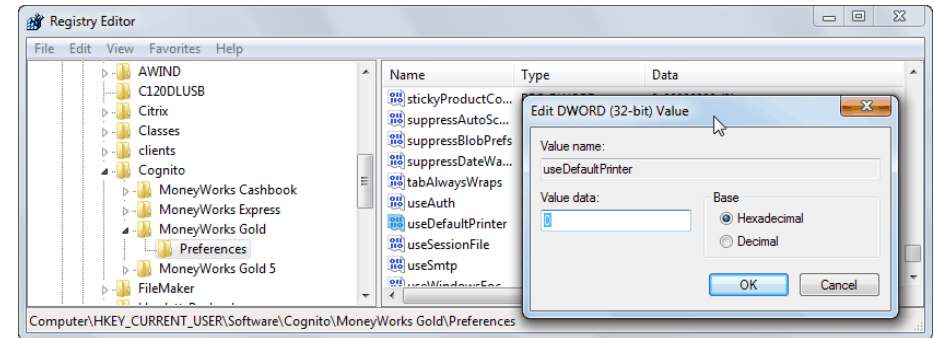
If you do not want this behaviour, you can turn it off by changing the configuration in the Windows registry (using RegEdit). You may also need to do this if a printer gets upgraded/replaced.

1. **Start RegEdit on your computer**

2. **Navigate to:**

HKEY_CURRENT_USER\Software\Cognito\MoneyWorks Gold\Preferences

3. **Change the *useDefaultPrinter* setting from 0 to 1**



Change any other settings at your peril.

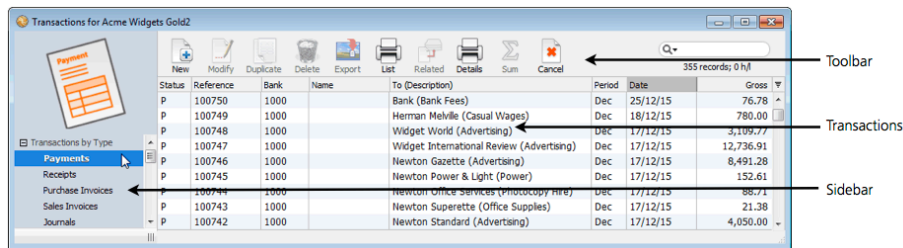
This only affects the computer on which the change is done.

Report doesn't Print or Preview

Sometimes due to incompatibilities between printer drivers (especially on Windows), reports won't print properly or at all. If this happens try the [Clear Print Settings](#) button in the Diagnostics .

Transactions

Entering and tracking transactions is done using the Transactions list window. This gives access to all transactions stored in the system.



The transaction list is organised into different *views*, each one displaying different collections of transactions. The views are listed in the sidebar on the left of the window¹—clicking on one of these will cause the transactions in that view to be displayed.

You can add transactions to the list by clicking the New toolbar icon, or pressing Ctrl-N/⌘-N. Where possible the new transaction will be the same type as is natural to the current view in the list, but you can change the transaction by using the *Type pop-up menu*.

Tip: You can create a new transaction at almost any time by pressing ⌘-option-N (Mac) or Ctrl-shift-N (Windows). The proviso is that there must not be a modal window open (such as an alert box or something like a bank reconciliation).

You can scroll through and manipulate the transactions in the list in the normal manner—see *Working with Lists*. For example use *Page Up* and *Page Down* keys to scroll the list up and down a page at a time; use the *Home* key to scroll to the top of the list; use the *End* key to scroll to the bottom of the list.

Note: You can also view a list of the detail lines that make up the transactions. See *Viewing Transaction Lines*.

Accessing and Viewing Transactions

To view the Transactions list:

1. Choose Show>Transactions or press Ctrl-T/⌘-T

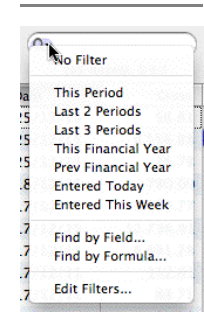
Some of the commands in the Navigator will also take you to this list (normally in preparation for some further operation).

2. Click on the view in the sidebar to choose which transactions to display

The left-arrow key moves to the next view; right-arrow to the previous view.

Tip: Since you can have a lot of transactions (more than seven years worth), you may wish to use the list filter to limit the display. You can also create your own filters—see *Creating Filters*.

Tip: Press the esc key to return you to the view in which you last highlighted a transaction.



Viewing Transaction Lines

A single transaction might be made up of one or more lines (termed “Detail Lines”). When you look at the transaction list you see the transaction header information, not the information on the detail lines (double-clicking a transaction will show you these).

There is a separate list in MoneyWorks Gold that shows the details lines (and associated transaction header information). To access this list:

1. Chose Show>Detail Line Items or press Ctrl-Shift-T/⌘-Option-T

The Detail Line Items list will be displayed.

Page Setup
Print
Related

3842 records; 0 h/l

Reference	T...	Date	Status	Pd	Description	Analysis	Account	Tax	Debit	Credit
AP	CP	1/01/2015	P	Jan	Newton Properties (Rent)		7230	G	1,815.90	0.00
AP	CP	1/01/2015	P	Jan	Newton Properties (Rent)		1000	G	0.00	2,088.28
AP	CP	1/01/2015	P	Jan	Newton Properties (G @ 15...		1400	G	272.38	0.00
100201	CP	2/01/2015	P	Jan	Dymocks (Paper, fax rolls etc)		7240	G	78.26	0.00
100201	CP	2/01/2015	P	Jan	Dymocks (Paper, fax rolls etc)		1000	G	0.00	90.00
100201	CP	2/01/2015	P	Jan	Dymocks (G @ 15.0000%)		1400	G	11.74	0.00
100202	CP	8/01/2015	P	Jan	Newton Superette (Office S...		7280	G	22.01	0.00
100202	CP	8/01/2015	P	Jan	Newton Superette (Office S...		1000		0.00	25.31

This shows every line of every transaction; system lines (which don't show in transactions) will have the account code displayed in italics.

If you select the *By Item* view, only those lines that use items will be displayed.

The list can be customised, sorted, printed etc. in the normal way —see [Working with Lists](#); double-clicking a line will show the originating transaction.

The Transaction Entry Window

Transactions are entered through the transaction entry window. For non-journals, the window has the following general appearance (it will vary slightly depending on the transaction type).

Payment

Reverse

Info

Fields

Add Note

☐ Hold
 ☐ Make Recurring

Setup

Supplier:

Period:

Jun: 2010/11 ends 30/06/2010

Cheque #:

100286

Date:

30/06/2010

Bank:

5900: Cheque Account: 28,288.10

To:

Description:

Amount:

0.00

Paid By:

None

Colour:

None

By Account

By Item

Account	Account Name	Description	Net	TC	GST	Gross
			0.00	*	0.00	0.00
Total:			0.00		0.00	0.00

Prev

Next

Cancel

OK

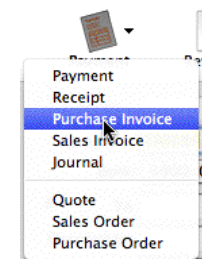
Transaction Toolbar

Along the top of each transaction window is the transaction toolbar.



Transaction Type: A pop-up menu allowing you to set the type of a transaction. If you change the type, any existing information in the transaction will be discarded. You can change the type by using a keyboard shortcut. On the Mac press Shift-Ctrl-1 for Payment², Shift-Ctrl-2 for Receipt etc. On Windows press Shift-Alt-1, Shift-Alt-2 etc.

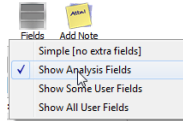
Reverse: Clicking on this will reverse the signs on the transaction (so an invoice will become a credit note for example). Click it again to reset the signs.



Use the *Type* menu to change the type of the transactions. This should be done before entering any information.

Info: Click this to display the [Get Info](#) window on the transaction. This window displays information about the transaction, such as who entered it and when, the time posted, if the transaction has been reconciled or (for invoices) paid.

Fields: Clicking on the Fields icon will display a pop-up menu that allows you to change the number of entry fields in the transaction entry screen.



Simple: The minimum number of entry fields

Show Analysis Fields: Shows the analysis, flag and Salesperson fields

Show Some User Fields: Shows the first three user fields.

Show All User Fields: Shows all the available fields.

Add Note: Click this to add a [Sticky Note](#) to the transaction. The Note will be displayed whenever the transaction is opened.

Hold: If the hold box is checked you will not be able to post the transaction. Set this if you are unsure whether or not the transaction is correct to avoid posting it incorrectly.

Make Recurring: Setting the *Make Recurring* checkbox or clicking on the *Setup* button opens the recurring transaction window, in which you can make a transaction into a recurring transaction (i.e. one that will automatically self generate at future points in time—see [Recurring Transactions](#)). The recurring properties can be altered even after the transaction has been posted.

Source Image icon: Used to add, view or delete a source image for the transaction — see [Storing Source Images](#). This could be a scanned invoice, a photo or whatever. Not available in MoneyWorks Cashbook.

Transaction Fields

Note that the behaviour of the fields can be modified by the use of [Custom Validations](#) and other [field attributes](#).

Transaction Date: The date on which the transaction occurred. Changing this will change the period (see below), and also affects the bank reconciliation and GST/VAT reporting (but not sales tax reporting).

Period pop-up menu: The period menu is used to determine what period the transaction will affect in the general ledger. It contains a list of available periods (open and unlocked), and will automatically change whenever the *Transaction Date* field is altered to the period that corresponds to the date.

If for some reason you need to post a transaction into a period that is different from its date, you can set the period using this pop-up menu after entering the date into the Transaction Date field.

Analysis: The analysis field is used to tag a transaction in any manner you choose (for example, a batch number, the initials of whoever entered the transaction, some code that you can use to analyse transactions). It can be up to 9 characters long, and can be changed even after the transaction has been posted.

Salesperson: The Salesperson field can be used in a similar manner to the analysis field, or in MoneyWorks Gold it can be used to automatically assign a Department code to item transactions—see [The Salesperson Field](#). The field can contain up to five characters (the maximum length of a department code). If you type an “@” into this field and press tab you will get the Department Choices list.

Flag: The flag field is used as a reminder field for the operator, and can contain up to five characters. Transactions with a non-empty flag field are identified in transaction lists by a flag symbol in the Status column. The flag field can be changed even after the transaction has been posted.



Transactions whose flag field is non-empty are identified by a flag in the transaction list.

Colour: Use the colour pop-up menu to set the colour of the transaction. How the colour option is used is up to you—you might have all purchase orders in green, overdue accounts in red and so forth. The colour can be changed even after the transaction has been posted. You can also use the *Set Colour* command in the Commands menu to change the colour for a set of highlighted transactions. The colour names can be changed in the [Document Preferences](#).

User1, User2, ... User8: These fields are available for your own use. They can be relabelled (in the Document Preferences—see [Fields](#)), and can be altered after posting.

To or From: The *To* field contains information about who the transaction was made out to. In receipts and creditor invoices, the field is labelled *From*³. This field is displayed in the Transaction list, with the transaction Description field appended in parentheses.

Description: This contains details of what the transaction was for, and is appended to the ToFrom field (in parentheses) in the Transaction List window. It can contain up to 1000 characters. You may want to put a short memo here for your own edification, or, for invoices, you may want to use this field to describe in detail the services rendered and have it appear on the invoice. The field can be altered after posting.

Amount: The total amount (Tax inclusive) of the transaction. The total of the gross column in the details lines must match this before the transaction can be accepted.

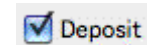
In some types of transaction (preparing a sales invoice for example) you will not necessarily know the total amount of the transaction until after all the detail lines are entered. MoneyWorks will normally automatically calculate the transaction Amount for sales for you. You can change this behaviour for a particular transaction type by setting the [Auto-Calculate Transaction Total](#) options in the Document preferences.

Tip: Click on the total of the detail lines (at the bottom of the Gross column) to transfer this amount into the Amount field.

Note: If you have entered a code into the transaction's *Name* field (Supplier, Creditor etc.), and if that Name has a [Default Allocation](#) associated with it, the allocation on the detail lines will automatically alter whenever you change the Amount field.

Gross
120.00
200.00
35.80
72.98
428.78

Deposit: The deposit is for invoices and orders only. Check the deposit box if a deposit is being made. Invoices with deposits will be posted automatically and you will be prompted for the details of the deposit, including the amount and the bank account—see [Receiving a Deposit](#).



Set the deposit option to record a deposit made on a debtor invoice or order.

Paid By: For receipts and payments only, set the pop-up menu to the type of receipt (or payment) made—cash, cheque, credit card etc. Cash transactions are totalled and do not appear individually on the bank deposit slip—see [The](#)

Paid By: Cash

Set the receipt or payment type in

Banking Command. The payment method names can be changed in the [Document Preferences](#).

the *Paid By* pop-up menu.

Post and Print Options: You can set the transaction to be automatically posted on completion by clicking the post icon. When you click on this, a post icon (small envelope) appears on the *Next*, *Previous* and *OK* buttons. If you click on the icon again, the option will be turned off and the transaction will not be posted (the icons will disappear off the buttons). See [Posting Transactions](#).



The transaction will be automatically posted if the post option is set.

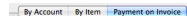
If you click on the Printer icon, a print icon will be displayed on the *Next*, *Previous* and *OK* buttons and the transaction will be printed (using the nominated form) when it is accepted. See [printing transactions using forms](#). Clicking the print icon again will turn off the option.



The transaction will be automatically printed if the print option is set.

When entering more than one transaction, turning these options on will cause only that transaction to be posted/processed or printed. The option will be reset when you accept the transaction. To make an option stay on, double-click the icon—it will go black. Clicking it again will turn it off.

by Account/By Item/Payment on Invoice:



Set the tab to specify whether the transaction is to be coded to the general ledger, or is for an item, and hence what information can be entered into the detail lines. The *Payment on Invoice* tab (not available in MoneyWorks Cashbook) is only available if you have entered a debtor/creditor code into the customer/supplier field.

Detail Lines: The detail lines contain information about the allocation of the transaction *Amount* to the different accounts or items. At least one detail line must be completed for each transaction—see [Entering Detail Lines](#).

Transaction Entry

This section describes, in general, how to enter a normal transaction. Specific details of transaction entry for individual transaction types are explained separately for each type later in this chapter. This section is primarily concerned with entering transactions details either by account code or by item code.

Entering a Transaction

New transactions can be entered either through the Transactions list window or through the Navigator.

Note: Transaction entry is non-modal, allowing you to have several transaction entry windows open simultaneously. It is up to you to manage this—prior to MoneyWorks 6, only one transaction window at a time could be open.

New Transactions in the List Window

To enter a new transaction through the Transactions list window, it must be front-most.

1. Choose **Edit >New <Transaction>**⁴ or press **Ctrl-N/⌘-N** or click the **New** toolbar button

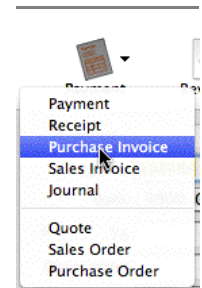
A new transaction entry window will open. The type of transaction is determined by the current tab in the transaction list. If it cannot be determined it will default to Receipt.

2. If the transaction is not of the desired type, choose the correct type from the **Type** menu

Note that changing the type of transaction will clear the transaction of any information you may have entered.

The transaction entry window of the nominated type will be displayed.

Tip: You can change the type by using a keyboard shortcut. On the Mac press Shift-Ctrl-1 for Payment, Shift-Ctrl-2 for Receipt etc. On Windows press Shift-Alt-1, Shift-Alt-2.



Use the *Type* menu to change the type of the transactions. This should be done before entering any information.

New Transactions in the Navigator

To enter a new transaction through the Navigator, click the appropriate New button. Depending on the button, the transaction entry screen may open or you might be taken to



the appropriate transaction list view and prompted by means of a coach tip to use the appropriate command.

New button in
Navigator

New Transaction from almost anywhere

You can create a new transaction at almost any time by pressing ⌘-option-N (Mac) or Ctrl-Shift-N (Windows). This will not work if there is a modal window (such as the Bank Reconciliation) or an Alert displayed.

Delivery and Mail Addresses

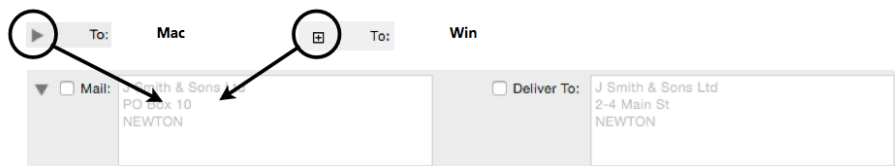
Sometimes you will be asked to deliver items to a different address than that of your customer, or send the invoice (or receipt) to a different address. MoneyWorks allows you to specify a mailing address and a delivery address with each transaction—these will default to that of the customer or supplier, but can be overridden if need be.

Viewing the Address Fields

To see the mail and delivery details in the transaction entry window:

1. Click the Address Disclosure control next to the To/From field

The address fields will be displayed:



These will show the address details from the Name record, or if there is no Name record will be empty. If the customer is a branch of a head office, the Mail address will be that of the head office, and the delivery address will be that of the branch. For purchase-oriented transactions (Payments, Creditor Invoices, Purchase Orders), the delivery address defaults to your own delivery address taken from the [Company Setup](#).

Clicking the Address Disclosure control again will hide the address fields.

Changing the Mailing Address

To change the Mail field:

1. Click the **Mail** checkbox

The Mail field will be enabled, allowing you to type a new postal address into it. Use the return key to split the address over more than one line. Use the tab key to move to the next field.



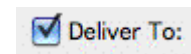
Set the Mail check box to change the Mail address.

Changing the Delivery Address

To change the Delivery Address field:

1. Click the **Deliver To** checkbox

The Delivery Address field will be enabled, allowing you to type a new address into it. Use the return key to split the address over more than one line. Use the tab key to move to the next field.



Set the Deliver To check box to change the Delivery address.

Note: Any changes you make to the address fields are not permanent and apply only to the current transaction. If you want to make the change permanent you need to change it in the corresponding Name record.

Note: Do not check the Mail or Deliver To check boxes unless you actually need to change the address from that shown. If the check box is on, MoneyWorks will save a copy of the address with the transaction regardless of whether you have changed it or not, which is just a waste of your disk space.

Note: Custom forms will need to use the *Transaction.MailingAddress* and *Transaction.DeliveryAddress* pseudo-fields in order to print the correct addresses on statements, invoices and other forms.

Drop Shipping

To order goods from a supplier and have them shipped to one of your customers, click the Deliver To button to the right of the Delivery To address. The Names choices will be displayed, and the delivery address of whoever you select from this will be inserted into the transaction delivery field.

Entering Detail Lines

The total amount of the transaction needs to be allocated to one or more accounts. This allocation is done in the detail lines of the window. Although entering into detail lines is the same for cash and invoice transactions (see below), each transaction type has a slightly different set of fields to be filled in at the top of the transaction entry window.

For Payments see [Entering Payments](#).

For Receipts see [Entering Receipts](#).

For Debtor Invoices see [Entering Sales Invoices](#).

For Creditor Invoices see [Entering a Purchase Invoice](#).

For Purchase Orders see [Entering a Purchase Order](#).

For Quotes and Sales Orders see [Entering a Sales Order](#).

For Stock Journals see [Entering a Stock Journal](#).

For General Journals see [General Ledger Journals](#).

In general there are two sorts of detail lines, which can be entered:

- By entering account codes directly; or
- By using item codes together with a quantity (and optional discount). The account codes used in this case are the control accounts specified for each item.

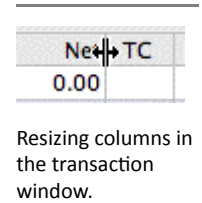
MoneyWorks uses the terms *By Account* and *By Item* for these two methods of detail line entry. You choose which method of entry you wish to use by choosing the appropriate tab in the transaction entry screen.

1. If the desired transaction entry method is not already selected, select it by clicking the tab for that method

The detail line section of the transaction entry window will change to reflect the method you have chosen.

MoneyWorks will remember the selected entry method for each transaction type. If you always use the *By Item* entry method for your invoices and *By Account* method for everything else, you will only need to select the method once for each transaction type.

Tip: You can resize the columns in a transaction by positioning the cursor between the columns in the column headings (the cursor will change shape), and dragging.



Account	Account Name	Description	Net	TC	GST	Gross
			0.00		0.00	0.00
Total:			0.00		0.00	0.00

By Account detail line entry

Item	Qty	Description	Unit Price	Disc.%	Extension	TC
	1		0.00	0	0.00	
Total Cost of Goods:					Subtot:	0.00
Total Margin:					GST:	0.00
					Total:	0.00

By Item detail line entry

These are the two detail line formats for item entry and account entry. The Item entry method has fields for Item Code, Quantity, Description, Unit Price, Units, Discount, Extension and Tax Code (and, optionally, tax amount). The Subtotal, total tax and grand total are shown below. The Account entry method has fields for Account Code, Account Name (display only), Description, Net Amount, Tax

Code, tax and Gross (tax inclusive) Amount. If the *Show Job Column* preference option is set, both entry methods include a Job Code field.

- 2. Click in the first column of the detail line, or press Ctrl-Tab (Mac) or Ctrl-` (Win⁵) or just tab through all the header fields

MoneyWorks automatically creates one detail line whenever a transaction is created. You can add more if you need to.

Now follow the steps in Entering Account Detail Lines or Entering Item Detail Lines as appropriate.

Auto-Allocation

If you have set up Auto-Allocation accounts, the detail lines for *By Account* transactions will be created for you automatically:

For Name Auto-Allocation When you start to enter a value into the transaction Amount field for a transaction against a Name with an Auto-Allocation —see [Default Account](#);

For Manual Auto-Allocation Click the Auto-allocation icon or press Ctrl-U/⌘-U after having entered both 1) the match text into either the *To* or the *Description* fields and 2) the Amount of the transaction —see [Setting up an Auto-Allocation for General Transactions](#).



Click the *Auto-allocate* icon to apply a named allocation.

Entering Detail Lines by Account

Using the By Account, method of detail line entry allows you to specify the account (and department, for departmentalised accounts), and, if necessary, override the default tax code for the account or even the actual tax amount.

- 1. Enter the account code into the Account field and press tab

If the account has departments (MoneyWorks Gold), you must also include the department code after the account code. For example: “1000-JK” for account “1000”, department “JK”.

If the transaction is a Payment or a Creditor Invoice, this account will be debited by the net amount that you enter on this detail line. If the Transaction is a Receipt or a Debtor Invoice, this amount will be credited by the net amount that you enter on this detail line.

When you press the Tab key, the account name and tax rate will be entered for you.

If you leave the account field blank, or type an incorrect or incomplete one, the account choices window will open —see [Entry and Validation where a Code is Required](#). Select the account you require by double-clicking on it.

If the account has a [Sticky Note](#) associated with it that is applicable to this type of transaction, the note will be displayed when you exit the field.

Detail Description

- 2. Enter a description for the monies pertaining to this account into the Description field

The description can be up to 1000 characters. If you need to start a new line (i.e. insert a “carriage return”), press Ctrl-↵/Option-Return⁶. If you run out of space click on the down arrow icon or press Ctrl-↓/⌘-↓ to open a separate window for typing the text.

If the *I need to Account for GST/VAT/Tax* preference option is on, there will be separate columns for entering the Net, GST and Gross amounts for each detail line. If the option is off MoneyWorks will not monitor Tax and only a single Amount column will be displayed.

Account	Account Name	Description	Net	TC	GST	Gross
			0.00	*	0.00	0.00 ▲

When the *I need to Account for GST/VAT/Tax* preferences option is on, columns are displayed in each detail line that allow you to enter either the Tax exclusive amount (Net) or the Tax inclusive amount (Gross)

Account	Account Name	Description	Amount
			0.00 ▲

When the I need to Account for GST/VAT/Tax preferences option is off, a single column (Amount) is displayed, and no calculations are done for tax.

3. Click or tab into either the *Gross* or the *Net* fields and enter the amount to be debited or credited to the account

If you enter the net amount, the Tax and gross will be calculated. If you enter the gross amount, the net and Tax are calculated automatically.

If the *Auto-Calculate Transaction Total* option in the *Data Entry* preferences is set, the sum of the amounts in the Gross column will be entered into the transaction Gross field for you. This is the default for cash receipts and debtor invoices.

Changing the GST/VAT/Tax

If the Tax for this part of the transaction is different from that calculated using the default tax code for the account, you can overtype either the tax code (which will cause the Tax amount to be recalculated using the net amount and new tax code) or the Tax amount itself. If the Tax on a purchase bears no apparent relationship to the codes, US and Canadian users can *override the total transaction tax*.

Note: MoneyWorks will display a warning if you alter the amount in the Tax field. It is only on rare occasions that you will need to do this, as for example if the Tax rounding on an invoice is different.⁷

Canadian GST and PST: The aggregate GST and PST for the line is shown in the Tax column. These are shown separately when you print the GST Report.

If the *Show Job Column* option is set in the *Jobs* preferences, you can also specify the job (if any) to which the detail line refers —see *Automatic Entry from the Transaction File*.

4. If you need to allocate the remaining amount of the transaction to further accounts, make a new detail line by:

pressing ↵/Return or;



Click the *New Detail* line icon tool to create a new detail line.

pressing Ctrl-N/⌘-N or;

clicking the New Detail line icon or;

tabbing through the remaining fields on the current line, but only if the *Auto Wrap* option is off.

Pressing ↵/Return when you are on the last detail line will cause a new detail line to be added. If the insertion point is not on the last detail line when you press ↵/return, the insertion point merely moves to the Account field on the detail below the one you were on.

Entering Detail Lines by Item

Using the *By Item* method of detail line entry allows you to specify an item code and a quantity. Behind the scenes, MoneyWorks will insert the appropriate accounts as specified in the Control Accounts section of the Item record. See *Items, Products and Inventory*

Note: If you have *serial/batch and/or location tracking* turned on there will be additional columns in the product entry screen to allow for the entry of serial/batch numbers and/or location.

1. Enter the Code or Barcode of the item in the Item column, and press tab⁸

The item description, unit price, units, standard discount and extended price (i.e. quantity multiplied by unit price less discount) will be automatically entered for you into the appropriate columns.

Item	Qty Description	Unit Price per	Disc. %	Extension
BA100	Bronze Widget Medium	13.56 ea	0	13.56 ▲

If you do not need to alter the quantity or other line details, you can press ↵/return instead of tab to have the next detail line automatically created.

If you type in an incorrect item code, or leave it blank, the Item choices list will be displayed. Select the item you require by double-clicking on it, or, if it is a new item, click the *New* button to record the item details.

If you have entered a barcode that is not unique, the item choices window will be displayed listing all items with that barcode.

If the item has a [Sticky Note](#) associated with it that is applicable to this type of transaction, the note will be displayed when you exit the field.

If you are entering a payment or a creditors invoice for the item, and you have not set the *We Buy This* check box, a message will be displayed saying “You do not buy this product”. If you want to buy the item, you will need to modify its details in the item file -see [Creating a New Item](#).

If you are entering a receipt or a debtors invoice for the item, and you have not set the *We Sell It* check box, a similar alert box with the message “You do not sell this product” will be displayed. If you want to sell the item, you will need to modify its details in the [item file](#).

2. In the Qty column, type in the quantity of the item that you are purchasing or supplying, and then press Tab

The quantity can be a fractional value with up to 4 decimal places.

3. If you wish to change the description, unit price, discount, extension or tax code, tab into that field and overwrite the contents

Although MoneyWorks has entered the item description, unit price (based on the customer's price code) and discount and calculated the extension, you can change any of these values. Note that the prices are assumed to be in the currency of the customer/supplier or bank account.

If you change the unit price, the extension will be recalculated using the new price and the quantity and discount already entered.

If you change the discount, the extension will be recalculated using the new discount and the existing quantity and unit price.

If you change the extension, MoneyWorks will calculate a new discount rate so that the formula: $\text{Extension} = \text{Qty} * \text{Unit Price} * \text{Discount\%}$ still holds. Sometimes you will see a very small (say 0.0012%) discount showing in the discount column. This occurs for fractional quantities or prices when the extension is rounded to the nearest cent.

In the case of the description, you may want to click at a point in the text and simply add or remove some text.

If the *Show Tax Column* option is set in the Transaction Entry preferences, an extra column will be displayed showing (and allowing you to modify) the amount of GST/VAT/Sales Tax associated with the detail line.

If the *Show Job Column* option is set in the Transaction Entry preferences, you can also specify the job (if any) for which the item is to be used.

4. If you need to allocate the remaining amount of the transaction to further accounts, make a new detail line by:

pressing ↵/Return or;

pressing Ctrl-N/⌘-N or;

clicking the New Detail line icon or;

tabbing through the remaining fields on the current line⁹

Pressing ↵/Return when you are on the last detail line will cause a new detail line to be added. If the insertion point is not on the last detail line when you press ↵/Return, a new detail line is not created—the insertion point merely moves to the Qty field on the detail line below.

5. If you need to enter further items, make a new detail line by:

pressing ↵/Return or

by pressing Ctrl-N/⌘-N or

by tabbing through the remaining fields on the current line



Click the *New Detail Line* icon to create a new detail line.

Removing detail lines

If you need to remove a detail line:

1. Ensure that the insertion point is in one of the fields on the line



Click the *Delete Detail Line* icon to remove the current detail line.

2. Click the **Delete Detail Line** icon, or press: **Option-⌘-D (Mac)** or **Ctrl-Shift-D (Windows)**, or choose **Edit>Delete Detail Line**

The line will be deleted. Note that lines without account codes are automatically removed when the transaction is accepted (if the line has a value, this will cause the transaction to go out of balance, and MoneyWorks will decline to accept it).

Alternatively, you can Right-click (option click if you must use a one button Mac mouse) on the detail line and choose *Delete Detail Line* from the contextual menu that appears

Reordering Detail Lines

The detail lines in an unposted transaction can be reordered:

1. **Position the cursor over the detail line to move and hold down the shift and control keys (Windows) or the option key (Mac)**

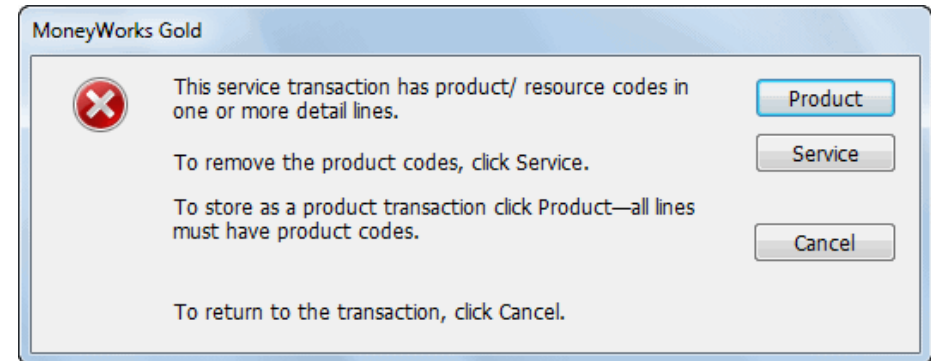
The cursor will change

2. **With the shift-control/option key still held down, drag the detail line up or down to its new position**

Item	Qty	Description	Unit Price	Disc. %	Extension	TC
BA100	1	Bronze Widget Medium	24.95 ea	0	24.95	G
BB200	5	Bronze Widget Bevelled Large	32.00 ea	0	160.00	G
	0	ABOVE UNITS HAVE THREE YEAR WARRANTY	0.00 ea	0	0.00	G
BC200	2	Bronze Taper Widget Medium	21.50 ea	0	43.00	G
CA100	10	Chrome Widget Small	8.00 ea	0	80.00	G
BB100	20	Bronze Widget Bevelled Medium	22.00 ea	0	440.00	G

Changing between *By Account* and *By Item* Entry

Once you have entered a transaction using the *By Item* entry method, you can change its entry method to *By Account* by clicking on the *By Account* tab. If you do this, the detail lines will change to display the account codes, net, tax and gross columns. If you then click the *OK* or *Next* button, or press the keypad-enter key, the following message will be displayed:



A transaction can be either *By Account* or *By Item*. Having created it as *By Item*, you are attempting to save it as *By Account*. MoneyWorks is warning you of this, and giving you the option of saving it in either form. If you save it as *by account*, all the item information (except the description) will be removed, and the extended price will become the detail net value.

Note: It is possible to enter the details for an *Item* transaction, switch to *By Account*, alter the account codes and switch back to *By Item*. The transaction will be saved with the altered account codes. Care should be taken in doing this to ensure that the altered account codes are meaningful in the context of the transaction.

Recording Jobs in Transactions

You can assign individual transaction detail lines to jobs. This enables you to track income and expenditure by job, which is normally totally independent of the structure of your chart of accounts. You can then extract information about costs for the various jobs.

To assign detail lines to jobs, the *Show Job Column* option must be on —see [Job Preferences](#). This causes an additional column called *Job* to be displayed at the right hand side of the detail lines. It also causes an extra job column to be printed when transaction lists that show detail lines are printed.

To assign a transaction line to an individual job:

1. **Create a new transaction and detail line in the usual manner**

2. Enter the job code in the right-most column of the detail line

The information in the detail line will be tagged against that job. For MoneyWorks Gold, if the *Enable Job Costing and Time Billing* option is set, a new job sheet entry will be created when the transaction is posted.

If the job code does not exist, and the *Allow any value in job column* job preference option is off, the Job Choices window will be displayed. Double-click the job you require in the list, or click *New* to create a new job.

Note: If the *Job Code Required* option is set in the associated account code—see [MoneyWorks Accounts](#), you will be required to specify a job in the job column for transactions other than journals, otherwise it is optional.

For a full discussion on job control see [Job Control](#).

Adjusting GST/VAT/TAX Rounding

MoneyWorks calculates GST/VAT/TAX for every line item. This makes it very easy to enter transactions for items with different tax rates. It does also mean that the tax gets rounded per line item. In addition, MoneyWorks performs Tax rounding using Banker's Rounding (also known as Round-Half-Even, meaning half-cent values are rounded towards an even whole number), which reduces the incidence of accumulated rounding error.

Some other accounting systems use different rounding methods (often simply rounding all half cent values upwards), or calculate tax totals based on the entire transaction Net, instead of by line-item. When you receive an invoice from a supplier who uses one of these systems, the Tax total may differ by a few cents from that calculated by MoneyWorks. In such cases, it is desirable to make the Tax rounding (and hence the invoice total) match the invoice you have received.

When you find that a supplier invoice total, as calculated by MoneyWorks, differs by a few cents from the original invoice (due to Tax rounding):

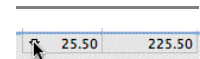
1. Choose Edit>Adjust GST Rounding, or press Option-⌘-A (Mac) or Ctrl-Shift-A (Windows)

The rounding of any half-cent GST values will be forced to match the invoice line-item gross values to add up to the total invoice amount entered.

Sales Tax Override (USA and Canada Only)

Sometimes invoices you receive will include a sales tax total without any indication of which items have incurred the tax and which have not. In these situations, the automatic line-by-line tax allocation done by MoneyWorks is not going to be useful. To allocate the entire tax on a transaction:

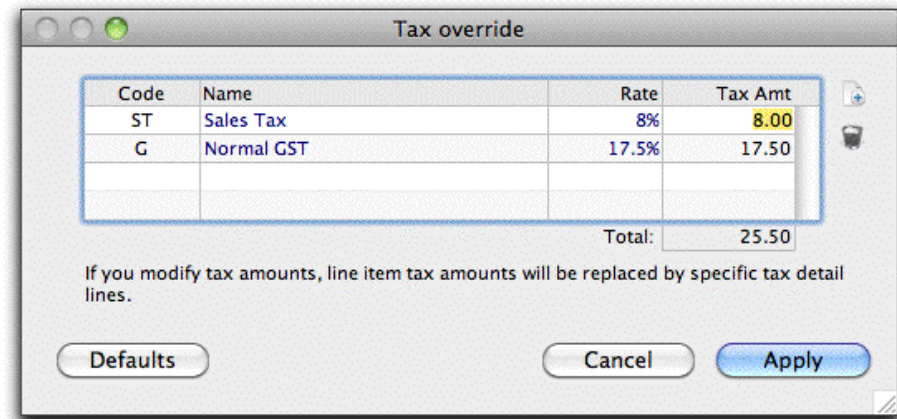
1. Click the Down Arrow icon next to the tax total at the bottom of the entry screen



25.50	225.50

The Tax Override window will open:

Click the *Down Arrow* or the tax amount to open the Tax Override Window



Code	Name	Rate	Tax Amt
ST	Sales Tax	8%	8.00
G	Normal GST	17.5%	17.50
Total:			25.50

If you modify tax amounts, line item tax amounts will be replaced by specific tax detail lines.

Defaults Cancel Apply

2. Enter the actual tax amounts as specified on the invoice

3. If the appropriate tax code isn't displayed in the list, click the New icon to add it

Only base tax codes can be used (you cannot code to a composite one—see [Sales Tax and PST](#) for details of these). Unused taxes can be deleted using the Delete (Trash) icon.

4. Click Apply to apply the taxes

Any tax will be stripped off the existing lines on the invoice, and a new line will be added for each of the taxes specified in the Tax Override screen. The tax codes on the existing lines will be changed to “*”, so you will not be able to alter these tax amounts.

Note: Sales tax is normally treated as part of the cost of the item being purchased (unless you have an exemption for the item). If the Tax Override is used, MoneyWorks can no longer apportion the tax to each line of the transaction; instead all tax is apportioned to the general ledger code used in the first line of the invoice.

Note: If using an Item transaction, MoneyWorks will create a new Item “~TAX”, and the tax lines will be allocated against this.

To Restore a Transaction to use the Default Taxes

1. Open the Tax Override screen by clicking on the down arrow
2. Click the Defaults button

The tax lines will be removed, and the tax restored to the default on each line. You would only do this if you changed your mind and wanted to undo the override on an unposted transaction.

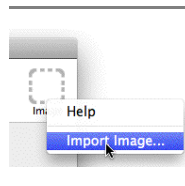
Storing Source Images

In MoneyWorks Express, Gold and Datacentre you can store a single image with a transaction, and view it later. A typical example would be to scan in a purchase order from a customer and link it with your sales order. If there is a query about the order later, you can easily retrieve the copy.

Viewing or attaching a source image is done through the Source Image icon at the top right of the transaction entry screen.

To attach an image:

1. Click on the Source Image icon and choose *Import Image* from the Source image dropdown

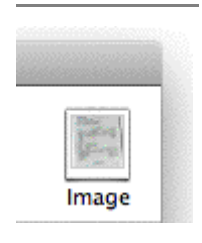


The standard File Open dialog will open

2. Select the image that you want to attach, and click OK

The icon will change to indicate that there is an image associated with the transaction.

Alternatively you can simply drag the image file onto the Source Image icon.



MoneyWorks will copy the image into the custom plug-ins¹⁰ for you, and for network users upload it to the MoneyWorks server. This may take a few seconds. The source image icon will change to indicate that there is an image associated with this transaction.

To view the image:

1. Click on the Source Image icon and choose *Display Image* from the drop down menu

The image will be displayed in the MoneyWorks report Preview window, or, if you are on Windows and it is a PDF, in Adobe Reader if installed.

To delete the image:

1. Click on the Source Image icon and choose *Delete Image* from the drop down menu

The copy of the image will be permanently deleted.

Transaction Entry Goodies

MoneyWorks has various features to help make transaction entry faster, easier and more accurate.

Auto-Allocation

Auto-Allocations allow MoneyWorks to assign default general ledger codes when you enter transactions. The allocations can be associated with customers and suppliers —see [Default Account](#), or can be activated during transaction entry by a text in the To/From or Description fields. They can also be used when [importing bank statements](#).

Example: Whenever you get charged interest by your bank, the word “Interest” is entered into the transaction description, enabling it to be automatically coded your Interest Expense. This is accomplished by creating an Auto-Allocation associated with the text “Interest”.

Auto-Allocations are applied to transactions as they are being entered, and are based on a set of pre-defined “rules” —see [Setting up an Auto-Allocation for General Transactions](#), each rule being identified by a unique text string. To successfully apply a rule, you need to have entered the matching text into either the To/From or the Description field, and the transaction amount in the Amount field.

To invoke an Auto-Allocation rule

1. Choose **Edit>Apply Named Allocation**, press **Ctrl-U/⌘-U**, or click the **Auto-Allocate** icon



Click the *Auto-allocate* icon to apply a named allocation.

The Auto-Allocation rules are searched for a rule starting with the text in the To/From field. If no match is found, the rules are searched for a rule starting with the text in the Description field. Detail lines are automatically created for the accounts and breakdown specified in the rule.

A beep is sounded if no matching rule is found.

To Change a previous applied allocation

1. Alter either the text in the *To/From* field or *Description* (if the rule was incorrect), or the *Amount* and press **Ctrl-U/⌘-U**

The new rule will be applied to the value in the *Amount* field.

Entering Details by Percentage

Sometimes you may want to allocate certain percentages of the total value of a transaction to various accounts. MoneyWorks makes this easy. If you type a percentage (that is, a number followed by a percent (%) sign) into the Net or Gross field of a detail line for a non-item transaction, MoneyWorks will calculate that percentage of the transaction Amount and enter it into the detail gross when you tab out of the field. The Net and Tax fields will be recalculated accordingly.

For example:

1. Enter a Cash Payment with an Amount of \$150

Amount:

2. Type the account code in the detail line, then tab into the *Net* field. Type “50%”

Net
50%

3. Press Tab

Net	TC	GST	Gross
63.83	G	11.17	75.00

MoneyWorks calculates that 50% of the transaction gross is \$75.00. It enters this value into the detail gross field, then works out the Tax based on the account’s tax code, (in this example giving 12.5%) and net.

Press Return to create the next detail line and carry on allocating the balance of the payment. You can use percentages again in subsequent lines if you want.

Entering the Transaction Date

In a date field, instead of the full date you can enter:

- a single number, which will be assumed to be that day of the current month (e.g. "4" will be assumed to be the 4th of the current month);
- a day/month, which will be assumed to be that date in the current year (e.g. "4/4" will be assumed to be the 4th of April this year). However if you are close to the start of a new calendar year, then an entry such as "12/12" will be assumed to be the 12th of December last year;
- a six digit number, which will expand to a proper date (e.g. "080810" will expand to 08/08/10);

Pressing Ctrl-rightarrow/⌘-rightarrow will nudge the day up, and Ctrl-leftarrow/⌘-leftarrow will nudge it down.

Using Calculations in Transactions

As well as being able to enter numbers into transactions, you can also enter calculations. This is particularly useful if you need to work out the value that you want to enter.

To enter a calculation into a field:

1. Tab to the field that you need to calculate

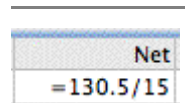
Type in the calculation

The first character in a calculation must be the equals sign (=).

2. When the calculation is entered correctly, tab out of the field

MoneyWorks will evaluate the calculation that you have entered, and replace it with the result.

If you enter a calculation that cannot be evaluated (either because you have specified it incorrectly or because there is no valid answer as for example if you divide by zero), MoneyWorks will highlight the calculation that you have entered



Start your entry with an '=' to automatically calculate the subsequent expression.

and beep. You will need to correct or replace it. Only the result of the calculation is recorded, the calculation expression is discarded.

You can enter calculations into virtually any field in a MoneyWorks entry screen. For example the result of a calculation in a date field will be converted to a date, in a numeric field to a number, and in a text field to a character string.

Example calculations:

$=(120+140)*.9$	Gives 234.00
$=1+2+3$	Gives 6.00
$= '1/1/03' + 90$	Gives 1/4/03
$=(120+3$	Error, missing closing parenthesis
$=(120+10)/0$	Technically an arithmetic error, but MoneyWorks will return 0.

Opening Your System Calculator

You can open the system calculator at any point in MoneyWorks, provided you do not have a modal window open. To open the calculator:

1. Choose Edit>Show Calculator or press Ctrl-L/⌘-L

The default calculator on your computer will appear. You should be able to copy the results of any calculations you do on this and paste back into MoneyWorks.

Entering Long Text in Transactions

You can enter long text (i.e. more text than will fit into the field as shown on the screen) into both the transaction description and the detail description. As you enter the text, the field will grow vertically to accommodate it.

Description
To: Listening a lot; doing a bit of talking; travelling around the city quite a bit; a couple of emails; several free lunches and two free breakfast; writing out this invoice.

If you require more text than this, click the down arrow at the bottom right of the field or press **Ctrl-↓/⌘-↓**. The text entry window will open.

Detail Description

To: Attendance on you and your constant and ceaseless demands, including:

- several lunches at expensive restaurants;
- numerous free dinners, plus the odd show;
- execution of your father and (more importantly) his will;
- one way ticket (First Class) to Rio;
- this postcard and attached stamp.

Cancel

OK

You can type the remainder of the text into this, and then click **OK** (or push keypad-enter). You can insert a carriage return character (for starting text on a new line) by pressing **↵/return**. If you click **Cancel**, changes that you have made in the window will not be saved.

Changing Field Attributes

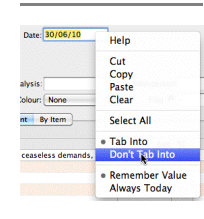
You can alter the way that many of the fields and pop-up menus in the header part of the transaction entry screen operate. You can exclude them from the tab order, so that they are not tabbed into as you tab round the window; you can have them remember the last value entered and carry it over into the next new record; and you can add *Custom Validations* to ensure correct data is entered.

To change the field attributes:

1. **Position the mouse over the field and right click (or control-click if you have a single button Mac mouse)**

A contextual menu of field attributes appears

2. **Select the attribute setting for the field:**



Changing the Tab Order

Tab Into: Pressing the tab key in the previous field will move you into this field;

Don't Tab into: The field will be bypassed when you press tab.

Carrying Over the Value

Remember Value: The previous value that you typed into this field will automatically appear in new transactions;

Clear Each Time The field will be blanked between each new transaction.

Always Today: For the transaction Date, the field will default to today's date.

Assigning a Custom Validation

Custom Validation: Add a custom validation to the field

No Validation: Remove a custom validation

For details on custom Validations and Validation Lists see [Validations](#).

Displaying Margin Information

When entering a sales transaction involving products (such as a debtor invoice), it can sometimes be useful to see the margin information displayed on the screen at the point of entry. Thus if you are working out some sort of discount rate for example, all the information is visible.

The margin information can be displayed in the bottom part of the transaction entry window by setting the *Show Margins* option in the [Transaction: Items] (preferences.html#78453). For Quotes and Sales Orders, the margin of the current detail line is also displayed.

Total Cost of Goods:	\$1,416.00
Total Margin:	\$1,207.00 / 46%
Line Item Margin:	\$68.00 / 53%

Margin Information
in transactions.

The Salesperson Field

The *Salesperson* field is a special field in the transaction window. It can be used in two different ways:

- as another field for recording something about the transaction—maybe a code that indicates the salesperson in a sales transaction, or maybe something else.
- in MoneyWorks Gold only, as a special field used for appending a department specifier to the item account codes. This only applies if you have departmentalised item control accounts for sales and purchases —see [Setting Append Salesperson](#).

You can also change the name of the *Salesperson* field (e.g. to Branch or Area), so that it more closely resembles how you want to use it. This is done in the *Document Preferences* —see [Fields](#).

No special action is required to use the *Salesperson* field as an ordinary field. However it is probably not a good idea to mix the usage of the field—if you are using it for controlling item departments in MoneyWorks Gold, then only use it for that.

Setting the Default Salesperson value

You can associate a default value that is entered into the *Salesperson* field by specifying it in the Names record —see [Salesperson](#). This allows you to assign a salesperson to a customer.

Modifying and Deleting Transactions

You can modify and delete transactions in any of the tab views of the transaction list window. However, to maintain system integrity, there are certain restrictions imposed on modifying and deleting transactions.

Changing Details of Transactions

Up until a transaction is posted, you can change any of its details. Once a transaction has been posted you can only change the non-accounting details, including *To*, *From*, *Description*, *Analysis*, *Flag*, *Colour*, *MailTo*, *DeliverTo*, *User* fields and recurrence settings. Other fields are locked.

There are several ways to correct a posted transaction. For further information see [Adjustments](#)

To change a transaction:

1. **In the Transactions window highlight the transaction(s) to change and Choose Edit>Modify or press Ctrl-M/⌘-M**

The transaction entry window for the first of the highlighted records will be displayed. The fields that cannot be altered (because the transaction has been posted) are displayed in grey.

To modify a single transaction, just double click it in the list.

2. Tab to or click on the field(s) that need to be changed and type in your changes

The current data in the field will be highlighted ready to be overtyped. Click the mouse to get an insertion point within the highlighted area if you only want to add or delete a few letters.

3. Click the *OK* button to save the changes to the transaction and return to the Transaction list window

If you are modifying a number of transactions at once, use the *Next* button to save the changes to the current transaction and display the next one to be modified.

Click *OK* when you have reached the last transaction to be changed or when you want to finish modifying transactions.

To save the current transaction and move back through the selected transactions, click the *Previous* button.

Note: If you have altered a posted transaction, you will be asked for confirmation. If you choose to save the changes, the transaction is tagged as having been altered since posting (this can be seen in the [Get Info](#) window).

Duplicating a Transaction

Sometimes you may need to enter a transaction that is the same as, or similar to, an existing one. The Duplicate command makes this easy.

- 1. Highlight the transaction to be duplicated**
- 2. Choose *Edit>Duplicate «Transaction»* or press *Ctrl-D/⌘-D* or click the Duplicate toolbar button or right click on the transaction and choose Duplicate**

If the *Ask* option is set in the [Duplicating Transactions preferences](#), and the transaction being duplicated is not a journal, you will be asked whether you want the new transaction to have a new reference number or the same reference number.

The reference number is kept in the *OurRef* field —see [Transactions](#), and depends on the type of transaction:

Transaction Type	Reference number

Payments	The cheque number
Receipts	The receipt number
Debtor Invoices	The invoice number
Creditor Invoices	The order number
Quotes/Sales Orders	The quote number
Purchase Orders	The order number

The duplicated transaction will be displayed. As it is unposted (even if the original was posted), you can modify any of its fields.

If the period of the original transaction is closed, the duplicate will be put into the current period. Otherwise the period will remain the same.

Note: For transactions in a non-local currency, the exchange rate for a duplicated transaction will be taken from the system rate of the period into which the new transaction falls. You can use the [Exchange Rate button](#) to change this once the new transaction has been created.

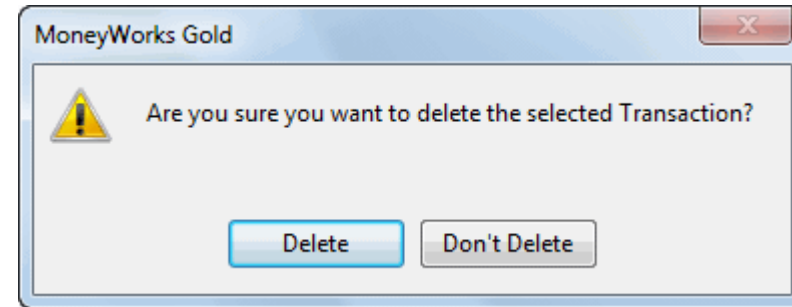
Note: When duplicating a Quote, you will be asked if you want the new Quote to have updated prices based on the existing prices in the Items list.

Deleting Transactions

Only unposted transactions can be deleted. To correct a posted transaction you should use the [Cancel](#) command.

1. Highlight the transaction(s) to be deleted
2. Choose **Edit>Delete**

You will be asked for confirmation.



3. Click *Delete* to delete the transactions

Posted transactions are deleted by means of the Purge command —see [Purging a Period](#).

Reversing Transactions

While a transaction is being modified it can be reversed.

1. Click the *Reverse* transaction toolbar button, or press Shift-Ctrl-V (Windows) or option-⌘-V (Mac)

The numbers in the transaction will change sign. If the transaction is a Journal, the Debit and Credit columns will be swapped.

2. Click *OK* to accept the reversed transaction

Information on a Transaction Record

You can find out useful information about a transaction by using the *Get Info* command, or clicking the *Info* transaction toolbar button. Use this to find out if the transaction has been reconciled, what its [security level](#) is, when it was processed for GST/VAT, the date it was entered etc.

1. Highlight the transaction in the transaction list

2. Choose Select>Get Info, or double-click the transaction and click the Info toolbar button

The Transaction Info window will be displayed

Transaction Info

Close

Sequence (Audit) Number: 978
Security Level: 0
Date Entered: 19/12/12
Last Modified Time: 19/12/12 5:42:24 p.m.
Date & Time Posted: 19/12/12 5:42:05 p.m.

Reconciled against bank account(s): <no bank account involved>

GST Cycle: -4
Changes made after posting: No

Other distinguishing marks: <none>

Amount Paid: 0.00
Amount Owning: 384.19
Date Last Paid:
Aging Cycle: 0
☐ Don't Show on Statement



The Info button

Printing a Transaction List

You can print a list of transactions from any of the tab views. As a general strategy, you should first find and sort the list to show the transactions that you want to print. If you only want to print some of the transactions in the list, highlight those transactions

To print a transaction list as shown on screen:

1. Choose File>Print or press Ctrl-P/⌘-P or click the *Print List* toolbar button

The Print Configuration window for the transaction list appears.¹¹

Print Transactions for Acme Widgets Gold

Print as Shown on Screen

☐ Subtotal by Invoice No.

☒ Print Highlighted Records Only
14 selected records out of 261

Preview

Cancel

Output to...
Preview

Title: Transactions for Acme Widgets Gold

2. Set the Subtotal by option to subtotal the list

This is only available if the list has been sorted by one of the columns. If selected, a subtotal will be printed whenever the value in the sorted column changes.

3. Click Print/Preview/Save As/Send to output the list

The transaction list will be printed as shown on the screen, but with the addition of Net and Tax columns.

Don't Show on Statement Set this option if you do not want the transaction to be shown on a statement—this is intended for suppressing the printing of messy fix-ups you may have done that you do not want the debtor to be aware of. You need to make sure that the transactions that you suppress in this manner come to a total of zero, otherwise your statements may not balance when printed.

Printing Transactions

Transactions can be printed as a list for archiving or internal purposes, or as forms (such as invoices or cheques) for customers or suppliers.

Transaction List Acme Widgets Ltd										
Status	P	Invoice No.	Order No.	Name	To (Description)	Period	Date	Net	GST	Gross
P		1965	1160	WHITE	White Contractors	May	20/05/10	320.55	40.07	360.62
P		1964	213853	BROWN	Brown Suppliers	May	20/05/10	261.70	32.71	294.41
P		1963	11258	GREEN	Green's Garden Depot	May	20/05/10	725.50	90.69	816.19
P		1962	211795	SPRING	Spring Cleaners Ltd	May	18/05/10	938.75	117.34	1,056.09
P		1961	1169	SPRING	Spring Cleaners Ltd	May	17/05/10	421.70	52.71	474.41
P		1960	3501	WHITE	White Contractors	May	16/05/10	636.50	79.56	716.06
								3,304.70	413.08	3,717.78

For a discussion on printing issues —see [Printing and emailing](#).

To print the transactions in the list as journals

1. Click the **Print Details** toolbar icon, or the **Details** sidebar report (they are equivalent)

The report settings window will open.



The *Print Details* icon

2. Set the layout to **Debits and Credits**
3. Choose if you want all the records displayed in the list printed, or just the ones that are highlighted
4. Click the **Print/Preview** button

Each account code is shown, along with the amount debited or credited to that account. This also shows the system detail lines which are added by MoneyWorks to balance the transaction.

Transaction List Acme Widgets Ltd										
DI	P	May	Debtor Invoice to WHITE: White Contractors					360.62		
			Trans Date:20/05/10	Entered on:20/05/10	Invoice #:1965	Order #: 1160				
			Allocation					Debit	Credit	
			1000	Sales		Bronze Widget Medium		0.00	224.55	
			1000	Sales		Chrome Widget Medium		0.00	48.00	
			1000	Sales		Bronze Taper Widget Small		0.00	48.00	
			6800	GST Received				0.00	40.07	
			5500	Accounts Receivable				360.62	0.00	
			2000	Purchases				163.04	0.00	
			5000	Stock On Hand				0.00	163.04	
DI	P	May	Debtor Invoice to BROWN: Brown Suppliers					294.41		
			Trans Date:20/05/10	Entered on:20/05/10	Invoice #:1964	Order #: 213853				
			Allocation					Debit	Credit	
			1000	Sales		Bronze Widget Medium		0.00	149.70	
			1000	Sales		Chrome Widget Medium		0.00	16.00	
			1000	Sales		Bronze Taper Widget Small		0.00	96.00	
			6800	GST Received				0.00	32.71	
			5500	Accounts Receivable				294.41	0.00	
			2000	Purchases				128.36	0.00	
			5000	Stock On Hand				0.00	128.36	

The other layout options allow you to print the transactions showing the Net, GST (or VAT or Tax) and Gross on each line, and also the Items used on each line. You can change this and other sidebar reports (or add your own) by using the report writer.

Printing Invoices, Receipts and other Transaction Forms

You can print any MoneyWorks transaction (except a journal) as an accounting form (invoice, purchase order etc).

1. In the Transaction list, highlight the transactions to print

For invoices only, a printer icon appears in the P (for printed) column after they have been printed. Sorting this column in descending order will show unprinted invoices first.

2. Choose **Command>Print "Form"** or press **Ctrl-[/%]-[** or click the **«Form»** toolbar button (**«Form»** will be **Statement**, **Invoice** etc, depending on the list)

The Print configuration window will be displayed. The heading in this dialog box will also reflect the type of transactions that are being printed—in this case, a quote for a sales order.

Print Payments

Use Form: Quote 1

Layout...

Print "Copy" if already printed

☒ Print selected Transactions only (1 selected record out of 513)

Message: Special pricing as requested - quote is valid for seven days only.

Preview

Cancel

Output to... Preview

3. Choose the desired form from the **Use Form** pop-up menu

For a discussion of the options on this window —see [emailing Invoices, Orders and Statements](#). Only the “Plain” forms can be saved as text file.

Note: Apart from the “Plain” forms, MoneyWorks does not distinguish between individual transaction form types (cash receipts and invoices for example). It is up to the operator to choose the right form, unless the form itself is sufficiently “smart” to determine what sort of transaction it is printing¹². However each transaction view will remember its default form.

Note: A “Plain” invoice is a basically a report created using the report writer that is stored in the Invoices folder in the Plain folder inside the MoneyWorks Custom Plug-ins folder.

If this is the first time you have printed this form...

If this is the first time you have printed this particular form, or if you have changed printers since you last printed it, you will need to check the paper size and positioning of the form.

4. If this is the first time you have printed this form on this printer, click the Layout button

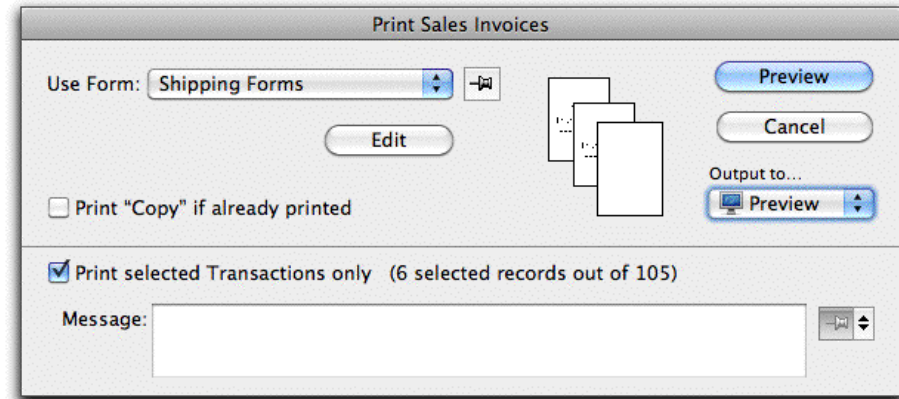
For further information see [Setting the Form Size](#).

5. Click Print or Preview to continue

Printing Multiple Forms

If you often want to print a group of different forms at one time (e.g. you may want to print customer invoices together with envelopes to put them in), you can set up a “multi-page form” —see [Creating a Form](#). These appear in the *Use Form* pop-up menu in the same manner as any other form.

1. Choose the multi-page form from the Use Form pop-up menu

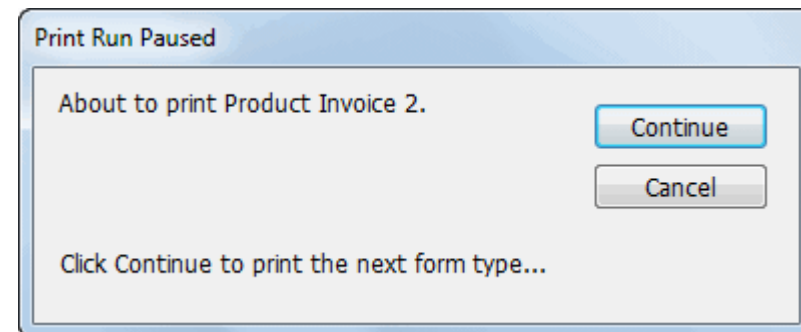


Samples of the forms to be printed will be displayed as shown above.

2. Click Print

The forms will print as normal.

If a pause has been included in your meta-form, the following window will be displayed, giving you the opportunity to change the stationery in your printer.



Note: The forms that have already been “printed” will have been “spooled” onto your hard drive, and probably won’t have been physically printed when this message is displayed. You need to wait for them to be printed before you change your stationery.

3. When you have loaded the correct stationery, click *Continue*

Emailing Forms

You can email the invoices, receipts, statements and order forms. The forms will email as pdf attachments.

Note: The method of sending email is determined by the [Emailing Preference](#). If the default option *Create Message in the system email client* option is selected, emails will be created in your preferred email client (Outlook, Mail etc), and you will need to send them manually from this. If the *Send messages directly via a mail server* option is set, the emails will be sent immediately with no record in your email client (unless you have also set the *BCC option*).

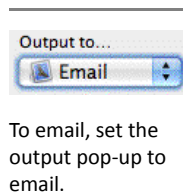
1. Start to print the transactions in the normal way

Either highlight the transactions and choose Print «Transaction» from the Command menu, or click the Print icon on an open transaction. For statements, use Print Statement in the Command menu.

2. Choose the form to use from the *Use Form* pop-up menu

3. Set the *Output to* option to Email and click *Send*

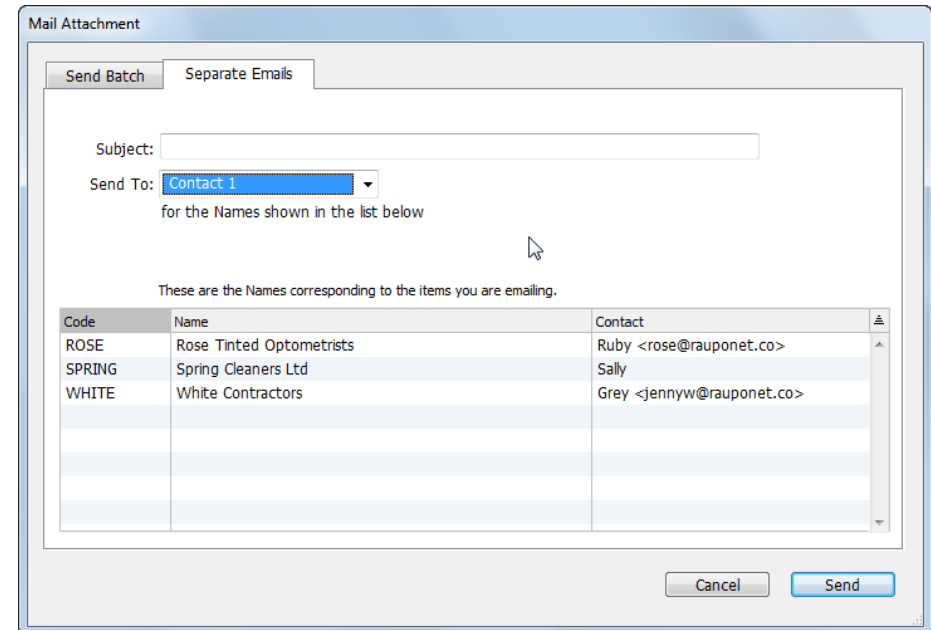
The Mail Attachment window will be displayed. Use this to indicate the subject message, and to whom you will be sending it.



To send the transactions to their specified recipients

If you want to the forms to their intended recipient (i.e. the customer/supplier):

4. Select the *Separate Emails* tab



5. Enter the subject of the email into the Subject field

This defaults to the message you entered into the message field of the Print Settings window.

Providing you are emailing a proper form (i.e. a .invc or .stmt) and not a variant of the Plain invoice (which is actually a report), you can include merge text from the underlying file in the subject field, and, if you are using the [SMTP option](#), the message field. For example, when emailing an invoice you might have something like:

Our invoice <<ourref>> for \$<<gross>> is attached

and for a statement, something like

Statement for <<name.name>>

You can include valid MoneyWorks expressions between the angle brackets, so for a statement you could have something like the following:

Subject: Statement for <<name.name>>

Send To: Contact 1
for the Names shown in the list below

Message: Hi <<name.contact1>>
Your statement balance is \$<<name.dbalance-name.dcurrent>>, see attached.
Regards, Mary

Note: This will work for the *Separate Emails* option only, where a separate email is generated for each transaction (or Customer, if a statement).

6. Choose the contact or role to send the email to from the *Send To* pop-up menu

Note: The email will be addressed to all people who have the selected role in the organisation. For example if the invoice is sent to the "Receivables" role, the *Send to* field of the email will be populated with the email address of every contact with the "Receivables" role in the organisation.

A separate email will be generated for each Transaction being emailed, with the Transaction/Statement form included as an attachment. These are not sent by MoneyWorks, but are created in your email program. If the email address is missing, the resultant email will be unaddressed.

7. Click *Send*

If you are sending more than one invoice, a separate email for each debtor will be created with the invoice enclosed as an attachment. Unless the [SMTP email option](#) has been set, you will need to send the emails from your emailer (MoneyWorks has made them for you, but not sent them).

To send the transactions as a batch to nominated recipients

You can send a batch of invoices, orders or statements to nominated recipients. In this case each recipient will get an attachment that includes all the transactions being emailed.

1. Select the *Send Batch* tab

Mail Attachment

Address Email...

Subject: Overdue Invoices for collection

Send To: nasty@debtcollectors.co

CFO

<< Insert

Code	Name	Contact
AUTUMN	Autumn Fabrix Ltd	
AZALEA	Azelea Prints	
BROWN	Brown Suppliers	
BSUPP	Beetle Suppliers Limited	
CANON	Canon Photocopiers	
CSUPP	Casbah Suppliers Int	

Cancel Send

2. Enter the subject into the Subject field

3. Use the pop-up menu to select the contact or role that you want to which you want to send the email

4. Either highlight the recipients in the list and click the *Insert* button, or double-click each recipient in the list

The email address for the indicated contact will be copied into the *Send To* field. You can also type addresses directly into this field (separating email addresses with a comma), or double-click on a Name in the list to insert the email address(es) for that Name.

5. If you are using the **built-in SMTP option**, enter a message into the **Message field**

6. Click the **Send** button

A single email will be generated, addressed to the specified recipient(s), with a single attachment encompassing the transactions that were selected. Unless you are using the built-in SMTP option, you need to send the email from your email client (MoneyWorks has made the email for you, but not sent them)



Posting Transactions

When all the details of the transaction are finalised, the transactions should be posted. Once posted, the accounting information in the transaction cannot be modified—if you need to change it use the **Cancel** command.

Transactions need to be posted to be credited or debited against the accounts that are assigned to them, and (where appropriate) to update the stock and/or the debtor's or creditor's balances. For this reason it is not possible to close a period which contains unposted transactions.

If you use the **Post option** when entering the transaction, it will be posted automatically when you click the OK or Next button. If you haven't used this, you will need to post the transactions as follows:

1. Highlight the transaction(s) to be posted in the Transactions list
2. Choose **Command>Post Transactions** or press **Ctrl-K/⌘-K**
3. The **Post Transactions** confirmation dialog box will appear.

Status	Reference
U	DI 1972
U	DI 1972
P	JN JN000002

Unposted transactions have a U in the Status column

If some of the transactions that you highlighted were already posted, MoneyWorks will tell you so in this dialog box. You can still go ahead and post those that are not already posted.

4. Click **Post** or press enter to post the transactions

The highlighted transactions are posted to the appropriate accounts. The status flag for the transactions changes to P.

If the current tab view is Unposted, the transactions will disappear from the list since they are no longer “unposted” transactions.¹³

Recurring Transactions

MoneyWorks allows you to set up transactions that will recur (as an unposted transaction) at regular intervals. These recurring transactions can be used to enter monthly or fortnightly salary payments, rents, hire purchases, or any other automatic payment.

Making a Recurring Transaction

1. When creating or modifying a transaction, click the **Make Recurring** check box or the associated **Setup** button in the transaction toolbar

☐ Make Recurring **Setup**

The Recurring checkbox

The Define Recurring dialog box is displayed.

Recurring Setup

Define Recurring Transaction...

☒ **Regular**

Every: ☒ 20 th ☒ of every 1 months

☐ Last

Starting on: 20/02/2016 ☐ Avoid Weekends

☐ and finishing:

☐ and recurring: 11 more times

☒ never finish

☐ **Once Only**

On or after: 20/02/2015 ☐ Reverse

 The transaction will recur (be duplicated automatically) when you open the document on or after the "Starting On" date, which should normally be some time in the future.

2. Specify the recurrence frequency (as in the examples below)

To recur	Settings
on the 10th day of every 2 months	Every: ☒ 10 th Day ☒ of every 2 months ☐ Last
on every 10th day	Every: ☒ 10 th Day ☐ of every 2 months ☐ Last
on the 2nd Friday of every	Every: ☒ 2 nd Fri ☒ of every 3 months ☐ Last

3rd month	
on the last day of every quarter	Every: ☐ 2 nd Day ☒ of every 3 months ☒ Last
every fortnight	Every: ☒ 14 th Day ☐ of every 1 months ☐ Last
every 2nd Monday	Every: ☒ 2 nd Mon ☐ of every 1 months ☐ Last

3. Click **Avoid Weekends** if you want transactions which would otherwise fall on weekends to be brought forward

4. Alter **Start On** (the start date) for the recurrence

The default start date is one month from the current date.

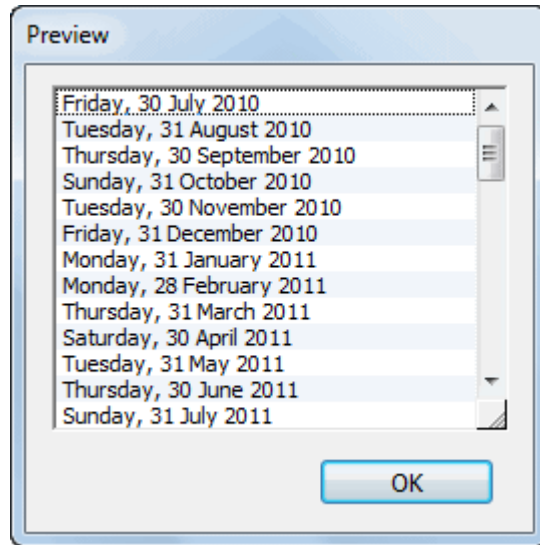
5. Specify when the transaction should stop recurring

The default is *Never Finish*—which really means that you will manually stop the recurrence at your discretion. See [Stopping a Recurring Transaction](#).

If you click *and finishing* and enter a date in the finishing date box, the transaction will not recur after that date.

If you click *and recurring...more times* and enter the number of times recurring, the transaction will recur that many times only.

6. Click the **Preview** button to view the dates generated by these criteria



7. Click **OK** to close the Preview window

8. Click **OK** to save the details of the recurring transaction or click the **Cancel** button to cancel them

If you need to edit the recurrence specification, click the *Setup* button to show the Define Recurring Transaction setup box again.

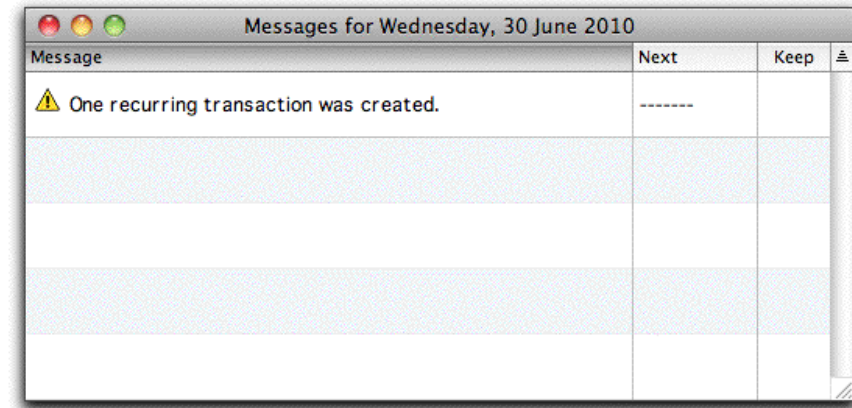
9. Click **OK** to save the changes to the transaction

The Recurring transaction icon appears in the status column of the transaction list to indicate that the transaction has been set up to recur in the future.



The Recurring icon in the status column of the transaction list.

A recurring (unposted) transaction will be generated by MoneyWorks when the document is opened on or after the recurring date *and the period into which it should recur has been opened*. A message is displayed in the Messages window.



Note: The recurrence property is passed on to the newly created transaction. You will notice that the original transaction no longer appears with the recurring transaction icon next to it. Instead, the new transaction appears with the icon. MoneyWorks uses the new transaction as the template for future recurrences. If you modify the transaction before it next recurs, the change will be “inherited” by future recurrences.

Note: The period in which the transaction belongs is determined by the transaction date (which for recurring transactions will be the specified recurrence date). The transaction will not recur if its period has not been opened, and a warning will be given.

When the period is opened, the transaction will recur automatically.

Entering an Automatic Reversing Transaction

You can use the Recurring transaction facility to set up a transaction which will automatically reverse at some future date.

1. In the Define Recurring Transaction dialog box, click the **Once Only** radio button

The Recurring options at the top of the dialog box are dimmed. New options appear in the *Once Only* part of the dialog.

2. Click *Reverse*

Changing the Recurrence Properties

To alter the recurrence properties of an existing recurring transaction:

1. Click the recurring *Setup* button in the transaction toolbar

The Define Recurring Transaction settings window will be displayed.

Recurring **Setup**

Click the *Setup* button to edit the recurrence settings.

Stopping a Recurring Transaction

A recurring transaction will cease recurring once the finish criterion has been reached. Depending on the settings, this will be either:

- When the specified number of recurrences have occurred;
- When the finish date is reached;
- Never.

In the case of a *Never Finish* setting, you will need to manually stop the transaction from recurring. You may want to do this even if the finishing condition was something other than Never Finish.

To stop a transaction from recurring again:

1. Double-click the latest recurrence of the transaction

This will have the recurrence icon in the status column.

2. Turn off the *Make Recurring* check box and Click *OK*

☒ Make Recurring

The transaction will no longer appear with the recurring transaction icon next to it. Note that you can do this even if the transaction has been posted.

Turn the recurring option off to stop a transaction occurring

Deleting an unposted recurring transaction will also stop it from recurring.

Finding Recurring Transactions

Transactions that are set to recur can be easily found by using the [Find by Field](#) to locate recurring transactions in the current view of the transaction list, or use the Recurring Transactions report.

Setting up an Auto-Allocation for “Cash” Transactions

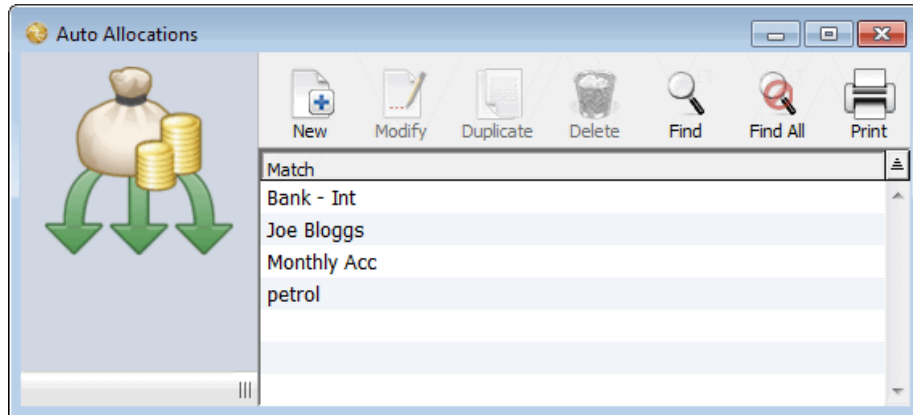
Auto-Allocation rules allow for the automatic allocation of a Payment or Receipt transaction based on information entered into the transaction, including the *To/From* field, the *Description* field, the *Amount*, field or combinations of these. The rules are maintained using the Auto-Allocation command in the Show menu.

The rules will be automatically invoked when you [Load a Bank Statement](#), and can be invoked manually when you enter a Payments or Receipt transaction by clicking on the Auto-Allocation icon or by pressing Ctrl-U/⌘-U.

To view the Auto-Allocation rules:

1. Choose Show>Auto-Allocation...

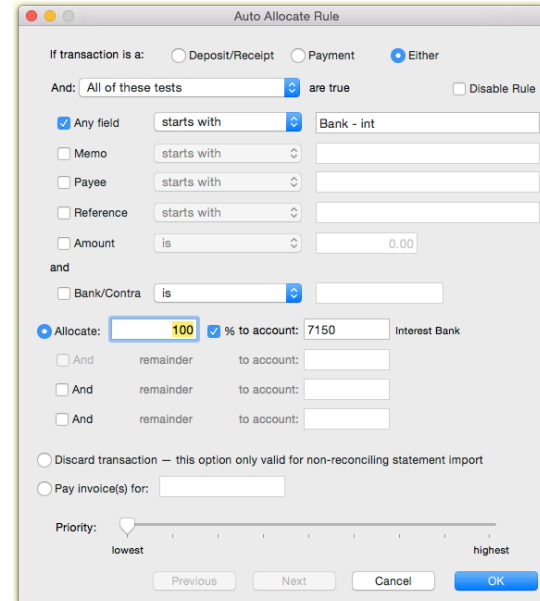
The Auto-Allocation list window will open.



To create a rule

1. Click the New Toolbar button or press Ctrl-N/⌘-N

The Auto Allocation Rule window will open



2. Set the type of transactions to which the rule applies

By default, this will be for both Payments and Receipts.

3. Set the scope of the tests

The *scope* determines how the rules are applied, and defaults to *All of these tests*. It can be altered by changing the top pop-up menu. The options are:

- **All of these tests:** All of the specified tests (see [Test Conditions](#) below) are true
- **Any of these tests:** At least one of the specified tests is true
- **This expression:** The entered MoneyWorks expression is true (see [This expression](#) below)
- **Auto-match outstanding invoices:** For marking an invoice with the outstanding balance as being paid. The customer/supplier code or the invoice number should be in the imported text.

4. Set the test conditions or MoneyWorks Expression, as appropriate

These are discussed in more detail below.

5. Select the action to take if the condition is true

There are three options:

- **Allocate:** Allocate the amount to the specified accounts

The amount is allocated to the specified general ledger codes (up to a maximum of four). The split can be as a percentage, or as a dollar amount. Any difference between the amount of the transaction and the allocated amount will be allocated to the *and remainder* account. If you over specify the allocation amount (e.g. allocate 120%), the *and remainder* line for the transaction will be negative.

- **Discard Transaction:** Do not import the transaction

This option only affects transactions imported using the Load Bank Statement command ([see Importing Bank Statements](#))—it is ignored if you trigger the auto-allocations when entering a transaction. You would normally set this for bank transfers and credit card payments, where the same transaction appears on both statements. If the option is set and a match occurs, the corresponding transaction will not be imported. For example if you transfer funds from your main account to your term account, the transaction will appear as a payment on the main account’s bank statement, and as a deposit on the term account’s statement. If you are importing both statements, you need to omit importing this transaction from one of them (otherwise it will be in MoneyWorks twice).

- **Pay Invoice(s) for:** Allocate the amount to outstanding invoices for the specified debtor/creditor.

Note that receipts will only be allocated to customers (debtors), and payments to suppliers (creditors).

6. Set the Priority of the rule if necessary

It is possible to make rules that conflict. For example a rule for a memo that contains the word “interest” will conflict with another that is searching for “Bank interest”. MoneyWorks will allocate based on the first rule it encounters, so it is possible that a transaction with a memo of “Bank interest” will be matched with the “interest” rule, and not the “Bank interest” rule.

MoneyWorks searches for matches by *Priority*, from highest to lowest. So to avoid the conflict described above, just ensure that the “Bank interest” rule has a higher priority than the “interest” rule.

7. Click **OK** to save the rule

The Auto Allocate Rule window will close.

Test Conditions

A rule can be composed of up to six test conditions, based on any of the available fields.

For text based data (Memo, Payee, Reference) you can use a *starts with* or *contains*. For example a test of *Any field starts with “interest”* will match a memo of “Interest paid”, but not “Bank Interest”. If the test was changed to *contains* it would match both.

Note: Text comparisons are not case sensitive, so “interest” will match with “INTEREST”.

For the amount, the test is numeric, so you can compare whether the amount is equal to, greater than, etc. some defined value.

For the Bank/Contra test, you need to enter the general ledger account code of the bank. The test compares this to the target bank (either the bank account selected in Load Bank Statement, or, if invoking the rule during transaction entry, the bank currently selected in the Bank pop-up menu).

Note that, if the *All of these tests* option is selected, all the test conditions specified must be true for the rule to apply. If the *Any of these tests* option is selected, the rule is applied if any one of the tests is true.

This expression

If you require more complex comparisons, then you select *This expression* and enter a MoneyWorks expression into the expression field. If the expression is evaluated to false (or zero), the rule will not apply; any other value will be treated as true.

The expression can reference the keywords *Memo*, *Name*, *NameOrMemo*, *Ref*, *Amount* and *Contra*, which correspond to the available fields on the bank statement. You would need to do this for example if you want to apply a rule only to transactions within a given amount range:

```
name='Smith@' and amount > 100 and amount < 200
```

would match only if the name started with “Smith” and the amount was between \$100 and \$200.

For even more complex matching, you can call a public mwScript handler from here, as in:

```
myscripts:checkstmt(name, ref, amount)
```

It is (of course) your responsibility to make sure that the script returns a sensible value in a timely manner.

Manually invoked rules

When you invoke auto-allocation rules manually when entering a payments/receipt transaction (by pressing Ctrl-U/⌘-U), the rules apply as follow:

- The *Memo* field matches the description field on the transaction
- The *Name* field matches the to/from field on the transaction
- The *Any field* matches both the description and the to/from transaction fields
- The *Reference* matches the ourref transaction field (cheque number)
- The *Bank/Contra* matches the bank account selected in the Bank pop-up menu
- The *Discard transaction* action is ignored.

¹ The views are similar to the tabs in MoneyWorks 5 and earlier. ↩

² In MoneyWorks 5, the keyboard shortcuts were different; they had to be changed in MoneyWorks 6 to allow for non-modal transaction windows. ↩

³ The field is technically called *ToFrom*, and this is how it appears in the Find settings window, Importing, Exporting and the Forms Designer. ↩

⁴ The “New...” command in the Edit menu changes depending on the selected transaction type tab in the Transactions window. ↩

⁵ In MoneyWorks 5 this was Ctrl-tab; Windows uses this to cycle through running programs. ↩

⁶ The exact key combination depends on the settings in your [Key preferences](#). ↩

⁷ MoneyWorks uses Banker’s Rounding when rounding amounts to the nearest cent. This means that the value is rounded to the nearest even number, thus reducing the accumulated rounding error. It is also known as “Gaussian rounding”, and, in German, “mathematische Rundung”. ↩

⁸ Prior to MoneyWorks 6, the *Qty* and *Item* (then called *Product*) fields were the other way. ↩

⁹ This will not work if the [Always Wrap](#) option is on. ↩

¹⁰ Images go into the Pictures folder —see [Managing Your Plug-ins](#). ↩

¹¹ In MoneyWorks 6 and earlier, this dialog contained additional print options. These have been moved into the sidebar of the transaction list, and, for Details, as a separate toolbar icon. ↩

¹² To find out just how awesomely smart MoneyWorks custom forms can be see [Forms Designer](#). ↩

¹³ In MoneyWorks 7, the *Treat Job-Related Income as Pre-Payments* posting option was moved to the Jobs panel in the Document Preferences. ↩

Cash Transactions

Cash transactions are transactions that directly affect one of your bank accounts¹. We use the term “Cash” somewhat loosely here to represent not only those transactions that involve the “folding stuff”, but also cheques, credit cards, automatic payments and so forth—in fact any financial transaction that is not an invoice.

There are two types of cash transactions: receipts and payments, and each type has its own tab view in the Transactions window. In addition, you can transfer funds between bank accounts with the [Transfer Funds](#) command.

Entering Payments

A *Payment* represents money that has left one of your bank accounts. If the payment is for an invoice that has already been entered into MoneyWorks it will need to be processed specially— see [Paying Your Creditors](#).

If the payment is for a cash purchase of some sort, proceed as follows:

1. In the Transactions window press Ctrl-N/⌘-N, or Choose Edit>New Payment, or click the *New* toolbar button

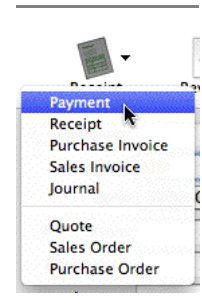
A transaction entry window will open.

2. If necessary use the transaction type menu to set the transaction to the desired type

Tip: Use the keyboard shortcut to change the type:

- For a Payment press Alt-Shift-1/Ctrl-Shift-1
- For a Receipt press Alt-Shift-2/Ctrl-Shift-2

Note: MoneyWorks will (after confirmation) clear any information in a transaction when the type is altered.



Use the *Type* menu to set the transaction type.

Payment

☐ Hold
 ☐ Make Recurring

☐ Supplier:
 Period: Jun:2010/11 ends 30/06/2010
 Cheque #:
 Date:
 Bank: 5900: Cheque Account: 28,288.10
☐ To:
 Description:
 Amount: Paid By: None Colour: None

Account	Account Name	Description	Net	TC	GST	Gross	Job
			0.00	*	0.00	0.00	
Total:			0.00		0.00	0.00	

3. If the payment is made to a supplier whose details are recorded in the Names file, set the *Supplier* check box and key the supplier code into the Supplier field

The supplier's name will appear in the *To* field. If you have the address fields showing, the address will also be displayed. If payment is being made for an invoice see [Paying Your Creditors²](#).

- 4. Enter the cheque number into the *Cheque #* field**

MoneyWorks will have inserted a reference number one greater than the previously entered one. If this is correct, you need not type anything in. Historically this was the cheque number, but if you are not using cheques any more then it is just a reference number.

5. Tab across to the *Date* field and enter the date of the transaction

By default, this will contain today's date or the last date used.

6. Choose the bank account from which the payment is being made from the *Bank* pop-up menu

The pop-up menu will be displaying the default bank account for the transaction type. Set the pin next to the bank menu to change the default

- 7. Type the payee details into the *To* field**

If you have entered a supplier code into the *Supplier* field, the *To* field will already contain the supplier's name.

- 8. Type a text description if required into the *Description* field**

You can enter up to 1000 characters into this field.

9. Type the total being paid into the *Amount* field

The *OK* and *Next* buttons dim when an amount is entered into the *Amount* field. The transaction is not complete until you have allocated the total amount to one or more accounts.

- ## 10. Set the *Paid By* pop-up

This indicates the method of the transaction (cheque, cash etc.)—for payments this is purely for your own information.

Additional fields may be shown on the entry screen. These are controlled by the *Views* toolbar button. See [Fields](#) further details of these fields.



Use the *Views* menu to alter the number of fields.

- 11. Set the details tab to *Service* or *Product*, depending on the type of transaction**

If the *Supplier* field has a creditor code in it, this will have defaulted to *Payment on Invoice* (not MoneyWorks Cashbook).

The Amount for the payment needs to be allocated to one or more accounts before the transaction can be entered.

- 12. Press Ctrl-tab (Mac) or Ctrl-` (Win) to move to the first detail line**

13. See the section [Entering Detail Lines](#) to find out how to enter detail lines by account code or by product code

Note that the *OK* and *Next* buttons remain dimmed until the total gross amount and the total of the detail lines balance.

14. Set the *print* and/or *post* options if you want to print out a payment advice/cheque, or post the transaction when it is accepted



15. When the details of the transaction are complete, click the *Next* button or press the keypad-enter key to enter this transaction and bring up a new Payment form

Click *OK* if this is the last payment to be entered. Clicking *Cancel* discards the transaction.

Entering Receipts

A *Receipt* represents money that has entered one of your bank accounts, or at least has been received for banking at a later time.

If the receipt is for payment of an invoice that you have already entered into MoneyWorks it will need to be processed specially— see [Receiving Payment for Sales Invoices](#). If the receipt is for a cash sale of some sort, or for other income (such as interest earned), proceed as follows:

1. In the Transactions window press **Ctrl-N/⌘-N** (or Choose **Edit>New Receipt**), or click the **New** toolbar button

The new transaction window will open.

2. If necessary set the type to receipt using the *type* menu

3. If the receipt is from a customer whose details are recorded in the Names file, or if it is for an invoice you have previously sent out, set the *Customer* check box and key the customer code into the *Customer* field

The customer's name will automatically appear in the *From* field.

4. Enter the receipt number into the *Receipt #* field

MoneyWorks will have inserted a number one greater than the previously used one. If this is correct, you need not type anything in.

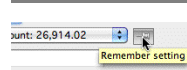
If you want, your receipt numbers can be prefixed by non-numeric characters. When MoneyWorks inserts the next receipt number for you, the non-numeric characters (and any leading zeros) will be prepended to the number. For example: If you previously entered "CR00405", MoneyWorks will enter "CR00406" for you in the next Receipt transaction.

5. Tab across to the *Date* field and replace the date if necessary

By default, this will contain today's date or the last date used.

6. Choose the bank account to which the receipt is being made from the **Bank** pop-up menu

The pop-up menu will be displaying the default bank account for the transaction type. Set the pin next to the bank menu to change the default.



Click the pin to set the default bank account.

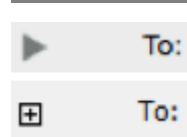
Note: If you accumulate receipts for subsequent banking, you should use a bank holding accounting for the receipt. When you finally come to bank the money, use the [Banking command](#).

Note: In MoneyWorks Gold the display of the bank balance is controlled by the *See Balances in Bank Pop-up* user privilege — see [Multiuser](#)

7. Type the payer details into the **From** field

You can enter up to 200 characters into this field. Entering a customer code into the *Customer* field, automatically fills out the *From* field.

If the payer details do not fit on a single line, or you want to enter address details, click the address disclosure control to show the full mail and delivery addresses — see [Viewing the Address Fields](#).



Mac and Windows disclosure icons

8. Enter a text description if required into the **Description** field

You can enter up to 1000 characters into this field—press Ctrl-downarrow/⌘-downarrow to see the full description field.

9. Enter the total amount being received into the **Amount** field

The *OK* and *Next* buttons dim when an amount is entered into the *Amount* field. The transaction is not complete until you have allocated the amount to one or more accounts.

10. Set the **Paid By** pop-up

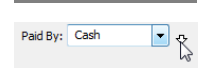
Setting this determines how the transaction will be printed on the deposit slip in the [banking command](#). “Cash” transactions are aggregated as a single figure. Other transactions are listed individually.

To record the cheque/credit card details

11. Click the down arrow next to the **Paid By** pop-up menu

If the Paid By pop-up menu is itself highlighted, you can press Ctrl-downarrow/⌘-downarrow.

The Receipt Details screen will be displayed—the details of this depend on whether you are processing a credit card or another form of payment.



Click the down arrow next to the *Paid By* menu.

Enter the receipt details—you only need to do this if they differ from those displayed next to the customer code (i.e. on the customer record).

Additional fields can be displayed using the [Views](#) toolbar button.

12. Set the details tab to **Service** or **Product**, depending on the type of transaction

The total Amount of the Receipt needs to be allocated to one or more accounts before the transaction can be entered.

13. Press Ctrl-tab (Mac) or Ctrl-~ (Win) to move to the first detail line

14. See the section [Entering Detail Lines](#) to find out how to enter detail lines by account code or by product code

Note that the *OK* and *Next* buttons remain dimmed until the total gross amount and the total of the detail lines balance.

15. Set the *print* and *post* options if you want to print out a tax receipt form or post the transaction when it is accepted



the print and post options.

16. When the details of the transaction are complete, click the *Next* button or press the keypad-enter key to enter this transaction and bring up a new Receipt window

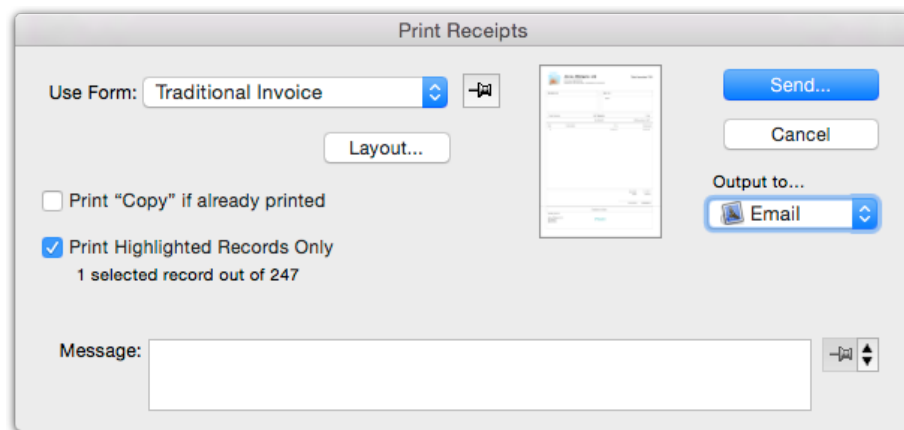
Click the *OK* button if this is the last payment to be entered. Clicking *Cancel* discards the transaction.

Printing Tax Receipts

You can print a tax receipt when you enter a transaction by setting the Print option. You can also print a Tax Receipt for any existing receipt(s).

1. In the Receipts list, highlight the receipt(s) to be printed and Choose Commands>Print Receipts or press Ctrl-[/%-[

The Print Receipts dialog box will open.



2. Choose the form to be used for formatting the receipt from the *Use Form* pop-up menu

3. Enter any text in the optional *Message* text box

This message will be printed on all the receipts being printed.

4. Check the *Print "Copy" if Already Printed* option if you are reprinting a receipt

If this option is checked and the receipt has already been printed, the words "Copy of" appear on it. If the receipt has not already been printed this is ignored.

Note: If this is the first time that you have printed this form, you should check the positioning and paper size — see [Output Settings](#).

5. Click *Print* to print, or set the *Output To* pop-up to email and click *Send* if you want to email the receipt

When emailing, the Mail Attachment window will be displayed. See [Emailing Forms](#) for information on this.

For "Plain" forms, if the [Print this Logo](#) and/or [Print Address & Phone Nos](#) options in the [Company Setup](#) window have been checked, the company logo and/or address details will be printed at the top of the receipt. If you want to print the receipt on letterhead which contains these details, you should ensure that the options are off and that the top margin in the page setup is large enough that your letterhead is not overprinted.

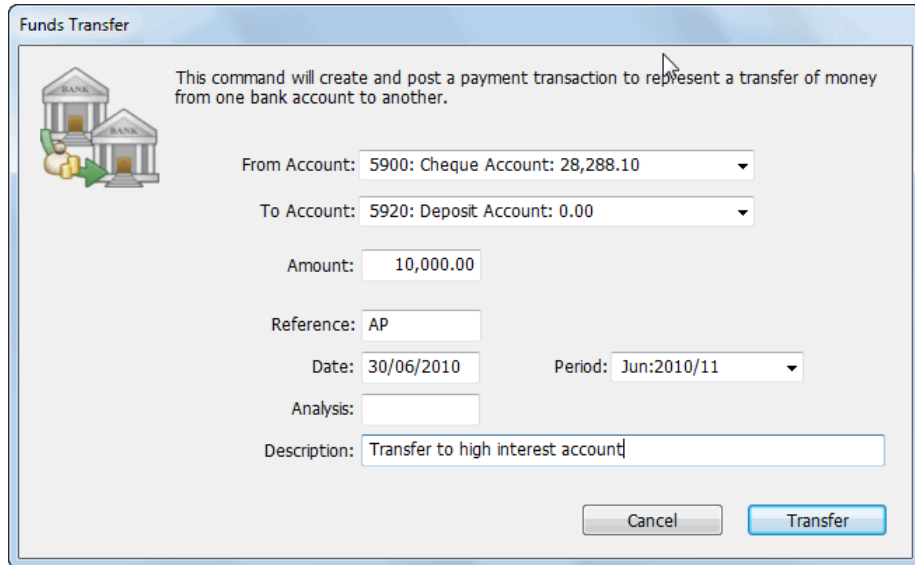
For further information on printing, see [Printing Invoices, Receipts and other Transaction Forms](#).

Bank to Bank Transfers

If you have more than one bank account, you may need to transfer funds from one to the other. You can accomplish this by a single payment transaction, which will credit the source bank and debit the destination bank³. However it is easier to use the Transfer Funds command

1. Choose Command>Transfer Funds

The Funds Transfer window will be displayed.



This command will create and post a payment transaction to represent a transfer of money from one bank account to another.

From Account: 5900: Cheque Account: 28,288.10

To Account: 5920: Deposit Account: 0.00

Amount: 10,000.00

Reference: AP

Date: 30/06/2010 Period: Jun:2010/11

Analysis:

Description: Transfer to high interest account

Cancel Transfer

2. Set the *From* and *To* bank accounts, and specify the *amount*, *date*, *period* and *description*

3. Click *Transfer*

A payment transaction will be created (and posted) from the source bank account to the destination.

Note that, if the currencies differ, you will be able to specify the exchange rate see [Transferring funds to/from a foreign bank account].

The Banking Command

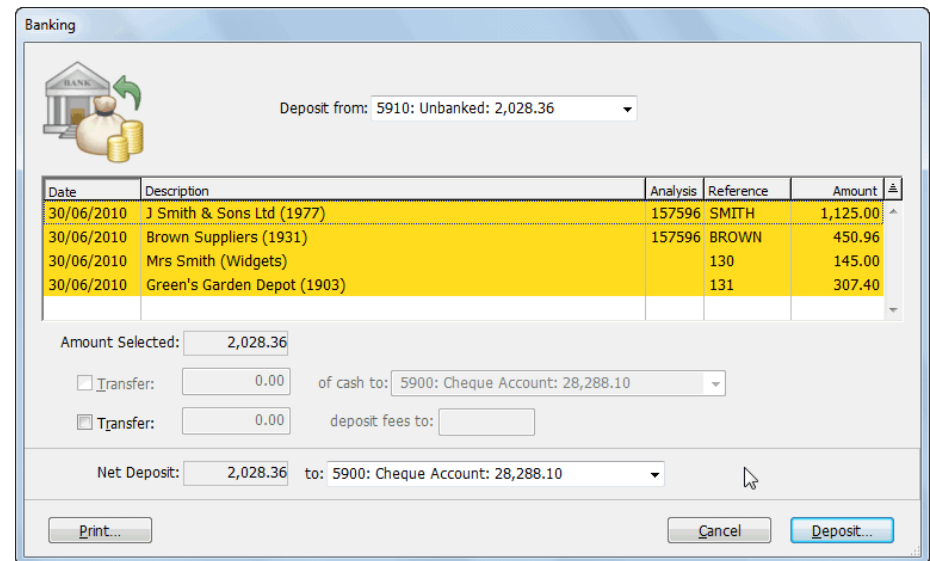
The Banking command is used to transfer funds from a *bank holding account* to a “real” bank account.

For example, in the normal daily running of your business you might receive funds throughout the entire working day. If you receipt these into a “real” MoneyWorks bank account, you will need to reconcile each receipt (even though in practice there might be only one deposit transaction on your bank statement). However if you receipt the transactions into a bank holding account, they can be transferred to the actual bank account by using the Banking command. Thus the amount of the deposit will appear as a single deposit transaction (Banking Journal) on your bank reconciliation.

To transfer money from a bank holding account into an actual bank account:

1. Choose Command>Banking or press Ctrl-B/⌘-B

The Banking window will be displayed.



Deposit from: 5910: Unbanked: 2,028.36

Date	Description	Analysis	Reference	Amount
30/06/2010	J Smith & Sons Ltd (1977)	157596	SMITH	1,125.00
30/06/2010	Brown Suppliers (1931)	157596	BROWN	450.96
30/06/2010	Mrs Smith (Widgets)		130	145.00
30/06/2010	Green's Garden Depot (1903)		131	307.40

Amount Selected: 2,028.36

☐ Transfer: 0.00 of cash to: 5900: Cheque Account: 28,288.10

☐ Transfer: 0.00 deposit fees to:

Net Deposit: 2,028.36 to: 5900: Cheque Account: 28,288.10

Print... Cancel Deposit...

This lists (and highlights) all transactions in the holding account.

2. Click on any transactions that you do not wish to bank

The status of the highlight is toggled by clicking on a transaction in the list. Only highlighted transactions will be banked.

There are two transfer options that you can use:

Transfer .. of cash to: This allows transfer of the specified amount of cash to a different “bank” account. For example you might be holding some money back for your petty cash or till float. The amount that you can transfer cannot exceed the total amount of cash receipted (i.e. receipts whose payment method was Cash).

Transfer .. deposit fees to: This allows transfer of a specified amount of deposit fees to the nominated account.

3. If you are holding some of the cash to put into another “bank” account (such as petty cash or a till float), set the *Transfer .. of cash to option*, and specify the amount of money and the alternate bank account
4. If you wish to record deposit fees as part of the transaction, set the *Transfer .. deposit fees to option* and specify the amount of deposit fees and the general ledger account code

Do this only if your bank subtracts the bank fees from the deposit amount. If in doubt, or if your bank shows deposit fees as a separate item on the bank statement it is better to enter a separate payment transaction to record the payment of the fee.

5. Choose the bank account into which the deposit is being made from the *Deposit to pop-up menu*
6. If you wish to print a deposit slip, click the *Print* button

The deposit slip will itemise all non-cash transactions, and accumulate cash ones into a single amount. It will include the bank/branch and account name from the transaction or customer/debtor record — see [Names](#).

7. Click *OK* to do the banking

The *Banking Journal* window will be displayed.

Banking Journal

4 receipts to bank into account Cheque Account.

Total value of receipts:	2,028.36
Net Deposit Amount:	2,028.36

Deposit Journal Details

Period: Jun:2010/11

Deposit Date: 30/06/2010

Description: Banking

Analysis:

Cancel OK

The Banking Journal window summarises the banking transactions and allows you to specify the date and period of the journal.

8. Change the *Date, Period, Description* and *Analysis* fields if required
9. Click *OK* to create the journal.

A *banking journal*⁴ will be created to effect the transfer of funds from the holding account to the nominated bank account(s). If *Cancel* is clicked, the Banking window will be displayed again.

To View the Items in a Banking

After you have created the banking journal, you can view the individual transactions that made up the journal.

1. Highlight the banking journal in the transactions list window

The journal can be found under the *Journals* tab.

2. Click the **Related** toolbar button, or Choose **Select>Find Related**

The Find Related window will be displayed.

3. Set the **Banked Receipts** and **Make Found Set** options, and click **Go**

The transactions that make up the banking will be displayed.

Manual Electronic Payments

MoneyWorks can create text files of payments for batch loading into on-line banking software. You would normally do this using the Batch Creditor Payments command see [Paying a number of creditors](#). However you can create manual batches, as described below.

Note: You need to have the appropriate software installed to do electronic transfers—call your bank for details.

To create a payments file for transferring via an on-line banking service:

1. Highlight the posted transactions to transfer in the Payments view of the Transactions list window

You can use the Find command to locate the records see [Lists](#).

2. Choose **Command>Electronic Payments**

The Electronic Payments dialog box will be displayed— see [Electronic Payments](#) for detail of how this operates.

Importing Bank Statements

Most banks now provide a facility for their customers to download bank statements in electronic form.

MoneyWorks allows you to import these bank statements⁵, and can even automatically code them as they are imported. It provides an easy way to preview the transactions, allowing you to modify the coding, or even apply

transactions to outstanding invoices. You can also elect to omit transactions, or have them marked as being ready for reconciliation.

Note: Bank statements should be downloaded from your bank as QIF or Quicken files, a widely used, platform-neutral file format that is supported by most banks. If your bank does not support QIF format, they probably support simple text files such as CSV or tab delimited. These can also be imported into MoneyWorks using the standard *Import Transactions* command — see [Importing into Other Files](#). However you may have to remove extraneous information (such as account number and opening balances) from the downloaded file.

To import a previously downloaded bank statement

1. Choose **Command>Load Bank Statement**

The Statement Coding window will open.

This allows you to specify the bank account that you are importing, as well as other details pertinent to the import.

Bank: The MoneyWorks bank account into which you want to import the bank statement transactions

Default Income A/c The account code to use for any deposits that cannot be coded using one of the auto-allocation rules. It is good practice to use a special account for this, such as a suspense account or an “Unallocated” account. This makes finding unallocated transactions much easier.

Default Expense A/c The account code to use for any withdrawals that cannot be coded using one of the auto-allocation rules. Again it is good practice to use an “Unallocated” account code (this can be the same as that for deposits)

Exclude items before: Any transactions in the file being imported that are dated before this date will be excluded from the import. This defaults to the date of the last transaction in the prior statement import for this bank.

And after: Any transactions in the file being imported that are dated after this date will be excluded from the import

Auto-Reconcile: If set, each transaction will be compared against existing transactions, and if found to already exist in MoneyWorks will be marked to be omitted. New transactions will be marked as being reconciled.

Swap Payee and Memo: Setting this swaps the Payee and Memo fields around, as some banks get it around the wrong way.

2. Choose from the *Bank* pop-up menu the bank account for which you are loading the statement

The transaction information you have downloaded from the bank refers to one bank account. You need to indicate which one it is.

3. If necessary, set the *Default Income* and *Default Expense* accounts

These will be remembered from your last bank statement import, but will need to be set the first time you import a bank statement.

4. Set the cut-off dates if required

Transactions on the bank statement that are outside of the date range will be ignored. This allows you to download your bank statements and not worry about overlapping dates. When the import is accepted, the before date gets transferred to the after date, ready for the next import.

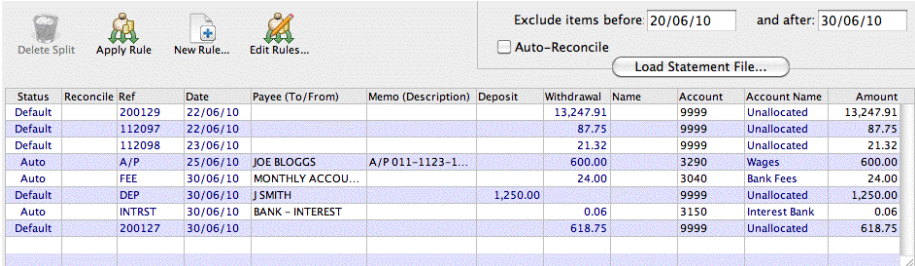
5. If you want to have the transactions automatically marked as being reconciled, set the *Auto-Reconcile* option

Transactions on the bank statement that can be identified as being already in MoneyWorks will be marked to be omitted, with the existing transaction marked as reconciled; other transactions will be marked as reconciled.

6. To import the file, click the *Load Statement File* button

The standard File Open dialog window will be displayed. Use this to navigate to and open your downloaded bank statement file.

Any transactions inside the nominated date range are imported and listed. Transactions are allocated to the specified default accounts, unless an applicable auto-allocation rule was found, in which case the allocation is made on the basis of the rule. This is shown in the Status column.



Status	Reconcile	Ref	Date	Payee (To/From)	Memo (Description)	Deposit	Withdrawal	Name	Account	Account Name	Amount
Default		200129	22/06/10				13,247.91		9999	Unallocated	13,247.91
Default		112097	22/06/10				87.75		9999	Unallocated	87.75
Default		112098	23/06/10				21.32		9999	Unallocated	21.32
Auto		A/P	25/06/10	JOE BLOGGS	A/P 011-1123-1...		600.00		3290	Wages	600.00
Auto		FEE	30/06/10	MONTHLY ACCOU...			24.00		3040	Bank Fees	24.00
Default		DEP	30/06/10	J SMITH		1,250.00			9999	Unallocated	1,250.00
Auto		INTRST	30/06/10	BANK - INTEREST			0.06		3150	Interest Bank	0.06
Default		200127	30/06/10				618.75		9999	Unallocated	618.75

7. Having made your allocations (see below), click *Accept*

The transactions will be created with the specified allocations.

Editing the imported transactions

Once imported, the transactions can be edited in the list. Typically this will involve specifying a correct allocation code for those transactions that couldn't be allocated automatically. You cannot change the amount of a transaction here (it is after all on your bank statement), and nor can you add new transactions.

To change the allocation code: Click in the *Account* field (or use the tab key), and type in the correct account code. If you delete the account code, or enter an invalid one, the account choices list will be displayed when you attempt to move out of the field, allowing you to select an account code.

To make a split allocation: A split allocation is where the transaction is coded to more than one account code. Simply change the amount to be allocated to the first account code, and press tab. A new line is inserted containing the balance of the transaction. Change the allocation code on this to the desired code.

To split the amount ...

Account	Account Name	Amount
2000	Purchases	13,247.91
9999	Unallocated	87.75
9999	Unallocated	21.32

... key in the part allocation amount ...

Account	Account Name	Amount
2000	Purchases	10000
9999	Unallocated	87.75
9999	Unallocated	21.32

... and press tab to insert a new row

Account	Account Name	Amount
2000	Purchases	10,000.00
		3,247.91
9999	Unallocated	87.75

Repeat the process if there is more than one split.

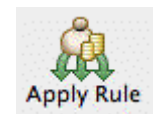
To delete a split allocation: Select a field in the line to be deleted by clicking on it (or tabbing to it), then click the *Delete Split* toolbar button. The line will be deleted, and the allocation amount added to the previous line. Note that

you cannot remove the original line, as this would have the effect of deleting the transaction.

To change the Ref, Date, Payee or Memo fields: For speed of entry, pressing the tab key will only take you through the *Account* and *Amounts* fields, as these are the ones that you will normally be changing. You can edit some of the other fields by clicking in them. The fields with blue text (such as deposit and withdrawal) cannot be altered.

To create a new auto-allocation rule: Select the text in the line (in the payee or memo fields) that is the basis for the rule, and click the *New Rule* toolbar button. A new Auto-allocate Rule window will be displayed — see [Setting up an Auto-Allocation for General Transactions](#). The percentage amounts and allocations in this new rule are based on the information in the current transaction, so if you have already split and allocated, the new rule will by default respect this allocation. If necessary, modify the percentages and codes, and click *OK* to save the new rule. Note that you need to apply the new rule yourself (see below).

To apply an auto-allocation rule: With the cursor in the line to which you want the rule applied, click the *Apply Rule* icon, or press Ctrl-U/⌘-U. The rule applied (if any) will be displayed as a coach tip in the bottom right of the Statement Coding window. Transactions that have been auto-allocated have a status of *Auto*.



Use *Apply Rule* to use an auto-allocation code

To change an existing auto-allocation rule: Click on the Edit Rules toolbar button to display the list of existing rules, and double click on the rule that you want to *modify*.

To omit (skip) a transaction: Imported transactions can be omitted by clicking in the Status column. The status will be shown as *Skip*, and the transaction will be greyed out. Any splits made to the transaction are cleared. Click the status column again to have the (unsplit) transaction included.

Allocating against invoices

In MoneyWorks Gold and Express, if the transaction is for payment against an already entered invoice, you must not allocate it to a general ledger code. Instead you need to indicate which invoice(s) to mark off as being paid:

1. Enter the debtor code (for deposits) or the creditor code (for payments) into the Name column, and press tab

If you can't remember the code, type "@" and press tab to display the Choices list. This will also be displayed if you have entered an invalid code

If the transaction is a withdrawal: The Allocate Payment window is shown:

Allocate the payment to the appropriate invoices in the normal manner see [Paying Creditors Individually](#).

If the transaction is a deposit: The Allocate Receipt window will be displayed:

Allocate the receipt to the appropriate invoices in the normal manner — see [Receiving Payment for Sales Invoices](#), allowing for any prompt payment discounts that may have been taken. Any unallocated amount will be treated as an *overpayment*.

2. When the allocation is complete, click the *Apply* button

The allocation window will close allowing you to continue processing your bank statement. The allocation account will show as "<Invoice>".

It is important to realise that you have only marked the invoices for payment. There is nothing to stop another user paying the same invoice (or even cancelling it) while you are processing the remainder of the bank statement. If this happens you will be alerted when you attempt to Accept the Bank Statement, and you will need to redo your allocation for the affected transaction(s).

To alter an allocation to invoices:~Click the word <Invoices> in the account field. The Allocation window will open allowing you to alter the allocation.

3040	Bank Fees	24.00
BROWN	<Invoices>	1,250.00
3150	Interest Bank	0.06

To clear the allocation of invoices: Delete the code previously entered into the Name Code field. The normal allocation code will be shown, and the transaction will no longer be applied against invoices.

Auto-Reconcile

The Auto-Reconcile facility is a convenient way to speed up your bank reconciliation, in that it identifies new transactions imported and (because they agree with the bank statement), marks them as being correct for reconciliation purposes. Existing transactions are marked to be omitted, so will not be duplicated.

Note: The Auto-Reconcile option must be set before the Load Statement File button is clicked. If you get it wrong, set (or reset) the option, and click the Load Statement File button again.

Important: Using Auto-Reconcile is not a replacement for doing your bank reconciliation. You should still complete the bank reconciliation process.

Determining if a transaction exists

To determine if a transaction on the bank statement already exists, MoneyWorks does the following:

- If a single transaction is found in MoneyWorks with the same date, amount and reference (e.g. cheque number), the imported one is marked to be omitted, and the existing one will be marked as reconciled.
- If more than one transaction is found with the same reference number, then provided one of them has the same date and the same value, it is marked as being reconciled.

Fine tuning the Auto-Reconcile

Omitted transactions are marked “Skip”. Clicking on “Skip” will cause the transaction to be included.

Transactions marked for reconciliation are ticked—you can mark a transaction not be reconciled by resetting the tick.

Status	Reconcile	Ref
Default	☒	200129
Skip	☐	112097
Skip	☐	112098
Auto	☒	A/P

With the *Auto-Reconcile* option on, new transactions are marked with a tick, indicating they are correct for reconciliation purposes. Existing transactions are marked *Skip* and are greyed out.

Cautionary notes

Importing your bank statement makes for easy entry of cash transactions, but:

- Unless you have a mechanism for checking your transactions, you are relying on the bank having processed the transactions correctly...and we all know that banks never make mistakes.
- If you are entering all your transactions into MoneyWorks, your accounts will be largely up to date. Importing your bank statement means you may have to delete transactions that were previously entered, unless they can be successfully matched. There is considerable scope for having duplicate transactions if you are not careful.
- You still need to do your bank reconciliation!

Bank Reconciliation

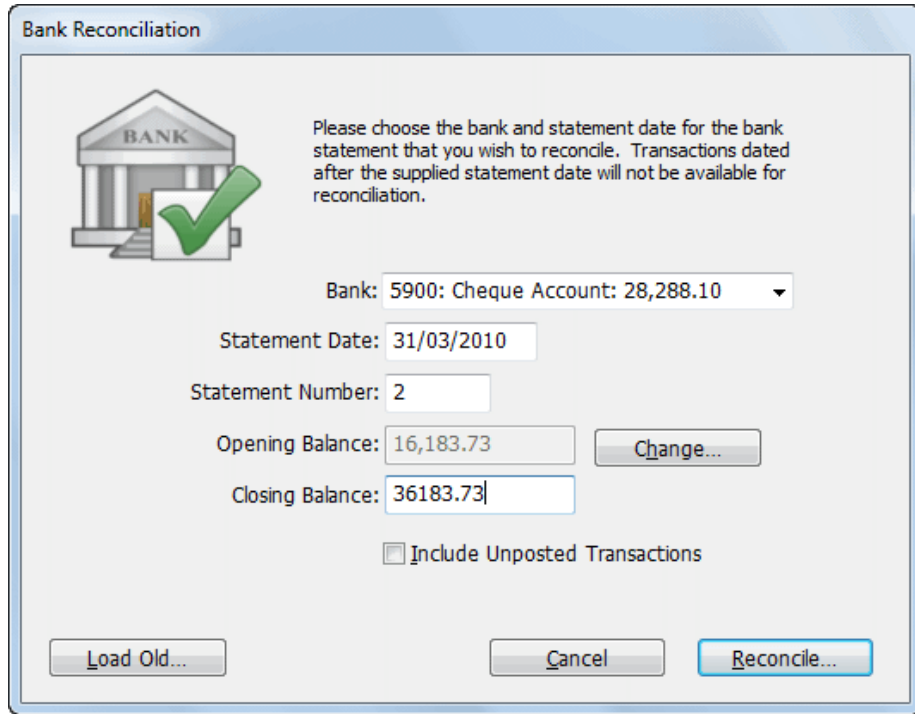
Periodically you will receive a bank statement from your bank. You need to check that this agrees with the information that you have entered into MoneyWorks. This is called a Bank Reconciliation.

It is important that you do your bank reconciliations. If you don't, your accountant will do them (and charge you accordingly).

Any MoneyWorks bank account can be reconciled, provided the *Bank Account must be Reconciled* option is set in the account record — see [Bank Settings](#). Thus you can use this feature for your petty cash, credit cards etc.

1. Choose Command>Bank Reconciliation

The Bank Reconciliation dialog box will be displayed.



Bank Reconciliation

Please choose the bank and statement date for the bank statement that you wish to reconcile. Transactions dated after the supplied statement date will not be available for reconciliation.



Bank: 5900: Cheque Account: 28,288.10

Statement Date: 31/03/2010

Statement Number: 2

Opening Balance: 16,183.73 Change...

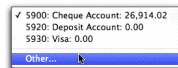
Closing Balance: 36183.73

☐ Include Unposted Transactions

Load Old... Cancel Reconcile...

2. Choose the bank account to be reconciled from the *Bank* pop-up menu

All the reconcilable bank accounts⁶ in your system appear in the pop-up menu. If you choose *Other*, you will be able to select any account for reconciliation.



Choose the *Other* option to reconcile an account that is not a bank account.

3. Enter the statement date as it appears on the statement

Transactions dated after this will not show in the reconciliation.

4. Enter the statement number from the bank statement

Each page of your bank statement should be reconciled separately.

5. Enter the closing balance for this page of the bank statement

This will be found on the bank statement.

The Opening Balance is automatically maintained for you based on the previous reconciliations. You should **never** (and we mean **never, never, never!**) need to change it—if you do (and you can accomplish this by clicking the *Change* button), you have probably missed out a reconciliation or made some other error.

6. If you have not yet posted some of the transactions that are to be reconciled, set the *Include Unposted Transactions* check box

If this is set, MoneyWorks will display unposted as well as posted transactions in the bank reconciliation list— see [Reconciling Unposted Transactions](#).

7. Click *Reconcile* to start the reconciliation

The Bank Reconciliation window is displayed. This is divided into two panes: reconciled transactions in the top pane, and all eligible transactions in the bottom. Eligible transactions are those (normally posted) payment, receipt and journal transactions against the nominated bank account which occurred on or before the statement date, and which have not previously been reconciled.

The Bank reconciliation window has two “modes” of operation, Reconcile and Select. In the Reconcile mode, you can mark transactions as being reconciled (or not); in the Select mode you can open transactions for viewing or, if they are unposted, modification. You can also add transactions. When the Bank Reconciliation window first opens it will be in Reconcile mode.

You should start at the top of the bank statement and work systematically down. Note that the top pane contains a running balance which you can compare with that on your bank statement.

Reconciled transactions are added to the Amount Processed which is shown in the summary area at the bottom of the top pane. This is the total of the marked movements in and out of the account.

This total is subtracted from the opening balance entered in the first stage of the reconciliation and checked against the closing balance for the current statement page. Any discrepancy appears as the *Difference* figure in the summary.

9. When the reconciliation is complete (i.e. the *Difference* figure is zero), click the *Print* button to print the bank reconciliation summary report

This lists the opening and closing bank balances, the reconciled transactions and the unresented cheques. It should be filed with your bank statement as proof that your accounts match the bank's.

Pressing Ctrl-P/⌘-P will print all the transactions listed in the dialog box without any summary data.

10. Click *Finalise* to complete the reconciliation

Any unposted transactions that you marked will be posted. The marked transactions will not appear in future reconciliations. Clicking Cancel discards the reconciliation—you can come back and do it later.

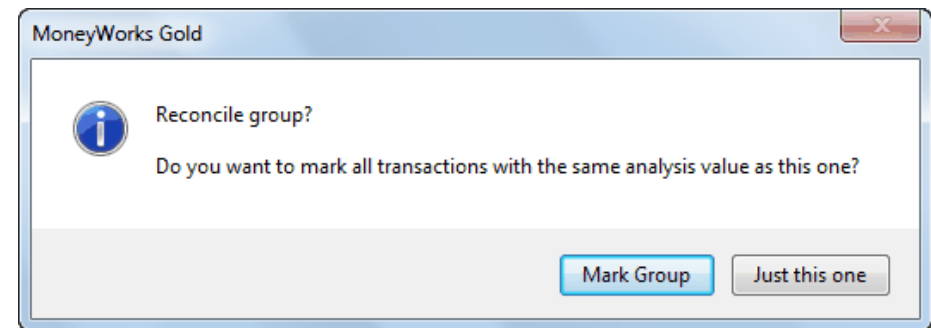
You will be prompted if you have not printed the summary report.

Reconciling a batch of transactions

Sometimes what is represented as one transaction on your bank statement is in fact made up of several individual transactions in MoneyWorks. For example, depending on your bank, a creditor payment schedule submitted electronically to the bank might appear on your bank statement as just one payment instead of one payment per creditor.

For bank reconciliation purposes, transactions with the same value in the *Analysis* field can be treated as a “group” or batch of transactions (which is why you can enter a batch number as the final step in an electronic payments run).

You can reconcile such a group of transactions with a single click by holding down the *Option* key (Mac) or the *Ctrl* and *Alt* keys (Windows) when you click on one of the transactions in the group. MoneyWorks will prompt you as to whether you want to reconcile just the transaction you clicked, or all the eligible unreconciled transactions with the same value in *Analysis* field:

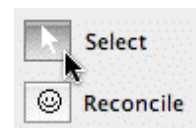


Click *Mark Group* to reconcile all transactions with the same analysis code, or *Just this one* to just reconcile the clicked transaction.

If a transaction has been entered incorrectly

1. Click on the *Select* icon to change the mode

You can add and modify (unposted) transactions in this mode. You can also cancel posted transactions and re-enter them.



Clicking *Select* allows you to add or change transactions.

2. If the offending transaction is unposted, double click it, make any changes, and click *OK*

3. If the offending transaction is posted, highlight it and click the *Cancel* toolbar icon

A reversing transaction will be created and posted for you — see [Cancel Transaction](#). You will then need to re-enter the transaction with the appropriate changes (see below)

4. Click the *Reconcile* button to return to reconciliation mode

If the transaction is missing

If you have not put the transaction in, you can do so at this point. However before you do this, you should check that the transaction has not really been entered already. Specifically, it might be entered against the wrong bank account, or with an incorrect date (both of these will prevent it showing in your reconciliation list). To check this, you may have to click the *Finish Later* button to leave the reconciliation and try to locate the transaction in the Transaction list.

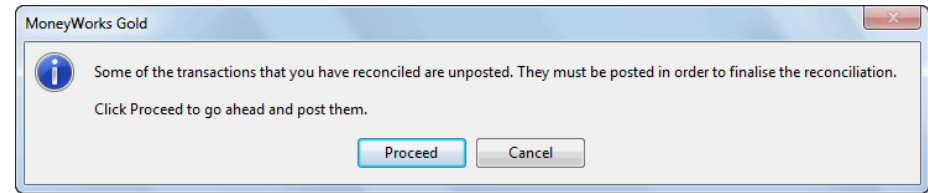
To create a new transaction while doing a bank reconciliation:

1. If you are not in the *Select* mode, click the *Select* button
2. Click the *New* toolbar button
3. Choose the appropriate transaction type from the *Type* menu
4. Enter the transaction in the normal way

It is very important to ensure when you enter the transaction that it is made out against the bank account you are reconciling and that it is dated correctly (before the statement date), otherwise the new transaction will not appear in your reconciliation list.

Reconciling Unposted Transactions

Unposted transactions will be included in the bank reconciliation if you set the *Include Unposted Transactions* check box in the bank reconciliation setup. If you have marked any unposted transactions as being reconciled, an alert will be displayed when you click the *Finish* button.



If you click *Proceed*, MoneyWorks will attempt to post the transactions. If for some reason it can't, a warning will be displayed and you will not be able to finalise the reconciliation. Instead you should save it, correct the problem, and repeat the reconciliation.

Any unposted transactions that were not reconciled will be listed at the end of the bank reconciliation report.

Saving a Reconciliation

If you want to interrupt a bank reconciliation session and return to it at a later time, you can save the reconciliation.

1. To save the state of the reconciliation after reconciling part of your bank statement, click the *Finish Later* button

The bank reconciliation window will close. When you next use the Bank Reconciliation command, the transactions that you previously reconciled will still have the face next to them.

MoneyWorks remembers the opening and closing balances, statement number and date that you last typed into the Bank Reconciliation setup dialog box and fills in these values for you when you next choose the Bank Reconciliation command. This saves you from retyping these values when returning to a saved reconciliation.

Reviewing and Reprinting a Previous Reconciliation

To reprint a previously completed reconciliation report:

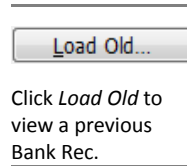
1. Choose **Command>Bank Reconciliation**

The Bank Reconciliation settings window will open.

2. Choose the bank concerned from the *Bank* pop-up menu

3. Click the *Load Old...* button

The Choices window will open, listing previous reconciliations⁸.



4. Double-Click the reconciliation of interest, and click *View*

The reconciliation window will open, showing the transactions reconciled previously and any unrepresented items. You cannot modify this.

Clicking the New button will start a new reconciliation.

5. Click *Print Summary* to reprint the Reconciliation report

Note that the unrepresented items in the reconciliation report may include transactions entered since you did the original bank reconciliation. Also, the reconstituted bank reconciliation will not be correct if any of the original transactions have been purged.

Problems with Bank Reconciliations

In principle the bank reconciliation is simple and foolproof. However in practice things may not work out quite so easily. The most common problems with bank reconciliations are:

A transaction is not being shown

The bank reconciliation list displays only transactions against the nominated bank account that are dated on or before the statement date and have not previously been reconciled. Therefore you need to locate the transaction in the Transactions list (not in the Bank Reconciliation list) and check its date and bank account number (which you can do by double clicking it if the information is not visible in the list), and also whether it has been previously reconciled (use the [Get Info](#) command to do this.

If a receipt shows “Banked on Banking Journal” next to the receipt number (you need to double click it to see this), it was originally entered against a bank holding account. Hence the transaction itself will not be reconcilable, but the banking journal will.

If you cannot locate the transaction, it probably hasn’t been entered.

A transaction is shown that has already been reconciled

If a transaction that you know you have already reconciled is showing in the list, then you are clearly mistaken, and you have not previously reconciled the transaction (MoneyWorks would not lie to you). You have almost certainly entered the transaction twice, and have reconciled one of them but not the other. Confirm that the transaction is not in the list, and cancel the unreconciled one (use the [Get Info](#) command to see which is not reconciled.)

The Difference calculation is zero, but it doesn’t agree with the ledger balance

There are at least two possible causes of this:

The first is that the opening balance that was used was incorrect. Check this against your bank statement. If it was incorrect, save the bank reconciliation, start another bank reconciliation and use the Change button to alter the opening balance. However you should ask yourself why MoneyWorks had an incorrect opening balance (perhaps you’ve missed out a statement, or you did not set an opening balance for this account when you set up MoneyWorks).

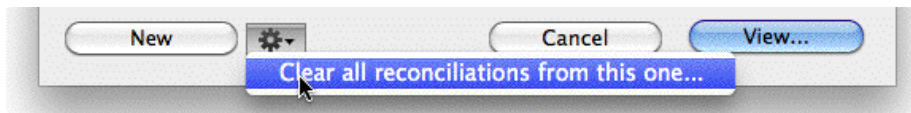
The second is that, in previous reconciliations, transactions have been reconciled that shouldn’t have been, or transactions weren’t reconciled that should have been. You will need to look at your previous reconciliation reports to find where the error first appeared, and then decide how to fix it. The most common cause of this incidentally is not reconciling the original opening bank balance that was entered— see [Manually Entered Bank Balances](#).

Tip: The *Bank Reconciliation Status* report (in Reports>Audit) lists the reconciliation status and (optionally) history of all active bank accounts. Use this to determine whether previous reconciliations were completed correctly.

Clearing Old Bank Reconciliations

When things have gone seriously wrong with a prior bank reconciliation (despite the warnings that MoneyWorks provide, people do insist on trying to force the bank balances), it is sometimes easier just to clear the old bank reconciliations and redo them. To clear old bank reconciliations:

1. **Select the bank reconciliation that you want to clear using the Load Old button as described in [Reviewing and Reprinting a Previous Reconciliation](#)**
2. **Click on the Cog button that appears, and select Clear all reconciliations from this one**



You will be asked for confirmation. Note that all subsequent reconciliations done against that bank account will also be cleared.

3. **Check that the Date and Closing Bank balance are correct, and continue the reconciliation in the normal manner**

Presumably you will attempt not to repeat whatever mistakes were made in the previous attempt.

¹ Including a [holding account](#). ↩

² Invoices are not available in MoneyWorks Cashbook. ↩

³ When the bank processes this transaction they will do the opposite, debit the source account and credit the destination account. When you deposit money with the bank, it is a liability for them, so they record it as a credit. However it is an asset for you, so you record it as a debit. Confused? That's why we have accountants. ↩

⁴ A banking journal is a special type of general ledger journal. It credits the bank holding account and debits the nominated bank account(s). ↩

⁵ MoneyWorks supports QIF, OFX, QBO, QFX formats, the most common ones used by banks. ↩

⁶ A reconcilable bank account has the [Bank Account must be Reconciled](#) option set ↩

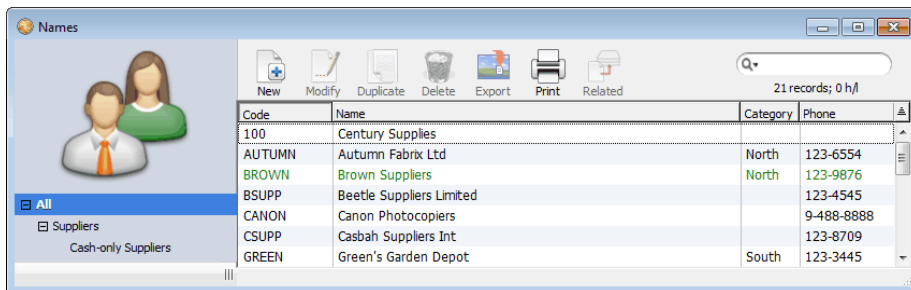
⁷ Is this an oxymoron? ↩

⁸ The list only shows those reconciliations done using MoneyWorks 3 or later. If you want to reconstitute an earlier bank rec, hold down the *Ctrl* key (Windows) or the *Option* key (Mac) when you click the *Load Old* button. Note that MoneyWorks does not know the opening and closing balances of these earlier reconciliations. ↩

Names

In the course of operating your business, you will be in contact with other people and organisations. MoneyWorks stores the details of these contacts in the *Names* file, which is a list of organisations and contacts, with a set of tabs to organise it into type—customer, supplier, creditor etc. To view the Names list:

1. Choose Show>Names or press Ctrl-2/%-2



What's in a Name?

A *name record* stores contact and address information about customers, suppliers and other people or organisations that you might contact from time to time. In MoneyWorks we refer to these as *Names*. Each Name is referenced by a unique code, and the record is referred to for details whenever you make a transaction involving that person or organisation.

Each Name can have multiple contacts (i.e. individuals in the organisation), and you can store contact details, such as phone and email addresses, against these. The number of contacts per Name is effectively unlimited. Additionally contacts can be assigned a role, such as "Purchasing" or "Accounts".

As well as address information, the Name also stores aged balances for debtors, and the current owing for creditors. If you store bank account details, you can print out bank deposit slips for money received, or for creditors, create direct payment files for submitting to your bank's on-line payment system¹.

Using Name records can also speed up data entry. Not only can the customer or supplier name and address be automatically looked up, but a default general ledger allocation can be entered for you.

You can also keep a record of phone calls, meetings etc. that you have made with the Name, and have MoneyWorks remind you when follow-up action is required. This forms a simple CRM (Customer Relationship Management) system.

Note: If you are transferring information from another accounting or database system, you can probably import the information —see [Exporting and Importing](#).

Creating a New Name

You can create a new Name directly in the Names list, or you can create one “on the fly” when you enter a new Name code into a transaction by clicking the *New* button in the choices list —see [Creating a Record “On the Fly”](#).

The name record is organised into tabs as shown:

1. Enter the code for the Name

This can be up to eleven characters long, and is used to uniquely identify the Name. It is a good idea for the code to start with the same letters as the actual company's or person's name. This makes the code easier to remember or guess if you don't have it to hand (e.g. SMITH for Smith Print Ltd is easier to remember than 17802).

In MoneyWorks Express and Gold, you can automatically create a unique code using the Code Assignment options in the *Terms* Panel of the Document Preferences. The code will automatically be created using the letters you type in when creating the Name (just use the first few letters of the actual name). This will then be padded to the specified number of digits with a unique number. E.g.

Code: **SMI000**

You can automatically append a unique number onto a new name code by setting *Code*

the first time you create a code 'SMI' it will be padded to 'SMI000', the next one will be 'SMI001' and so forth.

Assignment options in the *Terms* panel of the Document preferences.

Template; The Template check box is used to create a template record for new contacts in Gold and Express. You cannot use the template record itself, but if you enter the template's code into a new transaction, a new Name record will be created automatically with the same information as in the template record. A number will be appended to the template code to make it unique.

2. Enter the organisation or person's name into the Name field

3. Set the *Colour* if you want

You can use this to easily identify names. For example, you might have your customers of doubtful financial means in red.

4. If necessary, set the type of Name from the check boxes along the top of the window

These will be automatically set for you, depending upon the context in which the name is made. Note that a Creditor is a Supplier who gives you credit, and a Debtor is a Customer to whom you extend credit. Creditors and Debtors are not available in Cashbook.

Details

The *Details* tab contains basic address and the categorisation information.

1. Enter the Postal, Delivery, Phone and Fax information

If the postal and delivery addresses are the same, use the transfer button to copy the postal address into the delivery address.



The *Transfer* button copies the postal address to the delivery address.

2. Enter the GST#, VAT#, ABN or other tax number of the entity

Some jurisdictions require you to store the tax number of your suppliers and/or customers.

3. Enter the Web URL if known

Clicking the *Go* button will activate your browser and take you to the site—handy for accessing on-line price lists.

4. Enter their code for you in the *Their Ref* field

This can be used on statements and direct credit banking files.

5. Enter any text comments into the *Comments* field

You can store up to 255 characters in this field.

The category fields can be used to analyse sales (or purchases) for the Name by whatever criteria you choose to store, e.g. a regional code in one category, or a code to identify low or high volume customers, wholesale or retail.

You should be consistent about what information is stored in the category fields. For example, if you are storing a regional code in the first category field then always use it for this—don't be tempted to put other information such as size of business into the field. The powerful analysis reports in MoneyWorks can summarise purchasing and sales information for you by these fields—see [Analysis Reports](#) for further information.

6. Enter up to four categories to be associated with the contact in the *Category* fields

You can enter up to 7 characters into these fields. By default, the first of these categories displays in the Names list window (you can customise the list to remove this, or add the others—see [Customising Your List](#)).

The *Custom* fields are for your own use. The first two fields can contain up to 255 characters each, and the others up to 15.

Pricing and Terms

The *Pricing and Terms* tab is where you set the pricing for customers, and the details for debtors and creditors. In Cashbook it is called *Pricing and Coding*, and is used for specifying tax-overrides and default allocations.

Pricing and Coding (Cashbook)

The 'Name' dialog box is shown with the 'Details' tab selected. It includes a 'Name' field, a 'Code' field, and a 'Colour' dropdown set to 'None'. There are checkboxes for 'Customer', 'Debtor (we give credit)', 'Supplier', 'Creditor (they give credit)', 'Other', and 'Template'. The 'Pricing & Terms' section includes 'Customer Discount' (0.00%), 'Price Code' (A), 'Override Tax Code' (No), and 'Currency' (USD). The 'Debtor Control' section includes 'Terms' (Next Month), '20 th day of month', 'Requires Order Number' (checked), 'Credit Limit' (0), 'Receivables Acct' (1501), and 'Prompt Payment Discount' (None, 20 days, 0% discount). The 'Creditor Control' section includes 'Terms' (Next Month), '20 th day of month', 'Payables Control' (2501), 'Payment Method' (None), and 'Prompt Payment Discount' (None, 20 days, 0% discount). Navigation buttons at the bottom are 'Previous', 'Next', 'Cancel', and 'OK'.

Pricing and Terms (Express and Gold)

Customer Discount: The customer discount is an additional discount that the customer can use above and beyond that determined by the price code, for any product that has its discount field set to “Customer” or “Customer and Product” —see [Sell Prices](#).

Price Code: Use the price code setting to determine the default product pricing level which the customer will attract —see [Multiple Prices](#). This can be overridden at transaction entry time, and only applies if you have set up multiple prices.

Override Tax Code: In certain instances you might want to override the default tax code used in transaction entry (e.g. if the Customer/Supplier is located overseas there will probably be no GST/VAT or local Sales Tax). Set the pop-

up menu to the Tax code you want applied to all transactions from the contact. Note that this does not override the * code, or the Tax on the *Freight Code* product of an order.

Currency: In MoneyWorks Gold, if you have defined more than one currency (see [Multi-Currency](#)), you will be able to specify the currency of the customer/supplier. All transactions for that customer/supplier will be deemed to be in that currency. Note that once the record has been saved, you will not be able to change this.

Requires Order Number: If set, you will not be able to enter a sales order/invoice from this customer unless there is a value in the order number field.

Debtor Terms: For debtors only, the terms that you are giving them. These are used to calculate the due date of invoices sent. The type of terms are set by the *Terms* pop-up menu, and can be either on a certain day of the following month, or within so many days. If the *Overdue Warnings at Startup* option is set in the *Terms Preferences*, you will be alerted when you start MoneyWorks if there are any overdue invoices.

Credit Limit: The amount of credit that you will extend to the debtor. A zero value represents unlimited credit. If the *Auto Credit Hold* option is set in the *Terms Preferences*, you will be alerted if the debtor exceeds the credit limit. If you don't extend credit, make the Name a *Customer* and not a *Debtor* (which will limit transactions to cash ones).

Prompt Payment Discount: Use this to specify the prompt payment discount terms and percentage (if any) you are giving to this debtor. The discount is expressed as a percentage, and is applied to the transaction total based on the transaction date. It can expire on a given day of the following month, or last for the specified number of days. For details on receipting the discounts, see [Prompt Payment Discounts](#).

Note: It is important that your prompt payments are correctly set up for your region. Please see the [PPD preference settings](#).

Accounts Receivable Control Account: The general ledger account which will be debited whenever an invoice is raised against the debtor. You can create more than one control account if required, although one will suffice for most businesses.

Creditor Terms: For creditors only: the payment terms that you are given by the creditor. These are used to calculate the due date of invoices received, and operate in the same manner as debtor terms (see above).

Accounts Payable Control Account: The general ledger account which will be credited whenever an invoice is received from the creditor. You can create more than one control account if required, although one will suffice for most businesses.

Payment Method: The usual method by which you will pay the creditor. This is particularly useful if you are paying by direct credit through your bank's on-line banking service —see [Manual Electronic Payments](#).

Prompt Payment Discount: Use this to specify the prompt payment discount terms and percentage (if any) you have been offered by this supplier. The discount is expressed as a percentage, and is applied to the transaction total based on the transaction date. It can expire on a given day of the following month, or last for the specified number of days. For details on accepting the discount, see [Paying Creditors Individually](#).

Note: It is important that your prompt payments are correctly set up for your region. Please see the [PPD preference settings](#).

Hold: If the *Hold* checkbox is set, any transaction created against the Name will also have its *Hold* box set, so it cannot be posted. You can uncheck the hold box on the transaction if you do want to accept the transaction. This is a good way of giving discretionary control over whether you deal with certain contacts.

Salesperson: Set this field to the value that you want to be automatically transferred to the salesperson field when you use this Name in a transaction.

Bank

The bank details for the contact are maintained in the Bank tab. The first set of bank details are intended for creditors, and this is the information that will appear on the bank deposit slip when we bank money from the creditor.

They Pay by: This is the payment method that the debtor normally uses to pay us. Whenever money is receipted from the debtor, the *Paid By* of the receipt will default to this.

Bank, Branch and Account Name: These details are used for preparing [bank deposit forms](#) when the customer pays by cheque. The details are displayed on the entry screen when receipting cash, so you can check at the time of entry whether they are using a different bank account. These can be [overridden](#) on individual transactions.

Electronic banking details for when we pay them: The actual bank account number that is used when preparing files for electronic banking. The account number should be filled out in the format indicated and will be automatically zero-filled if required —see [Account Number](#). The ability to enter/edit this is a user privilege.

Credit Card Details: Their credit card details. When they pay by credit card these will be used unless [overwritten on the transaction](#).

Balances/History

This tab displays a list of historic transactions against the name, and in MoneyWorks Express and Gold, the current debtor/creditor balances.

Debtor

3 or more	2 cycles	1 cycle	Current	THEY OWE
0.00	7,194.99	2,560.33	0.00	9,755.32

Date of Last Sale: 27/05/10

Creditor

WE OWE
0.00

Transaction History ☐ Incomplete Only

Status	Type	OurRef	Description	Period	Date	Gross
P	Sale...	1969	White Contractors	May	27/05/10	293.34
P	Sale...	1965	White Contractors	May	20/05/10	360.62
P	Sale...	1960	White Contractors	May	16/05/10	716.06
P	Sale...	1959	White Contractors	May	13/05/10	505.69
P	Sale...	1952	White Contractors	May	3/05/10	684.62
P	Sale...	1950	White Contractors	Apr	30/04/10	446.12
P	Rcpt	101	White Contractors (187...	Apr	24/04/10	1,110.55
P	Sale...	1946	White Contractors	Apr	23/04/10	384.19
P	Sale...	1941	White Contractors	Apr	17/04/10	386.38
P	Sale...	1940	White Contractors	Apr	15/04/10	286.48
P	Sale...	1932	White Contractors	Apr	1/04/10	490.05
P	Sale...	1930	White Contractors	Mar	28/03/10	1,073.25

Debtor: This displays the aged balances for the debtor. You cannot alter these values—the balances are automatically increased whenever an invoice is posted, and reduced whenever payment is received. The aging is controlled by the [Age Debtor Balances](#) command—you can also calculate aged balances for various different aging intervals using the [Aged Receivables report](#).

Creditor: This displays the current balance for the creditor (i.e. how much you owe this creditor). It cannot be altered. It is automatically increased whenever you post an invoice received from the creditor, and reduced when payment is made. The [Aged Payables report](#) will print out an aged listing of creditors.

Transaction History: This displays a list of all transactions against the Name. It can be sorted by clicking on any of the column headings, and the columns can be changed to show other information if required—See [Customising Your List](#). You cannot search this list or double-click a transaction to view it.

Incomplete Only: Click this if you want to see just the outstanding invoices.

Contacts

Name

☒ Customer ☐ Supplier ☐ Other

☒ Debtor (we give credit) ☐ Creditor (they give credit) ☐ Template

Code: WINTER

Name: The Winter Bakery Colour: None

Details Pricing & Terms Bank Balances **Contacts** Autocode

Name	Role
1 William	Receivables
2 Freda	CEO, CFO
Arthur	Sales
Charlie	Purchasing

Role: Receivables

Name: William

Salutation:

Position:

Phone/DDI:

Mobile:

After Hours:

email: weewilliewinter@rauponet.c

Memo:

Date	Memo	Recall Date
17/01/17	Call William about unpaid invoice 3878	20/02/16

Previous Next Cancel OK

The contacts tab displays the contact details for people who belong to the organisation, as well as a list of recent contacts made.

MoneyWorks allows you to have as many contacts for an organisation (Name) as you want. These are managed under the *Contacts* tab of the Name record.

Prior to MoneyWorks 8, only two contacts were available in MoneyWorks. These appear as the first and second contacts in the list (and are labelled 1 and 2).

Important: Changes and additions or deletions that you make to the contacts list are not saved until (and unless) the *OK* or *Next* button on the Name window itself is clicked. Clicking *Cancel* will discard any changes/additions to the contacts.

To add a contact

1. Click the *New* icon on the right of the contacts list

A new (empty) contact will be added.

2. Fill out the appropriate details in the fields on the right

Name:The person's name

Salutation:The person's salutation

Position:Their position within the organisation

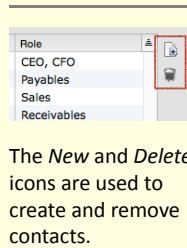
Phone/DDI:Their phone number

Mobile:Their mobile number

After Hours:Their after hours number

eMail:Their eMail address

Memo:Free form notes about the contact



3. If the contact has a specific *Role*, assign it from the role pop-up menu

To modify a contact

1. Click on the contact in the list

The details for the contact will appear in the fields on the right

2. Change any of the information as required.

To delete a contact

1. Highlight the contact in the list

2. Click the *Delete* icon to the right of the list

The contact will be deleted.

To re-order the contacts

1. Drag a contact record up or down in the list to change the order of the list

Note: Deleting one of the first two contacts in the list, or changing their order by dragging, will have the side effect of updating the name.contact1 and/or contact2 fields.

Roles

Roles are used to help manage your contacts and your communications with them. They are essentially labels that you can optionally assign to a contact. Thus you might assign a role of "Payables" to a person at each of your suppliers—when you make payment, you would send the email remittance advice to people with the "Payables" role.

You can define up to 16 roles (in Edit>Document Preferences, see below), and more than one contact within the same organisation can have the same role. Similarly a contact might have more than one role (for example, they might have roles of both "Payables" and "Receivables").

Defining Roles

Roles are defined in the Document Preferences

1. Choose **Edit>Document Preferences** to open the Document Preferences window

2. Click on the **Fields** panel

The *Contact Roles* can be seen at the bottom right of the window

Contact Roles	
Role	Role name
1	Payables
2	Receivables
3	CEO
4	CFO
5	Sales
6	Purchasing

Roles are named on the Fields panel in the Document Preferences

3. Click on one of the 16 roles

4. Type the name (up to 15 characters) into the Role name field.

Note that, changing the name of a role does not affect the contacts who have been assigned that role (their role is merely relabelled as well).

Assigning roles to a contact

Roles are assigned (and unassigned) to contacts using the *Role* pop-up menu. In the example below, Freda has both the CEO and the CFO role.

Name	Role
Stuart	Accountant
Freda	CEO, CFO

To assign a role, select it from the *Role* pop-up menu. The role will be added to the existing roles (if any) for that contact, and will be ticked in the pop-up menu.

To remove a role (one that is ticked in the *Role* pop-up menu), reselect it from the menu.

Note that the changes only come into effect when the Name itself is saved.

A Note on importing contacts

For compatibility reasons, the original contact1 and contact2 details are stored as before in the *name* table (these appear at the top of the contacts list, and are labelled 1 and 2). You can use the name.contact fields to import into these.

Any additional contacts are stored in the *Contacts* table in MoneyWorks, and will need to be imported into that table (you will need the code of the customer/supplier to be part of the import).

Roles are imported by specifying their role “index” — this maps onto the role names as specified in the Preferences. Because there are 16 roles, and a contact can conceivably have several roles, membership of a role is identified as a bit setting in a 16-bit *Role* field. Thus #01² is role 1, #02 is role 2, #04 is role 3, #08 is role 4, and #0D is roles 1, 3 and 4).

Importing updates to existing roles: To update an existing role for a contact, you must uniquely identify the contact record. Use the contact.sequencenumber for this. Note that contact1 and contact2 can be updated using the name.contact fields.

Contact History

The contact history is a list of contacts made to the client. Use this list to record contacts made, or remind you of contacts to make in the future.

Date	Memo	Recall Date	
6/10/16	Sue said cheque is in the mail	30/10/16	← Add a memo
14/10/16	Sue said cheque must be lost. Will send another		← Delete current memo
18/10/16	Sue said cheque waiting to be signed by John. Will happen today		← Clear recall date of all old memos
24/10/16	Sue said John on holiday for two weeks	7/11/16	← Recall date (a reminder is generated on the recall date)
			← Print memos

To print the list of memos, click the Print icon.

To Add a Contact Memo

1. Click the **New** button, or press **Ctrl-N/⌘-N**

A new contact note will be created



Click the *New* icon to create a new contact memo.

2. Type the details of the contact into the **Memo** field

3. If you wish to take follow-up action at some future date, type a date into the **Recall Date** field

A reminder message will be generated for you when MoneyWorks is next opened on or after that date.

To Delete a Contact Memo

1. Click on one of the fields of the **Memo**

The field you clicked on will be selected



Click the *Delete* icon to delete a contact memo.

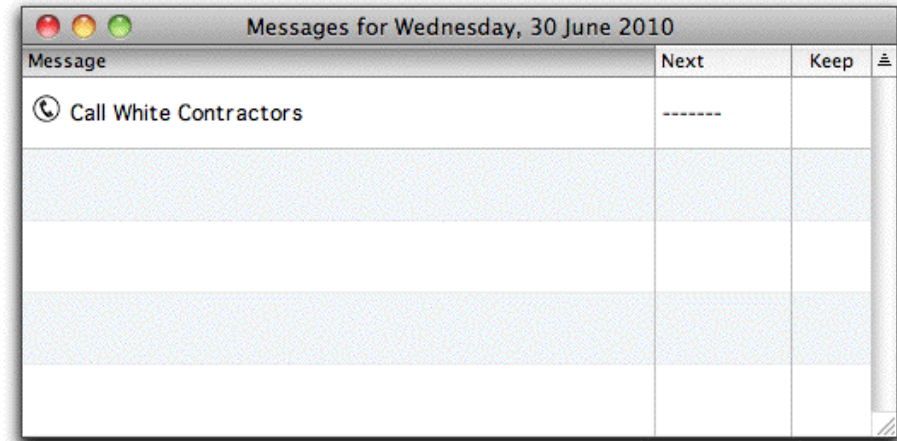
2. Click the **Delete** button

The note will be deleted.

To Set a Reminder

1. Enter the date that you want to be reminded into the **Recall Date** field

When you start up MoneyWorks on or after that date, a messages will be displayed if there are any recalls that are due on this date.



Double clicking on the message will take you to a list of the Name records that need to be followed up. Note that you will have to clear the subsequent recall date to stop the recall from coming up every day.

To Clear a Recall



Unless you clear a recall, you will keep getting reminders every time you start MoneyWorks.

Click the *Clear Recall* icon to clear all old recall dates.

1. Delete the **recall date** from the memo

You can clear all the old messages (i.e. recall dates on or before today) for the name by clicking the *Clear Recall* icon.

To reorder the memos

You cannot sort the memo list. However you can re-order the list in the same way that you can re-order detail lines by holding down the option key (Mac) or the Ctrl and Shift keys (Windows) and dragging a memo line up or down.

AutoCode

The AutoCode tab allows you to specify an automatic allocation that is applied to a new transaction for the customer or (more normally) the supplier:

DetailsPricing & TermsBankBalancesContactsAutocode

Default Allocation

Auto enter default account(s) for new transaction...

Allocate: 50 % of transaction amount to

Default Account: 1000 and remainder to...

Other Account: 9500

For example, if the Name record is for your electricity supplier you would set the allocation account to your Electricity Expense Account. Then, whenever you enter the name code into a transaction, the allocation will be automatically done to the electricity account for you.

- Allocate** Enter the percentage of the transaction amount that is to be allocated to the default account.
- Default Account** The general ledger code that will be automatically inserted into the first detail line of the transaction.
- Other Account** If the Allocate percentage was not 100%, enter the general ledger code for the balance of the amount. This will be automatically put into the second detail line of the transaction.

As an example, if you can only claim 30% of your electricity for business purposes (you have a home office), you would enter 30% in the Allocate amount, and have the Other Account set to Drawings, as shown.

Note: The Auto-Allocation is done whenever the value of the *Amount* field of the transaction is changed.

Modifying and Deleting Names

Most of the information in a Name record can be changed at any time. However you can only change the code when you are the only user —see [Changing “code” fields](#). This is because a changed name Code will be automatically reflected in every transaction that uses that code.

You can only delete a Name provided it has a zero balance and there are no transactions for it. If you try to delete a Name that does not meet these criteria, you will be asked to merge it with one of the same type (debtor, creditor etc.).

Delete & Merge

The name "GREEN" has had transactions entered against it or is otherwise in use. To delete this name, it must be merged with another name of the same type.

Type the name code of the name to merge with, or choose the name from the list at right.

Name to merge with:

Code	Name
AUTUMN	Autumn Fabrix Ltd
BROWN	Brown Suppliers
FREDX	Objective Import
MICO.	Mico Head Office
MICO.TAKA	Mico Takapuna
ROSE	Rose Tinted Optometrists
SCARLET	Scarlet by Design
SMITH	J Smith & Sons Ltd
SPRING	Spring Cleaners Ltd
SUMMER	Summer Fashions
WHITE	White Contractors
WINTER	The Winter Bakery

Stop

Merge

Type the code into which the name will be merged, or select it by clicking on it in the list. All the transactions associated with the original name will now be made out to the one with which it was merged.

Tip: Codes whose first character is a tilde (“~”) will not appear in the Choices list. Set up a code such as “~OLD”, and merge your old names into this.

Head Office Billing

You can set up your debtors so that invoices and/or packing slips can be sent to a particular branch, but the payment can be made by a head office. Similarly for Creditors, you can purchase from individual branches and make payment to the head office. This is not available in MoneyWorks Cashbook.

Head office billing is implemented by means of a coding convention for the names involved. The rules are as follows:

The code for a Head Office must end in a period.

E.g. MITRE10. (Note the dot)

Branch codes consist of the head office code and an appropriate suffix.

E.g. MITRE10.AKL, MITRE10.WTN

You can change the codes at any time (which means you can easily assemble existing names into branches and head offices).

Invoicing: Invoices are made out to each branch (e.g. MITRE10.AKL). When printed, the invoice will have the head office address, and the delivery address of the branch³. The head office can itself be treated as a normal debtor for invoicing purposes if required.

Statements: Statements can be printed for either the head office or an individual branch. If a head office is selected, all relevant transactions for its branches (and any for the head office) will be included in the statement.

Receipts: When a head office code is typed into the code field in the Batch Debtor Receipts or a cash receipt, all outstanding invoices for it and any branches will be displayed and can be marked off.

Creditor Invoices: Creditor invoices can be put to a branch, and payment made either to the branch or to the head office through the [Batch Creditor Payments](#) command or the [cash payment entry screen](#).

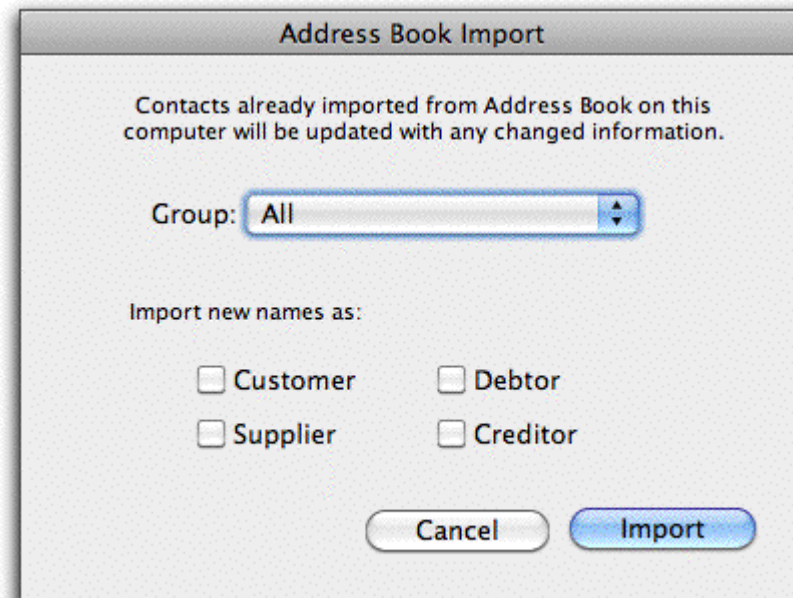
If you pay invoices to several branches of the creditor using the Batch Creditor Payments command, only one cheque will be raised. If you need to pay just one branch creditor, use a Payment and enter the full branch code into the Supplier field.

Importing your Address Book

On the Mac only, you can import the address book direct into MoneyWorks. New entries in the address book will be added, and changed entries will be updated.

1. Choose File>Import>Address Book

The Import Address Book settings will be displayed



2. Unless you want to import all entries, set the Group pop-up to the Address Book group you wish to import

3. Indicate the type of Name record to create in MoneyWorks

Note that a Creditor is a Supplier who gives you credit, and a Debtor is a Customer to whom you extend credit. Creditors and Debtors are not available in Cashbook.

4. Click Import

The information in your address book will be transferred into MoneyWorks, with any previously imported entries being updated. Codes for the new entries will be automatically created based on the first few letters of the name.

² A constant preceded by a # represents a value in hexadecimal (base 16). That #0F, #10, #11 represent decimal 15, 16 and 17 respectively. ↩

¹ For supported banks only. ↩

³ Invoice and statement forms should use the Transaction.MailingAddress and Transaction.DeliveryAddress magic fields to take advantage of head office billing. ↩

Items, Products and Jobs

Often in business you purchase or sell the same items or services over and over again. The item and product system within MoneyWorks can facilitate this process by allowing you assign descriptions and prices to commonly used items. A further advantage is that you can then track item sales and purchasing trends over time, see what sort of customers purchase what type of products etc.

The Items File

An item is anything that you buy or sell on a regular basis. It may be something intangible, such as consulting services, or an actual physical product, such as a magazine. In MoneyWorks you can create items and then use them in your normal accounting transactions. You can also use the Enquiry and Analysis features to determine what happened to these items (for example, which customers purchased which products).

Note: This section refers to MoneyWorks Cashbook and MoneyWorks Express only. MoneyWorks Gold has much more extensive product options than are described here, and users should refer to [Items, Products and Inventory](#).

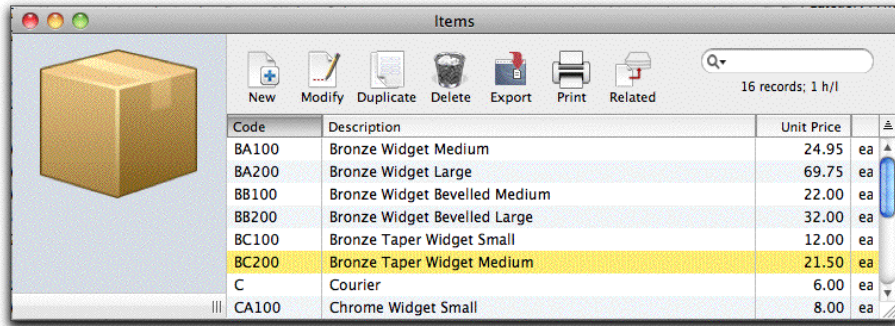
Before you can use the item features of MoneyWorks, you need to define your items. At the least, each item requires a code, and it will probably also have a description and a price. You will also need to indicate which general ledger codes will be used to account for transactions involving the item.

You can also create items “on the fly” as you enter a transaction — see [Creating a Record “On the Fly”](#).

To display the items file¹:

1. Choose Items from the Show menu or press Ctrl-3/⌘-3

The Items list window will be displayed.



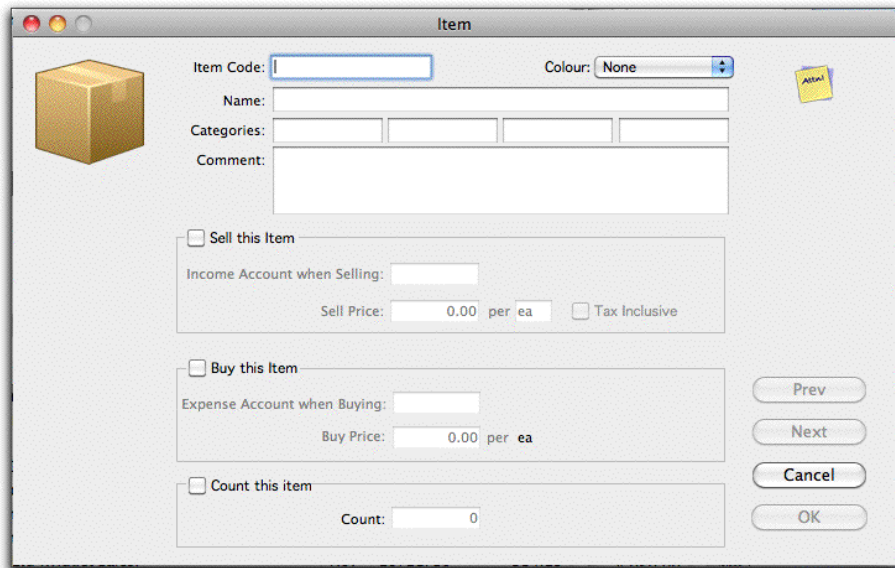
Code	Description	Unit Price	
BA100	Bronze Widget Medium	24.95	ea
BA200	Bronze Widget Large	69.75	ea
BB100	Bronze Widget Bevelled Medium	22.00	ea
BB200	Bronze Widget Bevelled Large	32.00	ea
BC100	Bronze Taper Widget Small	12.00	ea
BC200	Bronze Taper Widget Medium	21.50	ea
C	Courier	6.00	ea
CA100	Chrome Widget Small	8.00	ea

Creating a New Item

To create a new item:

1. Choose **New Item** from the **File** menu or press **Ctrl-N/⌘-N**

The Item Entry window will open.



Item Code: Colour:

Name:

Categories:

Comment:

☐ Sell this Item

Income Account when Selling:

Sell Price: per ☐ Tax Inclusive

☐ Buy this Item

Expense Account when Buying:

Buy Price: per

☐ Count this item

Count:

Prev Next Cancel OK

2. Enter a code for the item in the **Code** field

The code is used to uniquely identify the item. It can be up to 31 alphanumeric characters long.

3. Type the description of the item in the **Name** field

This can be up to 255 characters long, and will be transferred to the description field of the detail line of a transaction whenever the item is used in a transaction.

The categories are used for analysing how the item is used, and you can use them how you wish. For example, in the first field you might enter "TIME" if the item represents a staff member's time, or "MAT" if it represents material.

4. Type any comments in the **Comment** field, and set the **Colour** if desired

If you sell this item

5. Set the **Sell this Item** check box

The selling information fields for the item will be enabled.

The **Sell this Item** checkbox must be set otherwise you will not be able to use the item in receipt (sales) transactions.

6. In the **Income Account when Selling** field, specify the general ledger account code that will be credited when the item is sold

You must fill in this field with a valid general ledger code. If you tab through the field, the account choices window will be displayed. You should normally specify an income account here.

The default GST/VAT or Sales Tax used in the sales transaction is based on the tax code that is associated with this selling account.

7. Enter the selling price into the **Sell Price** field

This is the default price that will be displayed when the item is used in a cash receipt transaction.

8. Enter the units of sale into the *Per* field

This can be two characters (e.g. “Ea” for each, “Kg” for kilogram)

9. If the sell price includes GST, set the *Tax Inclusive* check box**If you buy this item****10. Set the *Buy this Item* check box**

The fields requiring information for buying the item will enable.

The *Buy this Item* checkbox must be set otherwise you will not be able to use the item in payment (purchase) transactions.

11. In the *Expense Account when Buying* field, specify the general ledger account code that will be debited when the item is purchased

You must fill in this field with a valid general ledger code. If you tab through the field, the account choices window will be displayed. You should normally specify an expense account here.

The default GST/VAT or Sales Tax used in the purchase transaction is based on the tax code that is associated with this purchase account. Note that unlike GST or VAT, Sales Tax (such as PST in Canada) will be automatically included into the cost of the item by MoneyWorks for purchases.

12. Enter the purchase price into the *Buy Price* field

This is the default price that will be displayed when the item is used in a cash payment transaction.

The buy unit is defined to be the same as the sell unit. If you want to change this (and you do not buy the item) you need to set the *Sell this Item* option, change the units, and then reset the Sell option.

13. Click the *Next* button (or press keypad-enter) to save this entry and create another, or click *OK* to save the entry and return to the item list

Clicking *Cancel* will discard the entry or any changes made.

If you want to count this item**14. Set the *Count this item* check box**

When this option is set, a count will be kept of the number of items you purchase, less the number that you sell. In theory this will be the number of items that you actually have. Note that this is a simple count, which you can modify at any time by changing the count value, and that no inventory accounting is done (for that you need the full inventory feature in MoneyWorks Gold, as described in [Stock Control](#)).

Modifying and Deleting Items

You can modify a item entry by double-clicking on it in the normal manner.

You can delete a item regardless of whether or not it has been used in transactions. However if a item is deleted, you will not be able to post any existing transactions that use it². Recurring transactions that use the item will recur correctly, but you will not be able to post them.

You can change the code for an item if you wish. The old item ceases to exist, and the new item inherits all the attributes (except the code) of the old. Existing transactions that use the old item code are not changed, as is the case when changing the code for an account or name.

If you change the price or description for a item, any recurring transactions involving that item will use the new price, description and control accounts when they recur.

Printing a Product List

To print an item/product list:

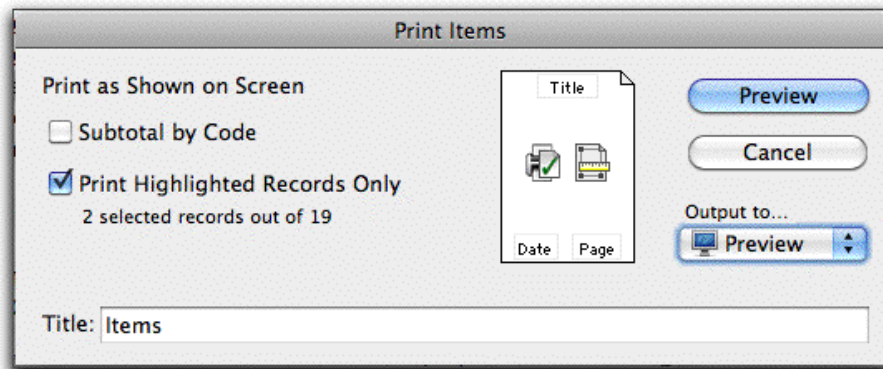
1. If the item list is not displayed, choose *Items* from the *Show* menu, or press Ctrl-3/⌘-3

At this point, you may like to use the search and sort functions (under the *Select* menu) to isolate the items that you wish to print.

Tip: The report you print will have the same columns as shown on the screen, so if you customise the list — see [Customising Your List](#) you can configure your own report.

1. **Select Print from the File menu, or click the *Print List* toolbar icon, press Ctrl-P/⌘-P**

The Print dialog box will be displayed.



2. **If you only want to print the highlighted transactions, set the *Print Highlighted Records Only* check box**
3. **Set the *Output to* pop-up to *Printer* (or *Preview, email* etc)**
4. **Click the *Print* (or *Preview, Send* etc) button**

The product list will be printed. If *Cancel* is clicked, no list is printed.

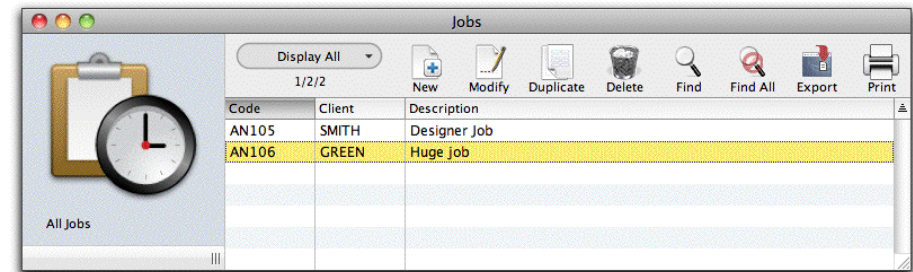
Item Reports and Enquiries

Use the Item Sales enquiry (in the Reports menu in Cashbook and Express) to see details and patterns of selling (or buying) behaviour for individual items or groups of items. This is discussed in [Product Enquiry](#).

There are also a number of product reports in the list sidebar. These work on the highlighted item(s) in the item list, or all items if you have not highlighted any.

The Job file

If you are in a service based industry you may be selling time, and need to track direct expenses made in the course of doing jobs. MoneyWorks allows you to tag each line of a transaction with a job code to facilitate tracking of disbursements and costs. In addition, it provides a job list which contains summary details about particular jobs (this is not available in Cashbook).



MoneyWorks Express supports limited “job tagging”, whereby individual transaction lines can be associated with specific jobs.

MoneyWorks Gold supports job tagging and a comprehensive job tracking, which includes entry and recording of time data, automatic trapping of disbursements, and the automatic generation of invoices.

Note: This section covers job tagging only—for details of the full job costing system — see [Job Control](#).

Creating a New Job

To create a new job (not Cashbook):

1. **Choose Show>Jobs or press Ctrl-4/⌘-4**

The Jobs list will be displayed

2. **Choose Edit>New Job or press Ctrl-N/⌘-N**

The Job entry screen will open

Job code This is the code to identify the job. It can be up to seven alphanumeric characters long. You must specify a unique code for every job.

Name This is intended to provide a brief (255 character) summary of the job.

Client The code of the client for whom the job is being done. You must specify this, and the client must be a debtor (otherwise you will not be able to invoice them).

Colour Colour is for your own use to easily identify jobs (e.g. Red for urgent).

Categories These are used in the same way as Item and Name categories for reporting, analysis and enquiries.

Modifying a Job

To change information about a job:

1. **Locate the job in the Job file list and double-click it**

The job window will open.

2. **Change any information that you require**

3. **Click OK**

Note that if you change the job code, the job will be disassociated from any existing job sheet items and you will not be able to invoice or delete these items.

Deleting a Job

To delete a job:

1. **Highlight the job(s) to be deleted**
2. **Choose Edit>Delete Job or click the *Delete* toolbar button**

You will be asked for confirmation before the job is deleted.

Note: Transactions associated with the job are not affected when the job is deleted.

Job Tagging Reports

The reports with the prefix “JT” are used for Job Tagging. These are based on transactions whose detail lines have been tagged to a job.

JT Account Provides a list of the account codes used on the highlighted jobs, with the net amount allocated to each account, separated into Income and Expenses.

JT Resource Shows the income by resource used on the highlighted jobs. Both the quantity and the net is shown.

JT Resource Usage For each of the specified resources, shows the quantity and net that have been invoiced out by job.

¹ In MoneyWorks 5 and earlier, this was referred to as the Products file. ↩

² If you do inadvertently delete a item, you can re-enter it. ↩

Debtors and Accounts Receivable

A *debtor* is someone who owes you money, normally because you have invoiced them for goods or services supplied. The invoice details what they owe and why. The process of managing debtors is often referred to as *Accounts Receivable*.

Note: This chapter does not apply to MoneyWorks Cashbook which does not support debtors.

Operating a Debtors ledger involves up to 5 distinct processes:

- Enter the Sales Invoices
- Post the Invoices to update the balances in the debtors ledger and the general ledger
- Print/email Invoices and send them to customers
- Process Debtor Receipts when the debtor makes payment. This updates the balances in the debtors ledger and the general ledger
- Optionally Print/email and Age Statements

These processes are described in this section.

Sending Invoices

When you provide some goods or services to a customer you normally expect to be paid. Sometimes the customer will pay immediately, in which case you treat the transaction as a Cash Sale — see [Entering Receipts](#). On other occasions you will give the customer an invoice indicating how much is to be paid and he or she will pay at some future date. In this situation you would use the debtors ledger to record the transaction as a Sales Invoice.

Note: In MoneyWorks Gold, if you recorded the sale using a Sales Order and processed it using the Ship command, you do not need to enter the invoice again—the invoice will have been automatically created for you when you shipped the goods — see [Shipping Goods](#).

Entering Sales Invoices

Each Sales Invoice transaction credits the accounts specified in the transaction and debits the appropriate Accounts Receivable account (as specified in the debtor record)—you don't need to worry about this, as MoneyWorks does all the accounting for you.

Note that there are several options in the Document Preferences which apply directly to Sales Invoices such as your standard payment terms, an automatic credit hold feature for overdue debtors, and the sequential invoice number — see [Sequence Nos](#).

To create a new sales invoice:

1. In the Transaction list, click the **New** button or press **Ctrl-N/⌘-N**

A new transaction window will open.

2. If necessary set the transaction Type to Sales Invoice

Pressing Alt-Shift-4/Ctrl-Shift-4 is a keyboard shortcut for this.

The screenshot shows the 'Sales Invoice' window. At the top, there are icons for Sales Invoice, Reverse, Info, Fields, Add Note, Hold, Make Recurring, and Setup. Below these are input fields for Debtor, Invoice # (1991), Order #, Date (30/06/2010), Due Date (30/06/2010), and Period (Jun:2010/11 ends 30/06/2010). There are also fields for Analysis, Salesperson, User 1, User 2, User 3, Amount (0.00), Deposit, Colour (None), and Flag. A table with columns Item, Qty, Description, Unit Price, Disc. %, Extension, TC, and Job is shown. The table has one row with Item 1, Qty 1, and Unit Price 0.00. At the bottom, there are buttons for Prev, Next, Cancel, and OK, along with a status bar showing 'No=1'.

Item	Qty	Description	Unit Price	Disc. %	Extension	TC	Job
1	1		0.00	0	0.00	*	

Total Cost of Goods: Subtot: 0.00
Total Margin: GST: 0.00
Total: 0.00

An invoice number will be automatically assigned to the transaction in the Invoice # field. The invoice number sequence is set in the Document Preferences dialog box. When you first start using MoneyWorks, it will be 000001—you may want to reset the sequence in the Preferences — see [Sequence Nos.](#)

3. Enter the code for the debtor into the Debtor field

The details of each debtor are stored as a Name record — see [Names](#), and each is uniquely identified by the code.

If the Debtor already exists: If you have used the debtor code before, the name of the debtor will automatically appear in the *To* field.

If you are unsure of the code, either key in a part of the code or press the tab key. The choices list will display a complete list of debtors and customers. Double-click on the correct one.

You can "drill down" to see and change the debtor information by clicking on the down arrow next to the debtors field.

If the Debtor is a new one: If the debtor is not already in your system, you will need to create a new debtor record. To do this, enter a code for the new debtor and press tab. As the code will not be found the choices list will be displayed. Click the New button to create the new Names record — see [Entering details of a Names record.](#)

If the Customer is a branch: If the customer is a branch, use the branch code. If you have set up the corresponding head office correctly, you will be able to receipt money paid by the head office against the branch invoice.

Note: The invoice will be in the currency associated with the debtor.

4. Tab across to the *Date* field and replace the date if necessary

By default, this will contain today's date or the last date used.

If this customer is eligible for a [prompt payment discount](#), details of this will be shown next to the Due Date field. The prompt payment is based on the transaction date, not the payment date.

5. If you want to override the prompt payment terms, click the downarrow next to the Due Date field

Due Date: 20/07/10 ↕ 5% disc by 10/07/10

The [Discount Terms](#) window will open. Change the settings and click OK to change the terms for this invoice only.

6. Enter the customer order number into the *Order #* field

You can store up to 13 characters in this field.

7. Tab through the company name which has been copied from the debtor record into the *To* field

Usually you will not need to alter this.

If the Address is different: If the goods are to be sent to an address that is different from the normal address of the debtor, you can enter a delivery address for this invoice — see [Delivery and Mail Addresses.](#)

8. If the address is hidden, click the *Address Disclosure* icon

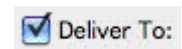
The address fields will display.



Mac and Windows disclosure icons

9. Set the *Delivery To* check box and type in the new delivery address

Use the return key to split the address over more than one line.



Alternatively, you can click the Deliver to... button to show the Names choices window, and select the delivery address from an existing customer or supplier.

Set the *Deliver To* check box to type in the delivery address, or click the Deliver to... button to select an existing address.

10. Enter a description for the invoice into the *Description* field

This description is shown in the transaction list window and helps you identify the transaction. Depending upon how your invoice form is designed, it may also appear on the printed invoice.

11. [optional] Enter the invoice total into the *Amount* field

This amount will be in the currency of the debtor.

If the *Auto-Calculate Transaction Total* option is on (which it will be by default) in the *Document Preferences*, you will not need to fill in the *Amount* field for sales invoices—it will be calculated for you based on the values in the detail lines of the invoice transaction. This means that your invoices do not have to be pre-calculated before you can enter them.

If this option is off, the *OK* and *Next* buttons dim when an amount is entered into the *Amount* field. The transaction is not complete until the total amount is allocated to one or more accounts.

12. If the customer is making a deposit at the time of purchase, set the *Deposit* check box

The *Make Deposit* window will be displayed when you accept the transaction. Note that if the deposit box is set, the invoice will be posted when you click *OK* or *Next*.

13. Check the due date for payment in the *Due Date* field

The due date for the invoice is automatically calculated based on the payment terms set in the debtors name record, but can be overridden.

14. Press **Ctrl-tab** (Mac) or **Ctrl-`** (Win) to move to the first detail line

The gross total for the invoice needs to be allocated to one or more accounts before the transaction can be entered. Create a new detail line for each account or product to be credited with part of the total amount.

To find out how to enter detail lines by account code or by product code — see *Entering Detail Lines*.

Note that if the *Auto-Calculate Transaction Total* option is off in the *Document Preferences*, the *OK* and *Next* buttons remain dimmed until the transaction *Amount* and the total of the detail lines balance.

15. When the transaction is complete click *Next* or press keypad-enter

The transaction is saved a new one is displayed. Click the *OK* button if this is the last transaction to be entered.

Credit Notes

In MoneyWorks a credit note to a customer is entered as a negative sales invoice—the window title will change to *Debtor's Credit Note*. It will (when posted) appear in the receivables list until it is offset against another invoice from the same debtor — see *Contra Invoices*.

For a credit note involving products, you should enter a negative quantity—if these are stocked items, they will be brought back into stock (at their current stock average value) when the credit note is posted.

Item	Qty	Description	Unit Price	Disc.%	Extension	TC
BA100	-10	Bronze Widget Medium	24.95 ea	0	-249.50	G

Receiving a Deposit

Sometimes a customer will part pay for the goods when he or she is supplied them. Such a part payment is called a deposit.

To record a deposit when creating an invoice:

1. Fill out the details on the invoice in the normal manner, but make sure the *Deposit* option is set

The post option will be automatically set when you set the *Deposit* option—transactions involving a deposit must be posted.

2. Click *OK* or *Next* (or press keypad-enter)

The *Enter Deposit* window will be displayed.



To record a deposit when raising an invoice, set the *Deposit* option.

Receive Deposit

The invoice has been posted to allow lodging of the deposit.

Please specify deposit amount:

Deposit Amount:

Payment Method: ↕ ↗

Receipt Number:

Bank Account: ↕

Analysis:

3. Enter the *Deposit Amount*

This must be no greater than the invoice total.

4. If necessary enter the *Payment Method*

Cash receipts (i.e. the folding stuff) are amalgamated into a single total on deposit slips printed using the *Banking* command.

5. Set the *Bank Account* and other details if necessary

6. Click *OK*

A partial payment for the amount indicated will be automatically created and posted.

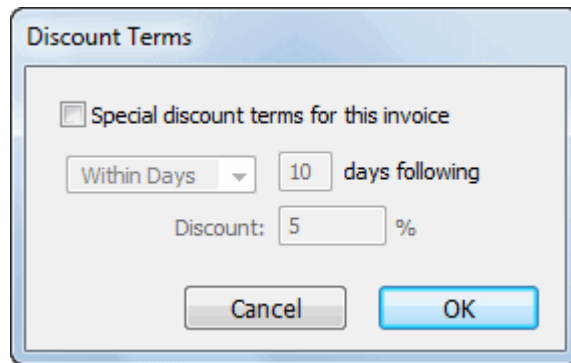
If *No Deposit* is clicked, the partial payment is not created (although the original invoice will still have been posted).

Overriding the Prompt Payment Terms

The default prompt payment terms for an invoice are taken from the Prompt Payment details on the customer/supplier *Name record*. To override these for a particular invoice:

1. Click the Down Arrow icon next to the Due Date

The Discount Terms window will open



2. Turn on the Special discount for this invoice option

3. Set the prompt payment term and discount percent

4. Click OK

The special terms will be recorded for this invoice only.

You can reinstate the default terms by re-opening the Discount Terms window and turning off the Special discount terms option.

Note that the Prompt Payment details can be overridden only for users for whom the Override Pricing and Terms privilege has been set.

Note: The tax handling of prompt payment discounts is determined by the *PPD Preferences*, and varies from country to country.

Putting a Sales Invoice on Hold

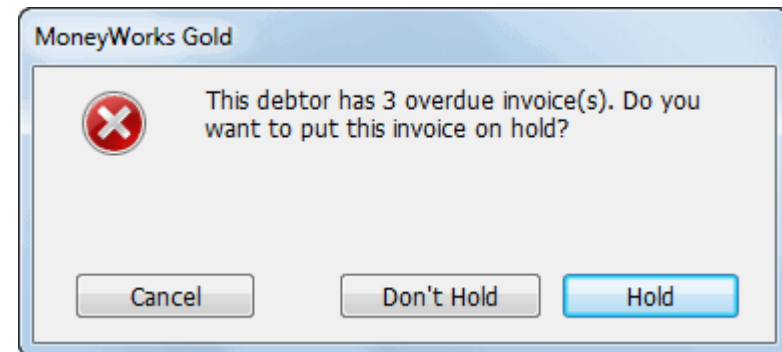
MoneyWorks has several ways to help you manage debtors who may be overdue in paying accounts or over their credit limit.

When an invoice is put on hold—that is, the *Hold* check box on the invoice is checked—MoneyWorks will not allow the invoice to be posted.



Setting the *Hold* check box means the invoice cannot be posted.

If you also want subsequent invoices for the debtor to automatically be put on hold—that is, the *Hold* option in the *Name record*. If the *Auto Credit Hold* check box in the Preferences dialog box has been turned on, you will be alerted as you enter a transaction for a debtor that has an invoice outstanding beyond the number of days you specify or is over the credit limit specified in the Debtor record. (A zero limit is assumed to be unlimited.)



Clicking *Hold* in either of these instances will set the *Hold* check box for the invoice. This can also be set manually.

Invoices on hold cannot be posted.

Printing and emailing Sales Invoices

There are two ways to print/email sales invoices:

- By setting the *Print* option on while the transaction is open on the screen. When the transaction is accepted, the print process will commence;
- By highlighting the invoice(s) in the Transactions list and choosing Print Sales Invoice from the Command menu (or press Ctrl-/⌘-[]), or clicking the Print Invoice toolbar button.

Note: Users who have the MoneyWorks Privilege option *Print Unposted Invoice* turned off will not be able to print an invoice unless it has been posted.

Note: Transactions that have been printed (or emailed) have a printer icon in the P (for Printed) column of the Transactions list. Click on the field heading to sort the invoices—the unprinted invoices will be at the top of the list if it is sorted in descending order.

When printing/emailing an invoice, the Print Sales Invoices window will open.

1. Choose the form to be used for formatting the invoice from the *Use Form* pop-up menu
2. Enter any text in the optional *Message* edit box

This message will be printed on all the invoices being printed. You can type up to 80 characters into this edit box.

3. Check the *Print “Copy” if Already Printed* option if you are reprinting an invoice

If this option is checked and the invoice has already been printed, the words “Copy of” appear next to Tax Invoice¹. This is useful if the debtor requests another copy of the invoice.

If the invoice has not already been printed this is ignored.

Note: If this is the first time that you have printed an invoice, you should click the *Layout* button to check the positioning and paper size.

4. Click *Print* to print the invoice

The standard Print dialog box will be displayed, allowing you to set the number of copies.

If you are using a Plain invoice, and if the [Print this Logo](#) and/or [Print Address & Phone Nos](#) options in the [Company Setup](#) window have been checked, the company logo and/or address details will be printed at the top of the invoice. You may want to print the invoice on letterhead which contains these details. In this case, you should ensure that the options are off and that the top margin in the page setup is large enough that your letterhead is not overprinted.

For further information on printing see [Printing Invoices, Receipts and other Transaction Forms](#)

To email invoices

1. Choose your invoice from the *Use Form* pop-up, select the email output option and click *Send*

The Mail Attachment window will be displayed.

2. Proceed as described in [Emailing Forms](#)

Creating Multiple Sales Invoices

The *Duplicate Multiple* command is used to generate multiple copies of a sales invoice. This is useful where you have a standard invoice that needs to be sent to a large number of debtors. A school sending invoices to all its pupils for school fees, or a business invoicing subscribers to a service are examples of this.

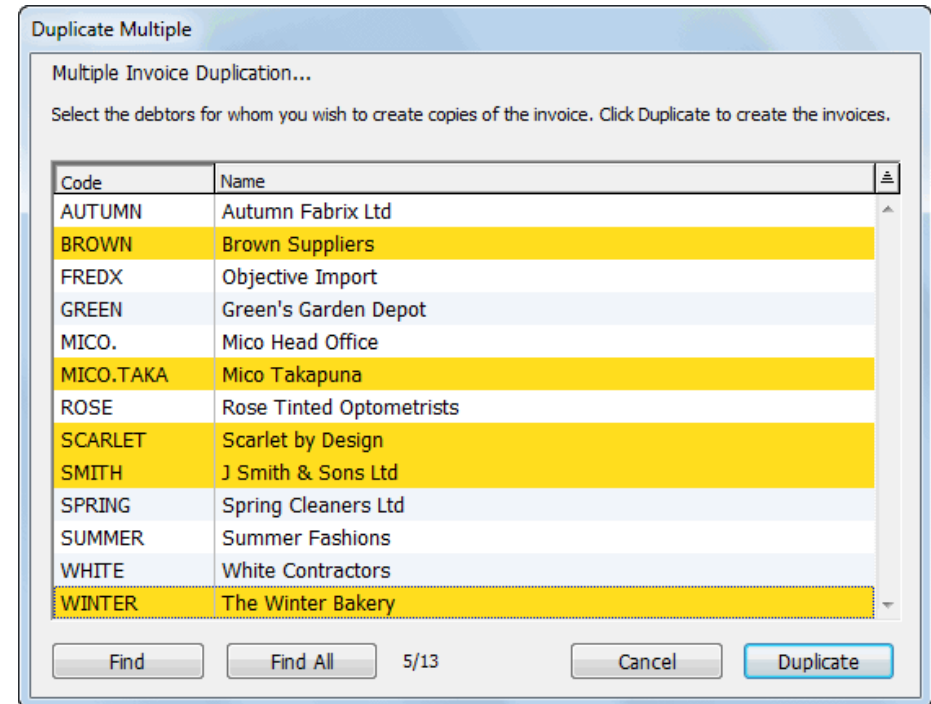
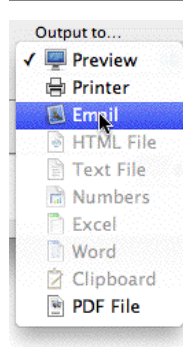
1. In the Sales Invoice tab view of the Transactions window, highlight the invoice to be used as a template

You can only use the Duplicate Multiple command in this tab view.

This invoice transaction should contain all the details that need to be duplicated for a number of other debtors.

2. Choose **Edit>Duplicate Multiple**

The Duplicate Multiple window is displayed. All the debtors in your file (excluding [templates](#)) will appear in the list.



3. Highlight the debtors for whom you require a duplicate copy of the invoice

Use the Shift or Control/Command keys to select a number of debtors. The number of invoices that will be created is displayed at the bottom left of the list (the other number is a count of the Names record showing in the list).

If you have a large number of debtors on file, click the Find button to search the debtors that match some defined criterion.

4. Click the *Duplicate* button

An unposted copy of the highlighted invoice will be generated for each of the highlighted debtors. The date and period for the new invoices will be the same as that of the original.

Click the *Cancel* button to cancel this process.

The new invoices are unposted and can be modified or deleted as necessary.

Receiving Payment for Sales Invoices

When you issue an invoice, you expect that at some time in the future it will be paid. There are two ways such payments can be handled in MoneyWorks:

- As a receipt coded against the debtor in question;
- Using the <EquationVariables>Batch Debtors Receipts</EquationVariables> command. This is the efficient way to enter a large number of receipts at one time.

Note: If the receipt is being made for an already issued invoice, all you need to do is tell MoneyWorks how much of the invoice has been paid. So you are not allocating the receipt to any income accounts; instead you are assigning it to one or more existing invoices.

If you have just one or two invoice receipts to process you can use the receipts entry screen. In general, it is faster to use the [Batch Debtors Receipts](#) command.

Note that the *Receivables* view in the Transaction list shows a complete list of posted invoices that have not been fully paid.

Invoice Receipts as Receipt Transactions

If you have just a few invoice receipts to process, use the following method:

1. Create a new receipt transaction

To do this you should have the transactions window topmost and press Ctrl-N/⌘-N., and if necessary set the type of the new transaction.

Tip: To receive payment against a particular invoice, right-click on the invoice in the Receivables list and choose *Receipt this Invoice*.

2. Click the *Customer* check box and type in the debtor code

This is essential so that MoneyWorks can check for outstanding invoices for the debtor. The *From* field will be automatically filled in with the customer name, and a list of outstanding invoices will be shown under the *Payment on Invoice* tab.

If the payment is from a head office, enter the head office code—any invoices made out to it or to any of its branches will be made available for paying — see [Head Office Billing](#).

Invoice	Description	Inv Date	Gross	Discounted A Expires	Outstanding	Pay W/O Disc
1936		9/04/2010	221.34		221.34	0.00
1945		20/04/2010	318.38		318.38	0.00
1949		30/04/2010	1,108.68		1,108.68	0.00
1955		7/05/2010	454.90		454.90	0.00
1958		13/05/2010	613.12		613.12	0.00
1964		20/05/2010	294.41		294.41	0.00
1967		24/05/2010	184.45		184.45	0.00
			3,195.28		3,195.28	0.00

3. Check that the bank account and date are set correctly

If you are not going to bank the money immediately, you should receipt the money into a banking holding account and use the [Banking command](#) when you actually bank the money.

If you leave the Description field blank, MoneyWorks will put in a list of the invoices you are paying when the transaction is saved.

4. Type the amount of the receipt in the *Amount* field

5. Set the payment method in the *Paid By* pop-up menu

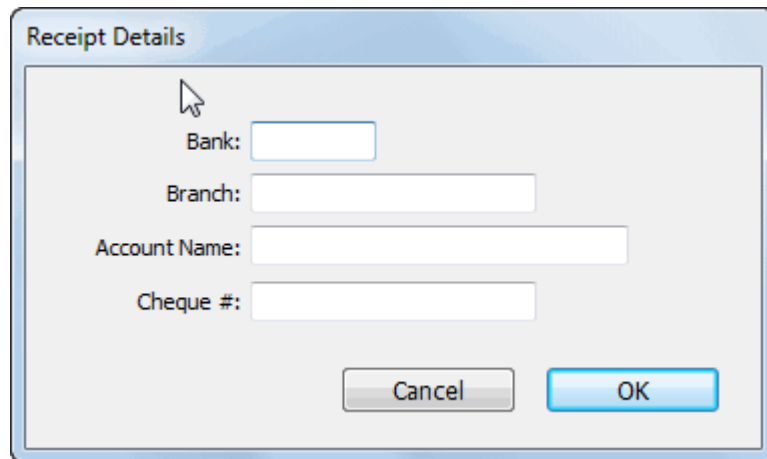
If you don't care about the payment method you can leave this set to *None*. However if you are using the Banking command to print a deposit slip, you will want to differentiate cash from cheques.

To record the cheque/credit card details:

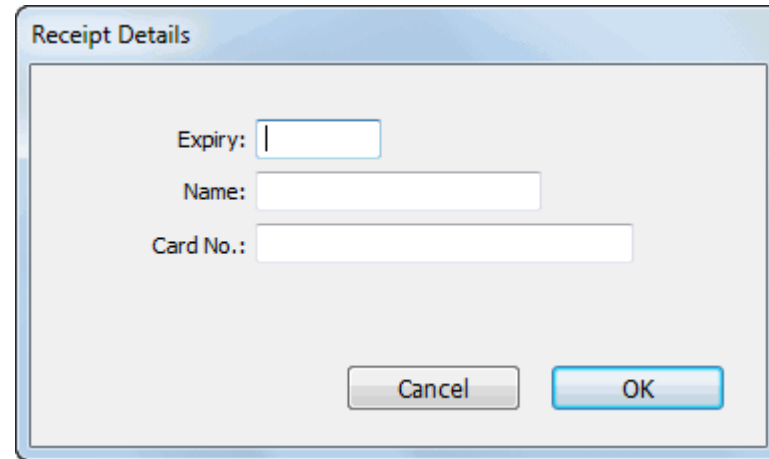
6. Click the down arrow next to the Paid By pop-up menu

If the Paid By pop-up menu is itself highlighted, you can press Ctrl-downarrow/⌘-downarrow.

The Receipt details screen will be displayed—the details of this depend on whether you are processing a credit card or another form of payment.



The screenshot shows a dialog box titled "Receipt Details". It contains four text input fields: "Bank:", "Branch:", "Account Name:", and "Cheque #:". A mouse cursor is pointing at the "Bank:" field. At the bottom right, there are two buttons: "Cancel" and "OK".



The screenshot shows a dialog box titled "Receipt Details". It contains three text input fields: "Expiry:", "Name:", and "Card No.:". At the bottom right, there are two buttons: "Cancel" and "OK".

Enter the details of the receipt. Note that you only need to enter the cheque/card details if they differ from those stored on the customer record (as displayed next to the customer code).

7. Press Ctrl-tab (Mac) or Ctrl-` (Win) to move to the *Pay* column of the first invoice

8. Allocate the Amount to the outstanding invoices

See [Allocating Receipts to Invoices](#) for details.

9. When all the money has been allocated, click the *OK* or *Next* buttons to accept the transaction

Clicking *Cancel* will discard the transaction.

Note: The receipt transaction will be automatically posted. You will not be able to change it once it is accepted, although if it is incorrect you will be able to cancel it and reprocess the receipt.

If some of the invoices are marked to be written-off or you have allowed prompt payment discounts, the following dialog box will be displayed when you click the *OK* or the *Next* button:

Confirm additional information

There are write-offs to account for. Credit notes or Debit notes will be created for these amounts. Please specify a write-off expense account.

Writeoff A/c:

Prompt payment discounts have been taken. Credit notes or Debit notes will be created for these amounts. Please specify a discount expense account.

Discount A/c:

You need to nominate the writeoff and/or the prompt payment discount account (if you cannot remember the code, press tab to display the account choices). Click *Accept & Post* to process the receipt, or *Cancel* to take you back to the receipt window.

Batch Debtor Receipts

Use the *Batch Debtor Receipts* command in the Commands menu to enter a batch of payments for debtor invoices. This allows you to enter, print and, if necessary, correct any errors before committing (whereas individual receipts must be posted immediately). A restriction is that you cannot enter more than one receipt for the same debtor in the same batch².

When you enter the debtor code, a list of all the outstanding invoices for that debtor is displayed, enabling you to allocate the total cheque amount as payment received for particular invoices. Partial payments, prompt payment discounts, overpayments and underpayments can all be catered for. You can modify any of the receipts entered in the session to correct mistakes.

When you click the *Accept* button, a Receipt transaction is created for each receipt that you have entered. These debit the specified bank account (which you nominate in the Confirmation dialog box after you click Accept) and credit the accounts receivable account(s) for the debtors (and adjusts each debtor's balance accordingly).

Note:

All receipts in a batch must be in the same currency.

- 1. Choose Command>Batch Debtor Receipts... or press Ctrl-R/⌘-R**

The Batch Debtor Receipts window appears.

Debtor Receipts



☒ Debtor
☐ Invoice

Amount: Date: Receipt N°: Enter

Distribute ☐ Auto Payment Method:

Invoice	Description	Inv Date	Gross	Discounted ...	Expires	Outstanding	Pay W/O Disc
			0.00			0.00	0.00

Total of receipts processed: 0.00

Print...
Cancel
Accept...

2. Enter the debtor code or invoice number into the *Debtor/Invoice* field and press Tab

All outstanding invoices that are not on Hold for the debtor will be listed.

If the payment is from a head office, enter the head office code—any invoices made out to it or to any of its branches will be made available for paying - see [Head Office Billing](#).

If you type in an invoice number, MoneyWorks will recognise it as such and will replace it with the code for the debtor to whom the invoice was sent. If you want to enter an invoice number that happens to be the same as a debtor code, you need to click the *Invoice* radio button to force MoneyWorks to treat the number as an invoice rather than as a debtor code.

If you are not sure of the debtor code press Tab to bring up a list of debtors, then double-click on the desired debtor to enter it.

At this point, MoneyWorks will enter the debtor code into the *Receipt N°* field. If you want serial receipt numbers to be entered instead, just overtype this with the number. MoneyWorks will automatically increment the receipt number for the next receipt that you enter. Receipt numbers can be prefixed by one or more non-numeric characters (e.g. CR101).

If you choose the Process Debtor Receipts command while you have some highlighted debtors in the Names list, MoneyWorks will automatically fill in the Debtor code in the Debtor Receipts dialog box for you. When you press keypad-enter after each receipt, the next code will be entered ready for the next receipt.

3. Enter the total cheque amount into the *Amount* field

This amount will need to be allocated to the unpaid invoices— see [Allocating Receipts to Invoices](#).

4. Enter the receipt date into the *Date* field

This is used to calculate the prompt payment discount.

5. Select the *Payment Method*

If paying by cheque or credit card, you can enter the [cheque/card details](#) by clicking the down arrow next to this menu.

6. Allocate the Amount to the outstanding invoices

See [Allocating Receipts to Invoices](#) for details.

7. When the amounts have been distributed to each invoice being paid, click the *Enter* button, or press the keypad-enter key on the keyboard to enter these invoice payments

The information entered for this receipt is added to the summary list at the bottom of the dialog box and the fields at the top of the dialog box are cleared ready for you to enter the next receipt.

If the amount allocated to the invoices is greater than the cheque amount, the *Enter* button will be dimmed.

If the allocated amount is less than the cheque amount, the balance will be credited to the debtor's account as an overpayment. Debtors with overpayments have a "•" in the O/P column in the debtors list. This balance can be reallocated against future transactions for that debtor. See the next section for more information.

If the debtor has overpaid or underpaid by some trivial amount, you may want to "write off" the difference. This will also be the case if you have offered a prompt-payment discount and the customer has taken advantage of it— see [Write Off Option](#).

Using a Previous Over-payment to Pay a New Invoice

Next time you come to enter a receipt for a debtor who has previously overpaid, a dialog box will appear to inform you that there are unallocated overpayments, and showing these in a list.

Previous Overpayment for Debtor

 This debtor has previously overpaid. There is a total of 1,000.00 to be allocated from the receipts listed below. Do you want to allocate from the selected previous surplus, or do you want to enter a new receipt now?

Reference	Date	Description	Total	To Allocate
SMITH	30/06/10		1,000.00	1,000.00

Enter New Receipt

Cancel

Use Previous Surplus

Enter New Receipt If you click *Enter New Receipt*, you will be able to enter a receipt as normal. The overpayment will not be used to pay invoices.

Use Previous Surplus If you click *Use Previous Surplus*, MoneyWorks will fill in the receipt Amount field with the value of the overpayment that is highlighted in the overpayment list (only one overpayment may be highlighted). You can then use that amount to pay or partially pay one or more of the new invoices for the debtor. If you actually have a new cheque from the debtor as well, you will need to enter it as part of a new batch of receipts (do this by choosing the Process Debtor Receipts command again after you have accepted this batch).

You can click *Cancel* if you want to go back and process a different debtor.

Modifying Receipts That Have Been Entered

Until you click the Accept button, the receipt data that you have entered is not permanently stored. You can modify the information just as you can modify unposted transactions.

To modify the details for one of the receipts that you have entered:

1. Click on the receipt in the summary list (bottom of the window)

The debtor code, cheque total, receipt number and list of invoices with allocated payments appear in the top part of the dialog box.

2. Click on or Tab into the field to be changed and enter the new data

Debtor Receipts

☒ Debtor GREEN ☐ Invoice ☐ Green's Garden Depot

Amount: 1,677.60 Date: 30/06/2010 Receipt N°: GREEN Enter

Distribute Smart ☐ Auto Payment Method: None Nat, East Raupo,

Invoice	Description	Inv Date	Gross	Discounted A	Expires	Outstanding	Pay W/O	Disc
1914		5/03/2010	773.10			773.10	773.10	☐
1918		12/03/2010	445.50			445.50	445.50	☐
1923		21/03/2010	459.00			459.00	459.00	☐
1934		5/04/2010	380.25			380.25	0.00	☐
1939		14/04/2010	241.48			241.48	0.00	☐
			3,957.02			3,957.02	1,677.60	

Debtor	Description	Inv Date	Description	Inv Date	Outstanding
BROWN	BROWN	30/06/...	Brown Supplie...	1936, 1945, 1949	1,648.40
GREEN	GREEN	30/06/...	Green's Garden..	1914, 1918, 1923	1,677.60
WHITE	WHITE	30/06/...	White Contract..	1900, 1907, 1909	1,942.30

Total of receipts processed: 5,268.30

Print... Cancel Accept...

When the changes have been made click the Enter button, or press the keypad-enter key on the keyboard to enter the changes

Printing an Allocation Summary

When you have finished entering a batch of receipts, you may wish to print an allocation summary. If you require a bank deposit slip, you should receipt the money into a banking holding account and print the deposit slip from the Banking command when you actually bank the money — see [The Banking Command](#).

1. Click the *Print* button

The summary will list each receipt and the invoice(s) it paid.

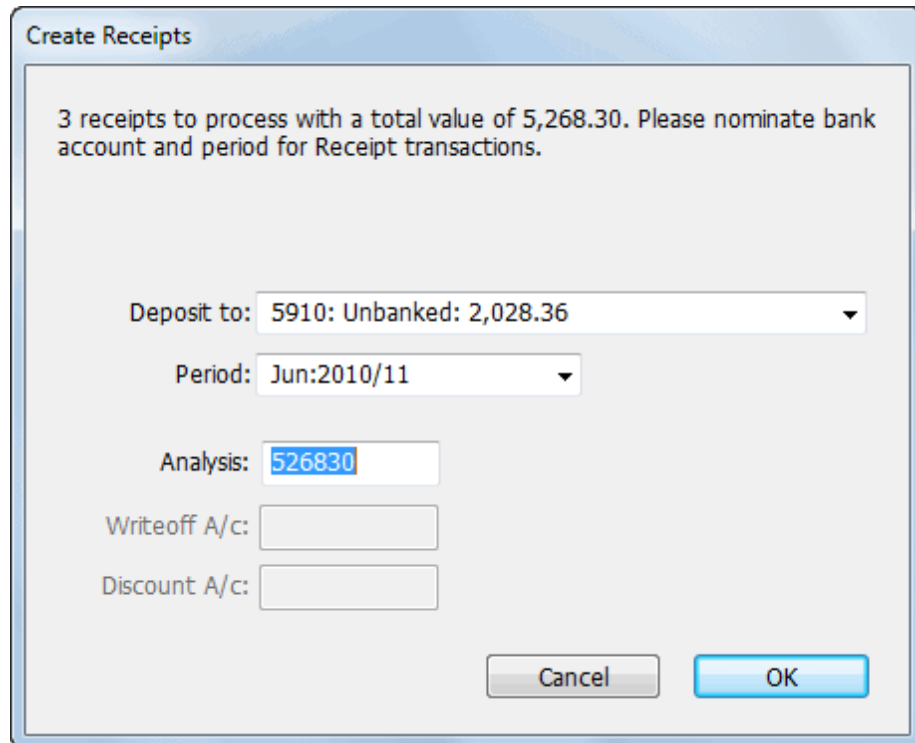
Accepting the Batch of Debtor Receipts

When you have entered all of the receipts, you need to Accept the batch. This will create the actual Receipt transactions and automatically post them.

1. When all the receipts have been entered, click the *Accept* button

The *Accept* button will be disabled if there is an unfinished receipt in the top half of the dialog box.

A confirmation dialog box appears.



The 'Create Receipts' dialog box displays the following information and controls:

- Message: 3 receipts to process with a total value of 5,268.30. Please nominate bank account and period for Receipt transactions.
- Deposit to: 5910: Unbanked: 2,028.36 (dropdown menu)
- Period: Jun:2010/11 (dropdown menu)
- Analysis: 526830 (text field)
- Writeoff A/c: (empty text field)
- Discount A/c: (empty text field)
- Buttons: Cancel and OK

2. Choose the Bank account into which these funds will be deposited from the *Deposit to* pop-up menu

If you are not going to bank this money immediately, choose a Bank Holding account into which to place the money. Use the [Banking command](#) when you finally bank the money

3. Select the period into which the receipt transactions will be posted

This will default to the current period, as determined by today's date. Every receipt in the batch, regardless of the individual receipt date, will be posted into this period.

4. If required, set the Analysis field

This is an optional batch number that is placed into the Analysis field of each receipt in the batch. By default MoneyWorks puts the total value of the batch (in cents) into the analysis field for you.

5. If you have written off any over/under payments, or allowed any prompt payment discounts, you will need to enter the general ledger code that should be used for these

These default to the previous ones used.

6. Click *OK* to complete the processing

At this point MoneyWorks creates the Receipt transactions and posts them, thus updating the balances in the Debtors ledger, Accounts Receivable and bank accounts.

Clicking *Cancel* will return you to the Debtor Receipts dialog box.

Bank Confirmation

If you have more than one bank account, MoneyWorks will ask for confirmation that you have chosen the correct bank account when you process debtor receipts or creditor payments³. This is to minimise the possibility of receipting the money into the wrong bank account.

Cancelling the Batch of Debtor Receipts

If you click the Cancel button in the Debtor Receipts dialog box (instead of Accept), all of the information that you have entered for the batch will be discarded. MoneyWorks prompts you for confirmation before doing this with an alert box. Click *Keep* in this alert box to return to the Debtor Receipts box without discarding the information that you have entered.

Allocating Receipts to Invoices

Whether you are using a receipt transaction or the batch debtor receipts command, you need to allocate the payment to individual invoices. The method used is the same in each case.

Open Item Invoices

If you want you can run MoneyWorks as an “open item” system, so that each receipt from a debtor is allocated to its originating invoice.

You can use the Tab key to move through the Pay amount fields and enter the amount paid against each invoice manually. You will need to do this to enter a partial or other unusual payment

Alternatively, click on the Outstanding amount, and it will be automatically transferred into the Pay column.

Allocating to Topmost Invoice First

You can also allocate the receipts to the topmost invoices. This is normally the oldest, but can be altered by clicking on a column heading to sort the list.

1. Click the *Distribute* button to automatically allocate the total cheque amount to the invoices in the list

Pressing Ctrl-downarrow/⌘-downarrow is a shortcut for clicking the *Distribute* button

The way that the Distribute button allocates the cheque amount to invoices is determined by the pop-up menu next to the Distribute button⁴. Note that the distribution takes account of any unexpired prompt payment discounts.

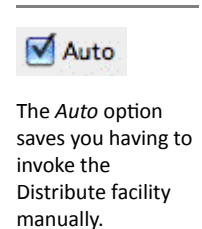
Smart: Incorporates the value of any credit balances into the allocation amount. Thus credit notes are marked as being “paid”, and the credit balance is allocated to other outstanding invoices (starting at the top of the list).

Strict top down: Beginning at the top of the list, the allocation amount is applied until it runs out. If a credit note is encountered before this, it is marked as paid and its value is available to pay subsequent invoices (otherwise the credit note is ignored). This is the method used when you import receipts against invoices.

Ignore Credits: Same as Strict top down, but credit notes are ignored. You will need to manually contra these.

If you tab to or click in the Pay field for an invoice other than the first one in the list and then click the *Distribute* button, MoneyWorks will begin allocating from that invoice.

The *Auto-distribute* option saves you from having to invoke the Distribute facility manually.



Click the *Auto* check box to automatically distribute the total payments (based on the settings in the Distribute pop-up) as you type in the amount—MoneyWorks will “click” the *Distribute* button for you. This is very useful if most of the receipts are for the full amount of the oldest (or only) invoice for the debtor.

The *Auto* option saves you having to invoke the Distribute facility manually.

Partial Payments

If the amount received is less than the outstanding amount for a particular invoice, enter the amount received into the Pay amount. The balance of the invoice will be displayed in red and will remain unpaid (unless you choose to write it off— see [Write Off Option](#) if you want to write it off straight away, or, if you need to write it off at a later stage, refer to [Write Off Command](#)).

Prompt Payment Discounts

If your customers have been set up with a prompt payment discount, any eligible discounts (as determined by the receipt date) will be honoured (the *Disc* check box will be ticked).

Distribute		Smart	☐ Auto	Payment Method: None			
Invoice	Description	Inv Date	Gross	Discounted ...	Expires	Outstanding	Pay W/O Disc
1964		30/05/10	1,000.00	950.00	9/06/10	1,000.00	1,000.00 ☐ ☐
1975		30/06/10	1,000.00	950.00	10/07/10	950.00	950.00 ☐ ☒
			2,000.00			1,950.00	1,950.00

When a prompt payment discount is accepted, MoneyWorks raises a credit note (against the nominated discount account) for each affected invoice to account for the discount. If you don't wish to honour the discount, reset the *Disc* checkbox: the invoice will be marked as part paid, and no credit note will be raised.

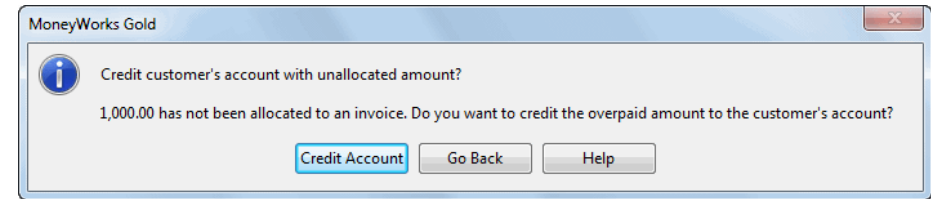
When you complete a receipt (or a batch of receipts) where you have taken up a prompt payment discount you will be prompted for the general ledger code for the discount (this will default to the one used previously).

Note: The GST/VAT/Tax portion of the discount is determined by the Tax code of the discount account—you should check with your accountant as to the status of Tax on prompt payment discounts.

Note: The prompt payment amount on an invoice will exclude lines coded to general ledger accounts which are not marked as *Discountable*.

Handling Overpayments

If a debtor overpays—that is, sends you a cheque for more than the total of their outstanding invoices—you will not be able to allocate the whole amount to the invoices. In this case, MoneyWorks will ask you if you want to credit the debtor's account with the amount by which they have overpaid.



If the amount by which the debtor has overpaid is slight (a few cents, say), you may want to use the write-off feature to “forget” the overpayment— see [Write Off Option](#).

Click *Credit Account* if you want the debtor's account to be credited. Click *Go Back* if you have made a mistake and want to correct the details of the receipt.

Since, when receipts are processed, the Accounts Receivable account for the debtor is credited by the full amount of the receipt (not just the amount allocated), the overpayment will appear on your balance sheet as a liability—that is, a credit to the Accounts Receivable account.

If the debtor has overpaid in error, and you want to send back the difference, use the [Return Refund To Debtor](#) command.

If a debtor has an overpayment recorded against them, you will be alerted the next time you process a receipt for that debtor. At that stage you will have the choice of allocating the existing overpayment or a new payment received.

Write Off Option

You can have MoneyWorks perform a write-off of an outstanding balance on a debtor invoice as you enter the receipt for that debtor. Use this feature if the debtor has overpaid or underpaid by some trivial amount that is not worth following up.

Let's say you have a debtor with three outstanding invoices. You have received a cheque for one of these to the value of \$450.00. The invoice was for 450.96. If you just enter 450.00 as the pay amount when you process this receipt, the invoice will not be considered to be fully paid. It will come up again next time you process a receipt for this debtor.

You have two options: You could follow up the underpayment with the debtor and demand the extra 96 cents. You would then process this 96 cent receipt in the normal way when you receive it and the invoice will thus be completed. Alternatively, you may want to forget about the 96 cents and just complete the (slightly underpaid) invoice now. MoneyWorks makes this easy.

Note: In MoneyWorks Gold, a [Preference option](#) allows you to limit the amount that can be written-off in this manner.

1. In the Debtor Receipts dialog box, enter the amount received into the appropriate place in the pay column

In this case, the entry would be 450.00.

2. Click the check box in the W/O column

W/O stands for Write Off. Clicking in this box tells MoneyWorks to consider the invoice completely paid.

Outstanding	Pay W/O
450.96	450.00 ☒

When you complete the receipt or the batch of receipts, you will need to enter the Write-off Account code

For a batch of receipts, MoneyWorks prompts you for bank and period information for the receipts as usual. In addition, you will be required to specify a Writeoff account. You should already have created a suitable account (usually an expense account) to account for writeoffs.

For a Receipt, you will be prompted for the Write-off account.

3. Type the code of the writeoff account into the Writeoff A/c field

If you can't remember the code just press tab, and MoneyWorks will bring up the Account Choices box for you to find the account code.

For each invoice whose remaining balance you have "Written-off", MoneyWorks will create a credit note with the description "Write Off". The credit note will credit the debtor's Accounts Receivable control account and debit the nominated write off account by the amount written off. It will also include any adjustments that need to be made for GST.

Note: Only one write-off account can be specified per batch of debtor receipts processed. MoneyWorks will remember the writeoff account that you supply and enter it for you next time you use the Write Off feature.

Printing and emailing Statements

The statement forms that are shipped with MoneyWorks allow you to print both open-item and balance forward statements. Most are designed to print on plain paper or letterhead.

You can print statements for all debtors, or just selected debtors.

1. To print statements for selected debtors, highlight the debtor(s) in the Names list

If no individual debtors are highlighted, or if the Names list is not open, statements will be prepared for all debtors in your system.

2. Choose Command>Print Statements or press Ctrl-]/[.]

The statement dialog box appears.

3. Choose the Statement form from the Use Form pop-up menu

4. Type in an optional message to appear on the statement**5. Set any options that may be appropriate.**

These are discussed below.

6. Select the output method to determine whether the statements will be printed, previewed or emailed**7. Click the *Print/_Preview/_Send_* button**

For emailing, the Mail Attachment window opens — see [Emailing Forms](#) for more information.

Include Remittance Advice: This is only available for the “Plain” statements. If set, a remittance advice will be printed at the end of the statement.

Omit Zero Balances: Set this option if you do not want to print statements for debtors with zero balances.

Omit Credit Balances: Set this option if you do not want to print statements for debtors with credit balances.

Statement Date: Normally the cut-off date for new invoices—invoices dated after this will not be shown on the statement. But does depend on how the statement form was designed.

Note: After you have successfully printed statements for all your debtors you should age the balances for the debtors. This will maintain the ages balances in the debtor’s Name record. If this is not done, the next time you print statements the same transactions may appear again (together with any new invoices or receipts).

- “Current” invoices and receipts become non-current. In general this means that they will not appear on subsequent statements—the exception is unpaid invoices, which will continue to appear on open-item type statements.
- The “manual aging” balances for each debtor (as shown in the *Balances* tab of the Names record and in the payments history) are moved left one place, eventually accumulating in the *3 or more* cycles section.

Before Ageing

3 or more	2 cycles	1 cycle	Current	THEY OWE
0.00	0.00	0.00	1,598.58	1,598.58

After Ageing

3 or more	2 cycles	1 cycle	Current	THEY OWE
0.00	0.00	1,598.58	0.00	1,598.58

Note: Ageing is necessary for proper production of most forms of statements. If you do not require statements for customers, you can have MoneyWorks produce aged-debtor reports for your own use automatically.

To age debtor balances:

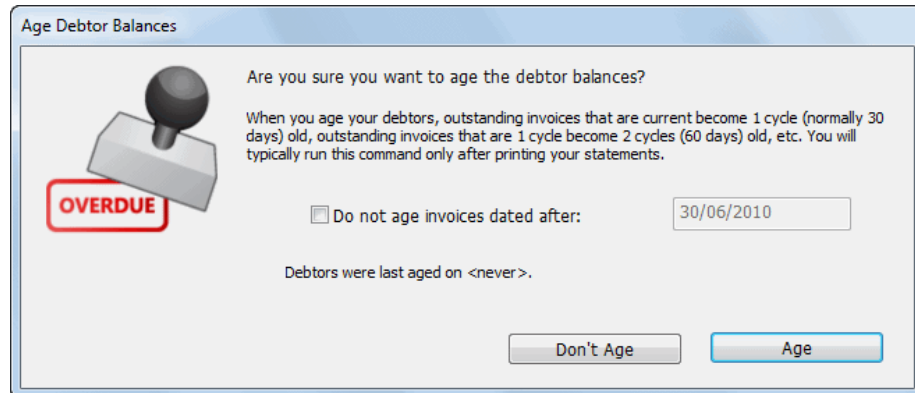
1. Choose Command>Age Debtor Balances...

An alert box will appear asking for confirmation

Ageing Debtor Balances

You should age the outstanding debtor balances after printing statements. If you do not print statements, then ageing is optional, but you may like to do it on a regular monthly basis anyway. You can also “age on the fly”.

Ageing debtors performs a dual purpose:



2. If you have entered new debtor invoices dated after the cut-off date for ageing, set the *Do not age invoices dated after* checkbox and enter the cutoff date

Invoices dated after this will not be aged.

3. Click **Age** to age the debtor balances

All debtors are aged.

If you don't have many debtors, the ageing may be pretty much instantaneous, so don't be tempted to think that nothing has happened.

² If you do get two payments from the same debtor, just put the second aside and process as a separate batch. ↩

³ The warning is only given if the [Confirm Choices](#): MoneyWorks Preference option is on. ↩

⁴ Only available in Batch Debtor Receipts. Receipt transactions use the "Smart" method. ↩

Aged Debtor/Aged Receivables Report

For information on printing an aged receivables/debtor report — see [Aged Receivables](#). This can be printed for prior periods (although it might take considerably longer), and used as a reconciliation report. Using the [Report Writer](#) in MoneyWorks Gold, you can modify this report or create your own aged debtors (or creditors) report if you wish.

¹ On *customised* invoices, this will only work if it has been explicitly catered for in the logic. ↩

Creditors and Accounts Payable

People or organisations to whom you owe money are called *creditors*. A creditor is a supplier or vendor who will normally invoice you for goods or services supplied to you. At some stage after this you will pay the invoice. The process of managing creditors is often referred to as *Accounts Payable*.

Note: This chapter does not apply to MoneyWorks Cashbook which does not support creditors.

When you receive an invoice you should enter it as a Purchase Invoice, and post it. This updates the balances in the payables ledger and the general ledger (and possibly the stock). If you are going to pay the invoice immediately, you can treat it as a straight payment.

When you come to pay the invoice at a later date, you do not need to re-enter it. Instead you make a special kind of payment, or you can use the Batch Creditor Payments command to pay a number of invoices. Paying an invoice will adjust your bank account, and also reduce the amount of money you owe.

MoneyWorks allows you to pay creditors either by cheque (it will print the cheques for you), or it can prepare a file of payments that can be submitted to many bank's on-line banking systems, and even prepare emails to alert the creditor that payment has been made.

This chapter covers:

- receiving and recording invoices from suppliers
- paying invoices (using cheques or electronically)
- taking advantage of prompt payment discounts
- overpaying creditors (which, oddly, some people want to do!)

Receiving Invoices

When you receive invoices that you are not going to pay immediately they should be entered into MoneyWorks as Purchase Invoices.

Note: In MoneyWorks Gold, if you have already entered a Purchase Order for the goods or services on the Invoice, you do not need to enter the invoice. Instead open the original purchase order and check the quantity and prices on it against those on the invoice, and "Process" the order — see [Receiving the Goods and Invoice](#).

Entering a Purchase Invoice

To enter a purchase invoice:

1. In the Transactions list select the **Purchase Invoices** tab and Choose **Edit>New Purchase Invoice** or press **Ctrl-N/⌘-N**

The Purchase Invoice entry window will be displayed.

2. Enter the supplier code into the Creditor field and press tab

If the Creditor already exists... If you cannot remember the code, tab out of the field (or enter the first few characters of the code and press tab) to display the [Names Choices window](#). Double-click on the creditor to transfer it to the transaction.

If the Creditor is a new one... If the creditor is not already in your system, you will need to create a new creditor record. This can be done as you enter the invoice. Type the new code for the creditor and press the tab key. As this is not a valid code, the choices window will display. Click the new button or press Ctrl-N/-N to create a new creditor.

If the Creditor is a branch and you will pay Head Office... If the purchase is from a branch, but you are expected to pay the head office (it does happen!), enter the branch code. When you come to pay, the remittance will be automatically made out to the head office — see [Head Office Billing](#).

3. Enter the invoice number into the Invoice # field

This is the creditor's reference number (TheirRef) for the invoice. You can store up to 21 characters in this field.

Checking for Duplicate Invoice Numbers If the Document Preference [Check for Dup. Creditor Invoice Numbers](#) is set, MoneyWorks will warn you if there is already a purchase invoice with the same number from that creditor. The warning is given when you attempt to accept the invoice (i.e. the OK or Next button is clicked), not when the number is entered.

4. Tab across to the Date field and replace the date if necessary

If the creditor offers a discount for [prompt payment](#), details of this will be shown next to the Due Date field. The prompt payment is based on the transaction date, not the payment date.

5. Enter your order number (if any) into the Order # field

This is your reference number for the invoice (OurRef). You can store up to 11 characters in this field. Note that access to this field is controlled in the *Sequence Nos* tab of the [MoneyWorks preferences](#).

6. If necessary, change the Due Date

MoneyWorks automatically calculates the due date based on the payment terms stored in the creditor's record.

7. If you want to override the prompt payment terms, click the downarrow icon next to the Due Date field

The [Discount Terms](#) window will open. Change the settings and click OK to change the terms for this invoice only.

8. Tab through the company name which has been entered in the From field

Note that you can change the Mail and Delivery addresses on the transaction. However these are ignored when the invoice is paid—the address for the remittance will be the postal address from the creditor's Name record (or the associated head office Name record).

9. Optionally enter a description into the Description field

10. Enter the total amount (in the currency of the supplier) of the invoice into the Amount field

Note that the OK and Next buttons dim when an amount is entered into the Amount field. The transaction is not complete until you have allocated the total amount to one or more accounts.

11. To find out how to enter detail lines by account code or by product code — see [Entering Detail Lines](#).

12. Set the post and/or print options if desired

Unposted invoices will not appear in the Payables list (and cannot be paid).

13. When the details of the transaction are complete click the Next button or press the keypad-enter key to enter this transaction and bring up a new Purchase Invoice transaction

Click the *OK* button if this is the last transaction to be entered.

Note If the total of the invoice as calculated by MoneyWorks is slightly different to that of the original, this is due to different rounding methods. See [Adjusting GST/VAT/TAX Rounding](#) for a quick fix.

Putting a Purchase Invoice on Hold

If for some reason you want to hold payment for a purchase invoice, set the *Hold* check box at the top of the screen.



The invoice will not be able to be posted until the Hold is removed. At a later date when you have resolved the problem with the invoice, you can uncheck this option and post the transaction for payment as usual.

Setting the *Hold* check box means the invoice cannot be posted, and hence paid.

Note: You can also put a posted invoice on hold, which will prevent it you paying it (it will not appear in the list of invoices eligible to be paid¹).

Credit Notes

In MoneyWorks a credit note from a supplier is entered as a negative purchase invoice—the window title changes when the *Amount* field is negative.

The screenshot shows the 'Creditor's Credit Note' window. At the top, there are buttons for 'Purchase Invoice', 'Reverse', 'Info', 'Fields', and 'Add Note'. Below these are checkboxes for 'Hold' and 'Make Recurring', and a 'Setup' button. The main form contains the following fields: 'Creditor:' with a dropdown set to 'CSUPP', 'Invoice #' with '12345CR', 'Order #' with '57', 'From:' with 'Casbah Suppliers Int', 'Description:' with 'Credit for overcharged freight', and 'Amount:' with '-25.00'. There are also date fields for 'Period:' (May:2010/11 ends 31/05/10), 'Date:' (30/05/10), and 'Due Date:' (29/06/10). A 'Colour:' dropdown is set to 'None'. Below the form is a table with columns: 'Account', 'Account Name', 'Description', 'Net', 'TC', 'GST', and 'Gross'. The table has one row with '2300', 'Freight', and values of -22.22, G, -2.78, and -25.00. At the bottom, there are buttons for 'Prev', 'Next', 'Cancel', and 'OK'.

Account	Account Name	Description	Net	TC	GST	Gross
2300	Freight		-22.22	G	-2.78	-25.00
Total:			-22.22		-2.78	-25.00

It will (when posted) appear in the payables list until either “payment” for it is made, or it is offset against another invoice from the same creditor — see [Paying Your Creditors](#), or [Contra Invoices](#).

For a credit note involving products, you should enter a negative quantity—if these are stocked items, they will be taken out of stock when the credit note is posted. If the credit note is not going to affect your inventory, use a service transaction instead.

Paying Your Creditors

Purchase invoices can be paid individually using a payment transaction that is tagged with the creditor’s code, or you can pay a batch of invoices at once using the *Creditors Cheque Run* command. The *Payables* tab in the Transaction list shows a complete list of posted, unpaid invoices.

Paying Creditors Individually

If you just have one or two creditors to pay, you can use a Payment transaction.

1. Create a new Payment transaction

To do this you should have the transactions window topmost and press Ctrl-N/⌘-N., and if necessary set the type of the new transaction.

Tip: To pay a particular invoice, right-click on the invoice in the Payables list and choose Pay this Invoice.

2. Set the *Supplier* check box and enter the *Supplier* code

When you tab out of the creditor code field, a new *Payment on Invoice* tab will be added to the body of the transaction.

All the outstanding invoices (except those on hold) from the creditor are listed in this tab, along with the details of any prompt payment discounts available. You need to indicate how much you wish to pay in total in the Amount field, and then allocate this against the unpaid invoices.

3. Change the transaction date and period if required

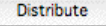
4. Tab through the Description field

If this is left blank, the invoice numbers that you have paid will be inserted when the transaction is saved.

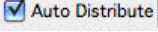
5. Enter the amount you are going to pay into the Amount field

If you do not know this amount in advance, leave it at zero. In this case you can just mark each invoice you want to pay from the list (see below).

If you have entered an amount to pay, you can use the *Distribute* button to allocate it to the outstanding invoices (or mark them individually).

If you click the *Distribute* button , or press Ctrl-↓/⌘-↓, the amount you have entered into the *Amount* field will be allocated to each invoice in the list starting at the top and working down.

Tip: You can sort the list of invoices by clicking on one of the column headings.

If you set the *Auto Distribute* option  the transaction Amount is automatically allocated to the outstanding invoices as it is entered.

Outstanding
11.25
21.32

Click on the column heading to sort the invoices.

6. Tab to the first invoice that you wish to pay, and enter the pay amount

You can partially pay an invoice (i.e. pay less than the invoice amount), but you cannot pay more than is due.

Clicking on the *Outstanding* amount will transfer it to the *Pay* column.

Outstanding
11.25
21.32

Click in the *Outstanding* column to transfer that amount into the *Pay* column.

If the creditor offers a prompt payment discount facility, you may not need to pay the full amount of the invoice. MoneyWorks will display the full amount of the invoice, the discounted amount, and the expiry date. The outstanding amount is the amount you need to pay (as determined by the date on the current payment record). If a prompt payment discount is taken, the *Disc* checkbox is ticked.

Gross	Discounted ...	Expires	Outstanding	Pay W/O	Disc
1,000.00	950.00	10/06/10	1,000.00	1,000.00	☐
1,000.00	950.00	10/07/10	950.00	950.00	☒

7. Allocate pay amounts to any other invoices in the list that are to be paid

If you specify a Pay amount that is less than the Outstanding, the balance will be carried forward for you to pay later. However you can also opt (presumably with the agreement of the creditor) to write-off the outstanding balance by setting the *W/O* (write-off) checkbox. You will be prompted for a write-off account when you accept the transaction.

8. If you did not enter the total into the **Amount** field, you need to enter that before you can accept the transaction

Clicking on the total at the bottom of the Pay column will automatically transfer that figure to the transaction Amount.

9. If you want to print the cheque from your printer, set the print option²

You will be asked to insert the cheque stationery in the printer. You should ensure that the number of the cheque that you use matches the one you have entered in the transaction. Note that you can only print cheques for payment against invoices.

The post option is always set when you pay a purchase invoice. It cannot be turned off.

10. Click **OK** or **Next** to accept the transaction

If *Cancel* is clicked the information is discarded.

Pay
212.62
212.62
212.62
637.86

Click the Pay total to set the payment amount

Overpay Creditor

There is 2,000.00 of the payment amount not allocated to invoices. If you wish to overpay this creditor, click the check box below and supply a suspense account. To correct the payment amount, just click Cancel.

☐ I want to overpay this creditor

MoneyWorks will create a debit note and a credit note for the creditor. The debit note will be paid to account for the overpayment; the credit note will remain unpaid and will represent your credit.

Suspense A/c:

Cancel

Overpay

Overpaying a Creditor

Sometimes you might want to pay a creditor more than you owe them. To us, this seems a very bad idea, but who are we to judge?

To overpay a creditor:

1. Create a new payment transaction to *pay the creditor*
2. Set the transaction **Amount** to the total you want to pay
3. Mark of any invoices that you want to include as part of the payment

If the total amount paid is greater than the allocation on the invoice, the difference will be the overpayment amount. When you accept the payment, you will be asked for confirmation, and the general ledger code to which you want to allocate the overpayment amount.

4. Set the *I want to overpay this creditor* checkbox, enter a suspense account (for allocation of the overpayment) and click **Overpay**

The suspense account is remembered for the next creditor overpayment.

Behind the scenes, MoneyWorks will create (and post) a new creditor invoice and an offsetting credit note, both made out to the suspense account (so its balance is not affected), for the overpayment amount. The overpayment amount is allocated to the invoice, leaving the credit note in the system to be offset against future invoices.

And what about GST/VAT/TAX? The Tax amount on the invoice and credit note is determined by that of the suspense account (so for example if this is at a zero rate there will be no Tax). Whether there should be Tax on this or not is something you need to take up with your accountant.

Paying a number of creditors

To pay a number of creditors at one time, use the *Batch Creditors Payments* command. This allows you first to decide which invoices to pay (and how much to pay), and will then produce a payment for each creditor being paid. During the process you can print out cheques and remittance advices if required or create a file of direct payments to submit to your on-line banking software.

To pay a batch of creditors:

1. Choose Command>Batch Creditor Payments or press Ctrl-Y/⌘-Y

The Pay Creditors window will be displayed.

Mark Invoices for Payment...

To mark invoices for payment in full, highlight them and click Full. If you only want to partially pay an invoice, highlight it and click Partial. To set it not to be paid at this time, highlight it and click Don't Pay.

Payment Method: All Currency: NZD

Print 17 records; 0 h/l

Creditor	Due Date	Order No.	Invoice No.	From (Description)	Gross	Outstanding	Disc. Amt	Expires	Pay Amount
BSUPP	27/11/2015	158	11025	Beetle Suppliers Limited (Goods)	3,897.40	3,897.40			0.00
BSUPP	28/12/2015	162	11058	Beetle Suppliers Limited (Goods)	3,128.72	3,128.72			0.00
CANON	20/12/2015	167	AP	Canon Photocopiers (Photocopier)	84.38	84.38			0.00
CANON	20/12/2015	170	116172	Canon Photocopiers (Photocopier...)	31.35	31.35			0.00
CANON	20/01/2016	174	AP	Canon Photocopiers (Photocopier)	84.38	84.38			0.00
CANON	20/01/2016	171	116172	Canon Photocopiers (Photocopier...)	31.35	31.35			0.00
CSUPP	27/11/2015	157	22099	Casbah Suppliers Int (Goods)	2,417.62	2,417.62			0.00
CSUPP	28/12/2015	163	11056	Casbah Suppliers Int (Goods)	2,121.75	2,121.75			0.00

Total of payments to make: 0.00

☐ Do Electronic Payments Export Step

Close Next

This displays only unpaid or partially paid purchase invoices.

Payment Method: In practice you may pay some creditors by cheque, some by direct credit and others by alternate methods. The payment method for a creditor is set up in its *name record*.

2. Set the *Payment Method* to the type of payment being processed

For example, set it to *Electronic* to show just those payments due to creditors who are to be paid by direct credit.

Setting it to *All* will display all outstanding purchase invoices.

Note: Invoices on hold will not appear in the list.

3. If you are dealing with more than one currency, set the Currency pop-up menu

You will only be able to pay invoices in the designated currency.

4. Highlight the invoice that you want to pay by clicking on it

You can highlight more than one invoice by holding down the shift or Ctrl/⌘ keys. You can also sort the columns, use the Find command etc.

To Pay an Invoice in Full

1. Click *Full* to mark that the highlighted invoices are to be paid in full

The *Pay Amount* column will contain the amount necessary to fully pay the invoice, adjusted for any prompt payment discount that is available.

To Part Pay an Invoice

1. Click *Partial* to mark the highlighted invoices to be part paid

The Partial Payment dialog box will open.

Pay Creditor

BSUPP : Beetle Suppliers Limited

Invoice #: 11112 Invoice Date: 1/05/2010

For: Goods Due Date: 31/05/2010

Gross:	3,768.93
Amount Paid:	0.00
Balance Owed:	3,768.93
Pay Amount:	1,000.00

Previous Next Cancel OK

2. Key in the amount you wish to pay

This must be no greater than the balance owed.

3. Click Next to move onto the next highlighted invoice, or OK to return to the payables list.

To Reset the Payment Amount

1. Click *Don't Pay* to reset the highlighted invoices

The *Pay Amount* will be set to zero.

Printing a List of Payables

You can print the list of payables and allocated amounts, useful if you need to get authorisation before paying invoices. To print the Pay Creditors list:

1. Choose File>Print, or click the *Print List* toolbar icon, or press Ctrl-P/⌘-P

To Save the Allocated Amounts

You may need to stop processing invoices for payment at this point and return to it later. To do this:

1. Click the *Close* button

The Pay Creditors window will close—any allocations made are remembered, and will appear next time you do a Batch Creditor Payments.

To prepare an electronic banking schedule

To make an electronic banking schedule (i.e. a file that can be loaded into your bank's on-line banking service):

1. Set the *Payment Method* pop-up to *Electronic*

Only the creditors marked for Electronic payment will be listed. For this to work, you must have stored each creditor's bank account details — see [Electronic banking details for when we pay them](#). This is available for supported banks only.

Note that you can force any batch to be electronic by turning on the Do *Electronic Payments Export Step* option.

To Prepare the Payments

Once you have identified the invoices to be paid, you need to generate the actual payment transactions:

1. Click *Next*

The Creditor Payment Run window will be displayed

Creditor Cheque Run

Specify the bank and date details for these payments:

From Bank Acct: 5900: Cheque Account: 28,288.10

Period: Jun:2010/11

Date: 30/06/2010

Analysis:

Discount A/c:

First Payment/Cheque #: 200132

For Cheques: If your chequebook does not have enough cheques for the full cheque run, enter the last cheque number in the "Stop at Cheque Number" field.

☒ Stop at Cheque Number: 200139

13 invoices are marked for processing
13 invoices will be processed: 8 cheques for a total value of \$7,245.94

Back Cancel Next

Use this window to specify the details of the payments/cheques to be drawn. The number of payments and the total amount is displayed in the lower half of the window. *MoneyWorks prepares one payment for each creditor—this may represent payment for several invoices.*

2. Choose the bank account from which you wish to make payment
3. Set the *Date, Period* and *Analysis* if necessary

If you are receiving a prompt payment discount

1. Enter the general ledger account that the prompt payment amount will be coded to

MoneyWorks will create a credit note (coded to this account) for the discount and apply it to the payment amount, reducing the actual payment. The general ledger code will normally be an expense account.

If you are paying by direct credit using online banking

If you are paying these creditors by direct credit, you will prepare the payments as if you were paying them by cheque, but instead of printing cheques you can have MoneyWorks create a file which can be read by your bank's special on-line banking software³.

MoneyWorks will still ask for a reference number for each transaction (analogous to the cheque number). However in this case the reference number is not one preprinted on a cheque—instead it is for your own use only (and, depending on the bank, may not even appear on your creditor's payment advice).

1. Enter a reference number into the First Payment/Cheque # field

This is the reference number for the first payment, and will increment for each additional payment. The reference numbers can be alphanumeric.

2. Click the **Next** button

The Print window will be displayed.

3. Proceed as per [Printing Cheques and Payment Schedules](#) below

If you are not paying by on-line banking software

If you are paying by cheque, you need to specify the numbers of the cheques that will be used. These need to correspond exactly to the numbers pre-printed on your cheque stationery.

1. Enter a new First Payment/Cheque number if it is different from the one displayed in the edit box

MoneyWorks remembers the last number allocated to the previous batch of creditor payments. This batch of payments may not follow consecutively particularly if you are using a manual system for writing cheques.

The final cheque number is automatically entered for you based on the number of cheques that MoneyWorks needs to write to pay all the marked invoices.

2. If you do not have sufficient cheques in your current cheque book or stationery, turn the *Stop at Cheque Number* option on and enter the last cheque number that you have available

MoneyWorks recalculates the number of cheques to be produced and therefore the number of invoices to be paid. The unpaid invoices from this run can be processed in a subsequent run.

3. Click the *Next* button

The Print Payments Schedule window will be displayed

Printing Cheques and Payment Schedules

The Print Payments Schedule window shows the payment details.

Cheque #	Creditor	To Pay Invoice(s)	Amount
200132	BSUPP	Beetle Suppliers Limi...11112	3,768.93
200133	CANON	Canon Photocopiers AP, 153527	119.11
200134	CSUPP	Casbah Suppliers Int 11123, 123456	1,772.56
200135	RAUHER	Raupo Herald 456674, 468925, 481292	637.86
200136	RAUPOW	Raupo Power 1549733	138.71
200137	RAUPROP	Raupo Properties AP	618.75
200138	RAUSTAT	Raupo Stationers 1652, 1652	32.57
200139	TCOM	Telecom Raupo	157.45

Notice that the creditors are processed in alphabetical order of creditor code. You can drag the payment records up and down in the list to reorder them (this also changes the cheque number assigned to that payment).

At this stage you should take the time to check that everything is correct. If there are any mistakes—there is an invoice being paid that you didn't mean to mark for payment, for example—you can click the Back button to return to the previous screen (or Cancel to start over).

4. Select the type of printout (if any) you wish to produce from the *Use Form* pop-up menu, and click *Print*

The printouts that you can produce are:

Plain Remittance—Remittance Advice slips are printed one-per page for each payment, and list the invoices being paid. Use this if you are paying by direct credit and want to email payment advice to each creditor.

Summary—Prints a list of the cheques including payee and amount for use as a record or for writing cheques manually.



Click the Pin button to set the default form.

Customised Remittances—For printing a remittance advice with no associated cheque. You can modify or create these forms to meet your own requirements.

Customised Cheques—For printing a cheque (which may have an attached remittance) on pre-printed cheque stationery. You can modify these forms to meet your own cheque requirements, or create your own design from scratch.

If you are printing cheques, see below.

If you are creating a payments file for submission to an online banking system — see [Electronic Payments](#). Note that in this case you may also want to print/email remittances, but you will definitely not want to also print cheques.

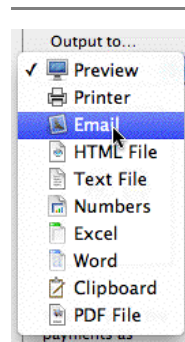
To email remittance advices

If you are paying by direct credit and want to email a remittance advice (instead of printing and mailing it):

1. Choose the remittance advice in the **Use Form** pop-up, set the email option and click **Send**

The Mail Attachment window will be displayed.

2. Proceed as described in [Emailing Forms](#)



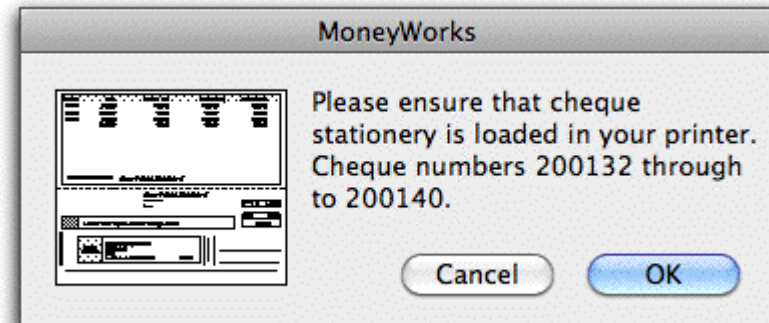
Set the *Output* option to email a remittance.

Printing Cheques

Use the following procedure to print cheques on pre-printed cheque stationery.

1. Choose the cheque form from the **Use Form** menu and click **Print**

You will be alerted to put the cheque stationery in the printer.



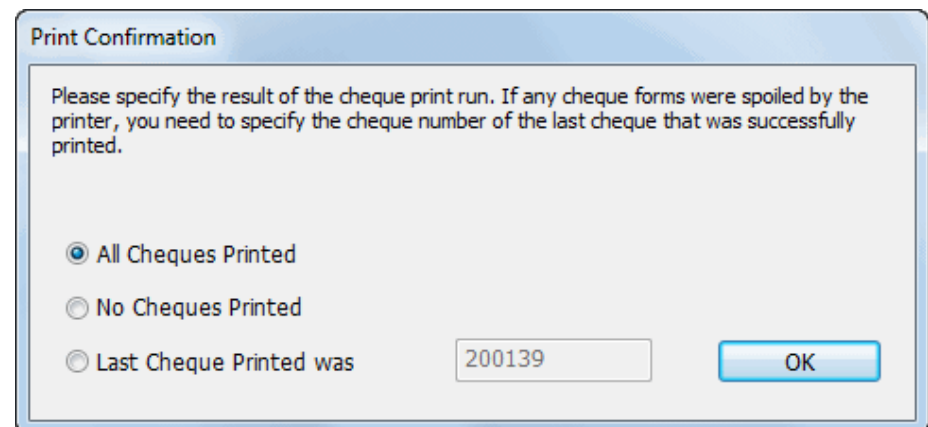
2. Load the stationery and click **OK**

The Print dialog box for your printer will appear.

Clicking Cancel will return you to the Cheque Preview window.

3. Click **OK** to initiate printing.

After the cheques have been printed, a confirmation dialog box will appear. You need to physically check that the cheques have been printed. If there has been a paper jam or similar error, you may need to either (a) try printing again or (b) redo the whole cheque run (if the cheque forms were spoiled, thus necessitating reallocation of cheque numbers).



If there was a problem with printing, you can specify the last cheque that printed successfully by clicking *Last Cheque Printed* and entering the number of the last cheque that successfully printed. The spoiled cheques will be removed from the preview list, still enabling you to complete all the payments that were successfully printed. This allows you to redo the cheque run for the spoiled cheques, allocating new cheque numbers.

If printing failed but no cheque forms were spoiled, click *No Cheques Printed* then click *OK*. This will allow you to try printing the cheques again.

If all the cheques were printed successfully, just click *OK* with the default setting of *All Cheques Printed*.

4. After the cheques have been physically printed, choose the appropriate option in the Print Confirmation window and click *OK*

Cheque Page Settings: Page Settings for custom Cheque/Remittance Forms are normally done when you create the form in the Forms Designer. If you need to change the page setup or margins (for example, you are printing the form on a different printer) click the Layout button in the Print Form window to open the Form Setup window, in which the page size and margins can be altered — see [Setting the Form Size](#).

5. Click *Finish/Next* after printing any of the forms that you require

This button is labelled *Next* if you opted to create an electronic payments file by setting the *Do Electronic Payments Export Step* option. Clicking it will display the Electronic Payments window.

Note: Clicking the *Finish/Next* button will create and post the actual Payment transactions. This is the point of no return.

If the payments run is cancelled, the transaction records for these payments are not created or posted, and you can repeat the Process Payments command for the same marked invoices later.

Electronic Payments

The Electronics Payments window is shown:

- as the last step in the Batch Creditor Payments if you have set the [Do Electronic Payments Export Step](#) option during your payments run;
- when you have highlighted some transactions in the Payments list and chosen Electronic Payments from the Command menu. In this case a file will be made of the payment records that are highlighted.

Use the Electronic Payments window to specify the format of the file (as determined by your bank), your deduction account, and other pertinent details.

Electronic Payments

Nine payment transactions have been selected for export with a total value of \$8,863.39.

Format: ASB FastNet

Your Reference: Acme Widgets Ltd

Deduction Account: 12-345678-1234567-001

Date: 30/06/10

Batch N°/Analysis: 100630

Cancel Continue

Format Choose the bank format from the pop-up menu of available banks. This is the format in which your file will be created, so you need to ensure that it is the correct one. There is only one format *ABA* for Australia.

Your Reference: This defaults to your company name, and is what will appear in the Payer field of the payee's statement.

Deduction Account This is the account number of your bank (the bank from which the payments will be made). It is automatically set to that stored in the Accounts record for the bank — see [Account Number](#). If you change it here, it will update the bank details in the Account record.

Date This is the transfer date which will be output into the file (some banks ignore this). It has no relevance to MoneyWorks at all.

Batch No/Analysis You can enter a batch number into this field, which will be written to every individual MoneyWorks transaction that makes up the batch. This allows you to not only find the transactions easily later if necessary, but also to reconcile the whole batch in your bank reconciliation by holding down the alt/option key and clicking — see [Bank Reconciliation](#).

User ID: This is the ID code supplied by your bank. In many countries (but not New Zealand) you must have this before you can do electronic payments.

1. Set the Format and other fields as described above, and click *Continue* to create the file for the selected bank

MoneyWorks checks to see that bank account details exist for all the creditors being paid, and if no problems are found, the standard File Create dialog box will be displayed.

If you click Stop at this point the banking file will not be created. However any payments made as part of the Batch Creditor Payments command will have been made, and the electronic payment schedule can be created at a later time if need be — see [Manual Electronic Payments](#).

2. Name the export file and click *Save*.

The transfer file will be created, and a summary report printed. You should file this report for reference.

Payee Account Details

The bank account details for each payee are retrieved from the Bank Account Number field in the Names record. It is your responsibility to ensure that these are correct and they match the format required by the bank. MoneyWorks will only create a batch if all the name records have the Account Number filled out.

Because the payee Account Details are retrieved from the Account Number field in the Name record, only Payments with the Supplier code specified are eligible for transfer. MoneyWorks will not create the batch if you attempt to transfer

records without a customer code, or for which the bank account is missing. Note that MoneyWorks cannot check on the validity of a bank account.

Payment Details on Payee Statements

The value you specified on “Your Reference” will always appear on the payee’s bank statement. In addition, MoneyWorks will attempt to transfer meaningful information (such as the transaction description), but this is bank specific.

Errors in the Transfer File

The transfer file will not be created if MoneyWorks detects any errors (you will be notified of these at the time). Errors include:

- Missing Supplier code or bank account (as described above);
- Attempt to transfer a transaction that is not a Payment;
- Attempt to transfer payments from more than one MoneyWorks bank account. All the transactions in the transfer must have the same MoneyWorks bank account (this is displayed in the Bank column of the Transaction list window).
- Attempt to transfer an unposted transaction. Only posted transactions can be transferred.

If MoneyWorks detects an error, it will not create the payments file. You need to correct the error and remake the batch. Do not use the Batch Creditor Payments command to do this—instead highlight the transactions (in the payments list) and choose *Electronic Payments* from the Command menu— see [Manual Electronic Payments](#).

Reprinting a Cheque or Remittance

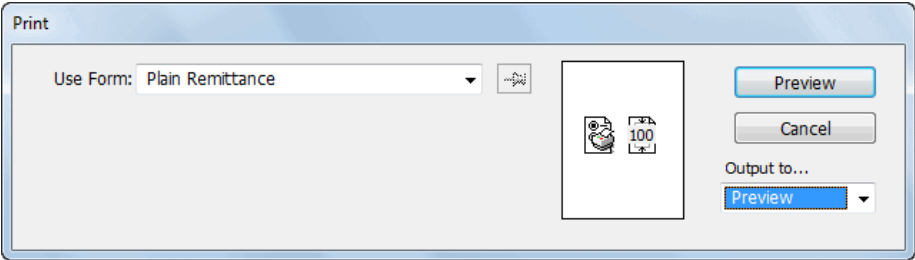
If you need to reprint a remittance advice (or even a cheque, although you will have to be careful with the cheque numbers), you can do it as follows:

1. Find the payment transaction in the Payments list and double click it to open

The payment must be a payment against invoices.

2. Set the printer icon and click the OK button

The Print Remittance window will open



3. Choose the remittance or cheque form to use and continue in the normal manner.

If printing a cheque, you will need to load the printer with your cheque stationery.

¹ Note that *imported payments* will not respect an invoice that is on hold. ↩

² To print a cheque you will need to have a special form designed that matches your cheque stationery. You will need to have the cheque stationery in the printer, and you should ensure that the number on the cheque matches the number you have allocated in the transaction. ↩

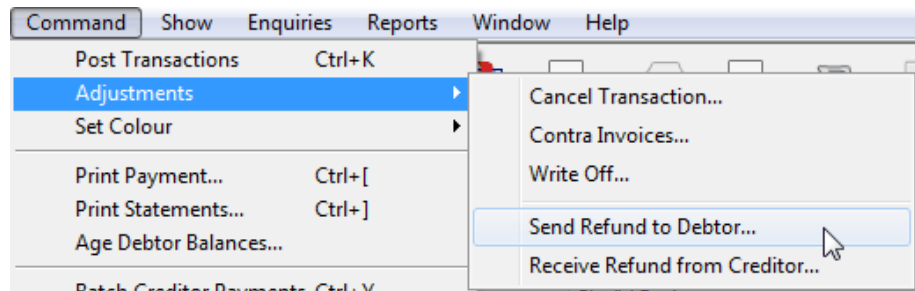
³ MoneyWorks cannot support every bank format. However in MoneyWorks Gold it is possible to write a custom report and use that instead (you will need to get the format specifications from your bank). Further, if you call the report “x.Bank.bankname.crep”, and place it in your Custom Scripts folder, it will appear as a bank Format option in the Electronic Payments command. Here “x” is the country Locale (normally the first character of your serial number), and bankname is the name of the bank; e.g. “C.Bank.TD Bank.crep” for the TD bank in Canada). ↩

Adjustments

In a perfect world, no one would ever make a mistake, customers would always pay the correct amount before it was due, and there would be no bad debts. But, even using a superlative accounting system, things do go wrong. To help correct problems quickly and accurately, MoneyWorks has a number of special adjustment commands. It is better (and easier) to use these than attempt to enter a general ledger journal.

I need to correct a posted transaction	The Cancel command will reverse a posted transaction. Note that you can alter non-audit fields (e.g. description) on posted transactions.
The balance of this invoice will never get paid	The Write-Off command will write-off the balance owing on an invoice.
I need to offset a credit note against a previously entered invoice	The Contra command will offset a credit note against an invoice.
I need to repay a debtor (customer) some money they previously overpaid	Use the Return Refund to Debtor command
I’ve received a reimbursement from a creditor (supplier) whom we overpaid	Use the Receive Refund from Creditor

The Adjustments commands appear in the Adjustments submenu in the Command menu, and are also accessible from the *Adjust* toolbar button.



With these, you can handle all manner of adjustments including bad debt write-offs, prompt payment discounts, correction of incorrect entries, bounced cheques, cancelled cheques, and so on.

Cancel Transaction

Use *Cancel Transaction* to cancel (reverse) a posted transaction. Unposted transactions cannot be cancelled—you can just delete them.

You cannot cancel a transaction that has already been cancelled, nor can you cancel a cancellation (i.e. a transaction created by the Cancel Transaction command). If you need to do this, you should duplicate the original transaction.

Cancelling Payments: When you cancel a payment related to a sales or purchase invoice, the cancellation process adjusts the debtor or creditor balance, and creates and posts the appropriate reversing cash transaction. Invoices paid by the payment will reappear in the Receivables or Payables list.

Cancelling Invoices: Invoices can be cancelled (not Cashbook) only if they are unpaid (either in full or in part)¹. If you cancel an invoice, a credit note (negative invoice) is created and posted. Both transactions will be marked completed so neither will appear in the Payables or Receivables lists.

If you cancel an invoice that has been processed for GST on an invoice basis, the cancellation will be processed for GST the next time you print a GST report. If the cancelled invoice was not processed for GST, then neither it nor the cancelling invoices will appear on the GST report.

The reference number (invoice or cheque number) of the cancellation will be the same as that of the original, but with a “-” (minus sign) appended to it.

To cancel a transaction:

1. **Locate the transaction in the Transaction list and highlight it by clicking on it once**
2. **Choose Command>Adjustment>Cancel Transaction or press Ctrl—/⌘— (hyphen), or click the Cancel Toolbar button**

The Cancel Transaction window is displayed.

 A screenshot of the 'Cancel Transaction' dialog box. The title bar says 'Cancel Transaction'. Inside, it says 'Cancel Transaction: 1890 (Value: 1,048.50)'. Below that, it says 'Enter the details for the cancellation transaction. The cancellation will be posted automatically.' There are several input fields: 'Period' with a dropdown menu showing 'Feb:2009/10 ends 28/02/2010', 'Date' with a text box containing '3/02/2010', 'Analysis' with an empty text box, and 'Description' with a text box containing 'Cancel invoice'. There is a checkbox labeled 'Do not show on statement' which is currently unchecked. At the bottom right, there are 'Cancel' and 'OK' buttons.

If the transaction cannot be cancelled an alert will be displayed.

If you used the Cancel command without first highlighting the transaction to be cancelled, a list of available transactions will be displayed. Locate and highlight the transaction in this list and click Continue to display the Cancel Transaction window.

3. **Specify the date and period in which for the cancellation to occur**

By default, this has the same settings as the transaction you are cancelling. However if the period of the original transaction is not open, it will default to today's date and the current period.

4. **Enter appropriate text in the Analysis and Description fields**

It is a good idea to use the Description to say why the transaction is being cancelled (e.g. "Cheque bounced", "Returned Goods").

5. If you do not want the original transaction and the cancellation to appear on the customer's statement, set the **Do not show on statement** option
6. Click **OK** or press enter

A reversed copy of the transaction will be created and posted, thus effectively cancelling out the original transaction.

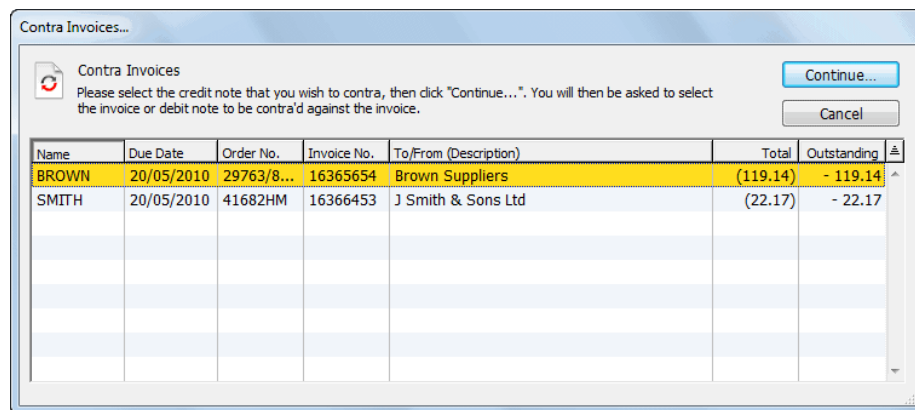
Contra Invoices

If you have a manually-entered credit note, you can contra it against an invoice for the same debtor or creditor. This is not available in MoneyWorks Cashbook.

You cannot contra an invoice received from a creditor against an invoice sent to a debtor, even if the debtor is the same as the creditor.²

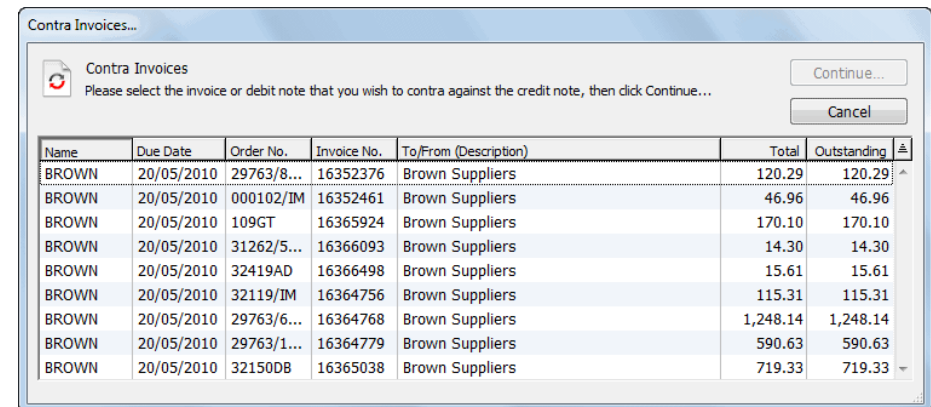
1. Choose **Command>Adjustment>Contra Invoices** or press **Ctrl-+/@**

A list of outstanding credit notes will be displayed.



2. Highlight the credit note to contra, and click **Continue**

A list of unpaid invoices for the debtor or creditor is displayed (or an alert is given if there are no eligible invoices to contra against).



3. Highlight the invoice that you wish to contra against the credit note and click **Continue**

You will be asked for confirmation.

4. Click **Contra** to complete the contra

At least one of the two invoices will be completed by the contra operation. If the invoices have equal (and opposite) values, both will be completed by the contra operation. Completed (i.e. fully-paid) invoices are removed from the payables or receivables list.

Note: If the two invoices involved have proportionally different GST/VAT amounts, a zero-valued Payment or Receipt record will be created. This transaction is required for proper GST processing under a payments basis.

Note: A credit note can be effectively "contra-ed" against a number of invoices from the same Debtor/Creditor by generating a zero-valued payment.

Contra shortcut: If you are adventurous, you can also contra transactions directly from the main transactions list.

1. Highlight the two invoices in the Transactions list

It is normally easier to do this from the *Payables* tab (for purchase invoices) or the *Receivables* tab (for sales invoices). One of the invoices must be negative (i.e: a credit note), and must be to the same customer/supplier.

2. Choose Command>Adjustments>Contra Invoices

The Contra Invoices confirmation is displayed.

3. Click *Contra*

Write Off Command

Use the Write Off command (not available in MoneyWorks Cashbook) when you need to complete an invoice that will not otherwise be paid. For example:

- It is a bad debt and you need to write it off for tax purposes
- The outstanding balance is uneconomic to complete. It is better to use the *Write Off* option when recording the receipt—see [Write Off Option](#)—use the following method only if you forget to do it there.

To Write off one or more invoices:

1. Locate the invoice(s) to be written off in the Payables or Receivables list, and highlight it by clicking on it once

You can highlight more than one invoice in the list by shift or control/command clicking.

2. Choose Command>Adjustments>Write Off or press Ctrl-*/⌘-*

The Write Off Invoices dialog box is displayed.

MoneyWorks “writes-off” an invoice by creating a credit note (negative invoice) for the outstanding balance of the invoice, and then contra-ing this against the original invoice.

If you are writing off Sales Invoices, you will be required to enter an account code for a Debtor write off account (e.g. a bad debts account). Similarly, if you are writing off Purchase Invoices, you will be required to enter an account code for a Creditor write off account. If you have selected both types of invoice for writing off, you need to specify one of each type of write off account.

If you used the Write Off command without first highlighting the transaction to be written off, a list of available transactions will be displayed. Locate and highlight the transaction in this list and click Continue to display the Write Off window.

3. Specify the appropriate write off account(s) plus the date, period and description of the write off transaction

4. Click *WriteOff*

The credit notes will be created, and the written-off invoices will be removed from the Payables or Receivables lists.

Note: If the original invoice contained GST, this is pro-rated over the amount written off and included in the credit note so that GST is correctly accounted for. It does this regardless of the tax code associated with the write off account. For this reason it is a good idea for the tax code of the

write-off account to be the same as those used on the invoice, otherwise the transaction may be flagged as an anomaly on your GST report. Note also that the write off account cannot have a tax code of “*”.

Return Refund to Debtor

Use the *Return Refund to Debtor*³ command (not available in MoneyWorks Cashbook) when a debtor has overpaid you or when you have issued a credit note to a debtor and wish to clear their credit balance by paying them.

1. Choose Command>Adjustments>Return Refund to Debtor

A list of debtors who have outstanding credit notes or overpayments will be displayed:

Code	Name	Category	Hold	Phone	J.	Owing
WINTER	The Winter Bakery	North		123-7656	•	4,707.47

Note that the Owing column displays the total customer balance, not the amount of individual credits.

2. Highlight the debtor that you wish to refund and click *Continue*

The Return Refund dialog box is displayed.

Overpayment	1892	20/04/15	577.67

Any outstanding credit notes plus any unallocated overpayments that have been received from the debtor will be displayed and highlighted in the list on the right-hand side of the dialog box.

3. If you do not wish to refund the full amount that the debtor has in credit, click on any credit notes or overpayments in the list that you do not want to include

The items that you click on will be unhighlighted and the refund amount will reduce accordingly—click on an item again to rehighlight it. If the amount you want to refund is not represented exactly by one or more of these entries, you will have to enter a special credit note/debit note pair and use the new credit note here.

4. Choose the bank and period for the payment that will be created

You can also change the date, cheque #, analysis and description.

5. Click *OK*

A Payment transaction made out to the debtor will be created and posted. It will credit the nominated bank account and debit the Accounts Receivable control account for the debtor. If paying the refund by cheque, it will need to be hand-written.

Note: Overpayments, by definition, do not include GST/VAT, and hence any payments you return will not include any GST/VAT. Payment returned for a credit note will include any GST/VAT specified in the credit note.

Receive Refund from Creditor

The *Receive Refund from Creditor*⁴ command is the complement of the Return Refund to Debtor command (and is not available in MoneyWorks Cashbook). Use this command where you have overpaid a creditor (supplier) and are processing the refund; if the creditor invoiced you incorrectly and is now making good; or if the amount that you hand-wrote a cheque for was in excess of the amount that you entered for the payment in MoneyWorks.

You will need a credit note (i.e. negative Purchase Invoice) for the value of the cheque that you have received from the creditor—if you have deliberately overpaid (see [Overpaying a Creditor](#)), MoneyWorks will have created this for you, otherwise you will need to create it yourself. If the creditor has sent you a cheque with an incorrect amount (not enough, for example), you should enter a credit note for the amount that they have sent you, and another for the amount that they still owe you—this is because MoneyWorks will only accept complete payments on creditor credit notes.

To receive a cheque from a creditor:

1. Choose Command>Adjustments>Receive Refund from Creditor

A list of creditors who have outstanding credit notes is displayed.

[illegible]

Note that the amount shown is their total balance, not the credit amount.

2. Highlight the creditor from whom you received the cheque and click *Continue*

The Receive Refund from Creditor dialog box is displayed.

Reimbursement

Receive Refund from Creditor "NEWHER" ...

This enters a receipt transaction from Newton Herald. The transaction will be posted automatically, and the creditor's balance adjusted accordingly. Click on credit notes at right to choose the value of the refund.

You may need to enter a credit-note or correcting invoice for the creditor first. If so, click Cancel.

Date:

Analysis:

Description:

Period:

Bank:

Credit Note	444410	19/04/15	212.62

Amount of 212.62

If no credit note exists for the creditor, an alert is given. You must enter the credit note before you choose Receive Refund from Creditor.

Any outstanding credit notes for the creditor will be displayed and highlighted in the list on the right-hand side of the dialog box.

3. If the cheque that you have received does not correspond to all the credit notes in the list, click on any credit notes in the list that you do not want to include

The items that you click on will be unhighlighted and the cheque amount will reduce accordingly. You can click on an item again to rehighlight it.

If the credit notes in the list do not correspond to the amount of the cheque, you will need to enter a correction (either another credit note, or a normal positive invoice).

4. Choose the bank, date, period and analysis for the Receipt
5. Click OK

The Cash Receipt will be created and posted. This will debit the nominated bank account and credit the creditor's Accounts Payable control account.

The GST component of this cheque will correspond to that specified in the credit note.

General Ledger Journals

Use journal transactions to transfer balances from one account to another, for accruals and for end of year adjustments.

Note: Avoid using journals to correct entries made with other transaction types; instead use the [Cancel Transaction](#) command to cancel the incorrect transaction and then re-enter a correct one. As well as being more difficult to work out (unless you are an accountant), journals are treated differently for the purposes of GST and cashflow reporting.

Note: You cannot use a journal transaction to make adjustments to the Accounts Receivable or Accounts Payable control accounts. If you need to make adjustments of this kind, use the Adjustments commands (Cancel Transaction, Contra Invoices, Write Off etc.), or use an invoice transaction.

Note: You cannot attach a job code to a journal detail line.

1. In the Transaction list, click the **New** button or press **Ctrl-N/⌘-N** to create a new transaction
2. If necessary set the transaction Type to Journal

Pressing Alt-Shift-5/Ctrl-Shift-5 is a keyboard shortcut for this

The Reference number is set automatically, and cannot be altered⁵.

3. Ensure the journal type tab is set to **General**

For information on stock journals see [Stock Journals](#).

4. Type the date for the Journal into the Date field
5. If necessary you can change the period into which the journal is to be posted using the Period pop-up menu
6. Enter a description for the journal into the Description field
7. Press Ctrl-tab (Mac) or Ctrl-` (Win) to go to the first detail line

8. Enter the first account code to be debited or credited into the Account field

9. Enter a description into the Description field

10. Click or Tab into either the Debit or the Credit fields and enter the amount to be debited or credited to the account

11. Press the ↵/return key to create a new detail line

Enter the details of the next account to be credited or debited.

If you accidentally create extra detail lines, they will be removed automatically when you save the transaction provided there is no account code in the Account field.

The *OK* and *Next* buttons remain dimmed until the total of the debits is equal to the total of credits. A tooltip will show the amount needed to balance the journal.

12. When the details of the journal entry are complete, click *OK*

The sum of the amounts in the debit column must be equal to the sum of the amounts in the credit column. You may not enter an amount into both the debit and credit column on the same line.

Some accounting systems allow you to do a “one legged” journal (one that does not balance) in order to correct an out-of-balance condition in the general ledger. Proper accounting systems (such as, for example, MoneyWorks) don’t let your ledger get out of balance, and hence don’t need one legged journals.

³ This was *Return Cheque to Debtor* in MoneyWorks 6 and earlier ↵

⁴ This was *Receive Cheque from Creditor* in MoneyWorks 6 and earlier ↵

⁵ The Journal Number is sequential. However if you create a journal and then delete it without posting it, it will leave a gap in the sequence. ↵

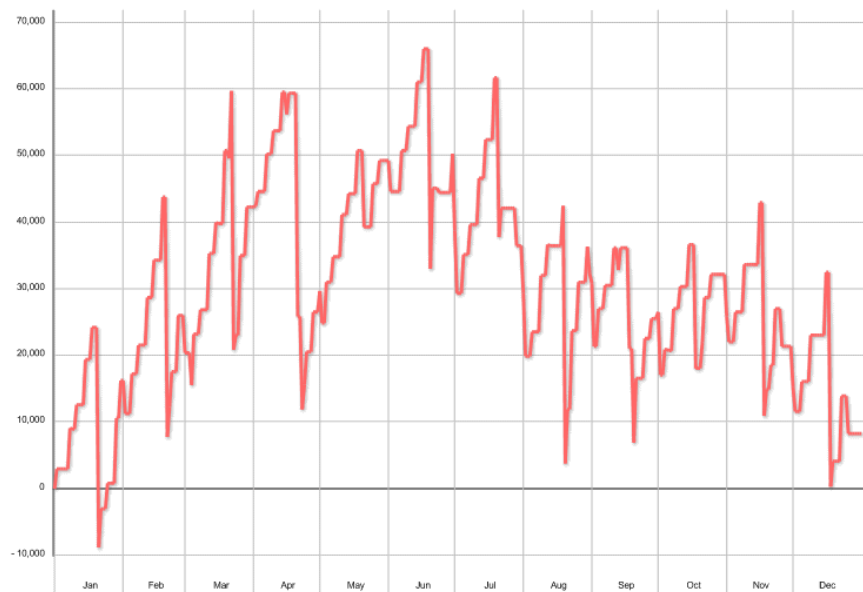
¹ If the invoice has been paid, you can still effect the desired result by manually entering a credit note. To do this, use the Duplicate command to duplicate the invoice, then use the Reverse command to reverse it before saving it. ↵

² To contra a sales invoice against a purchase invoice (or even two invoices from different debtors/creditors), create credit notes for both invoices. These will be for the same amount, and will both be coded to the same suspense account. Contra these against their respective invoices. ↵

Reports

Reports are arguably one of the most important aspects of your accounting system. They are used to measure historic performance, control current activities, give compliance information, provide current management information and plan for the future. MoneyWorks comes with a (possibly dauntingly) large number of reports, more than you will probably ever need.

Ledger Daily Chart
Acme Widgets Ltd
Daily ledger balance chart for year ending 12/31/2010
3 accounts selected: 1000, 1010, 1020



Sometimes a picture is worth a thousand words. The Daily Ledger report (In General Ledger) for example shows the daily balance in the nominated GL accounts. Here it is showing the daily bank balances for Acme Widgets.

Depending on what you are trying to achieve, some of the main reports are:

For historic financials (up to seven years):

- Cashflow Report (where did all your cash go to);

- Profit and Loss Comparison (monthly, budget, year to date);
- Balance Sheet;
- Statement of Cash Flows;
- Variety of Profit and Loss reports for different breakdowns and comparisons, including five year comparisons.

For forecasting:

- Cash Projection (short term forward cash position);
- Cash Forecast (15 month cash flow forecast);
- Profit Financial Year Forecast (uses A and/or B budget for future periods);

For compliance:

- GST/VAT/HST report and Guides;
- EC Sales report (UK);
- Taxable Payments (Australia);
- IRAS IAF report (Singapore);
- Sales Tax report (USA/Canada);

For management control:

- Aged Receivables/Payables;
- Backorder Summaries (which items are on backorder and to/from whom);
- Committed Stock (what stock items are committed in sales/purchases);
- Committed Budget (the effect of outstanding purchase orders on budget)
- Executive Summary (summarised information and key ratios)

For manufacturing:

- Bill of Materials Report (for exploded costings)
- Bill of Materials Costing (for summarised)

For accounting control and audit:

- Trial Balance
- Ledger Report

- Backdated Transactions
- Bank Reconciliation Status
- Daily Transaction Summary
- Overpayment Report
- Recurring Transactions
- Tax Coding
- Transaction Postings
- Chart of Accounts, Department Listing reports to display chart structure

For sales/purchases Information

- Customer Sales (who has purchased which items);
- Sales/Purchases over Time (by customer/supplier);
- Item by Customer/Month (which items have been sold to whom);
- Supplier by Item (what items have we purchased from which suppliers);
- Top Sales/Purchases (top customers/suppliers for given time interval);
- Commission Report (how much commission do we owe to whom).

Dashboard Reports

- Printable versions of the Navigator dashboard panels

Standard Reports

MoneyWorks comes with a large number of standard reports which are stored as separate files in the Reports folder in the *MoneyWorks 8 Standard Plug-ins* Folder. These reports, and ones that you have created in MoneyWorks Gold and stored in the Reports folder in the *MoneyWorks Custom Plug-ins*¹ folder, appear in the Reports menu. Commonly used reports that pertain to a selection of information displayed in one of the lists will also appear in that list's sidebar.

When you print a report, MoneyWorks displays a Report Settings window. This makes it possible to print one report in many different formats. For example you can summarise a report by setting the *Sort* pop-up menu to one of the Condense options, or the same report can be subtotalled by setting the pop-up to one of the Subsummary options. The same report can also be printed for the entire organisation, or for individual cost centres or segments by using the Breakdown options.

Note: Access to the standard reports in MoneyWorks Gold and Datacentre is controlled by *user privileges*. For example, if a user doesn't have the privilege to do an Account Enquiry, they will not be able to access any of the general ledger-type reports.

MoneyWorks Gold also allows you to design your own reports. These reports are the key to an accurate and timely awareness of the state of your business. They can include as little or as much detail about ledger balances, budgets, customers, products etc. as you wish — see *Custom Reports*

Printing Reports

Reports can be printed in a number of ways²:

- directly from the Reports menu
- from the *Index to Reports window*
- by clicking on the report in a list's sidebar
- by clicking the Refresh icon in the Preview toolbar
- in Gold, by opening the report and clicking the *Test* button

When you print a report a Report Settings window will be displayed. The format of this, and the options available in it, depend on the type of the report.

1. Choose the report from the Reports menu

The Settings window for the report is displayed—the options available in this depend on the selected report.

- *Alias Reports* are equivalent to printing from a *list*, but without needing to open the list.
- For *Built-in* and *Custom* reports see *Standard and Custom Reports*;
- For *Analysis* Reports see *Analysis*;
- For *Report Chains* see *Settings for Report Chains*.

2. Set the desired options for the report

3. Choose the *Output to* (Print, Preview, etc)

For further information see *Output Settings*

4. To prepare the report, click the *Print, Send, Preview or Save* button

The button name is determined by the *output to* settings.

Note: Make sure you do a Page Setup the first time you print a report—this information is printer-specific, and may need to be set for your printer.

Report Settings for Standard and Custom Reports

When you print a report, the Report Settings dialog box is presented, allowing you to specify run-time options (such as the report period, level of detail, whether to include the effects of unposted transactions etc). The available settings depend on the design of the report.

The options that you set in this dialog box (with the exception of the period range and *Cash Basis*) are saved with the report after it is printed and will be the default settings next time you print the report.

The standard report setting options are:

Omit Zero Balances: Accounts with zero balances/movement for the report period do not print out in the report.

Include Unposted: Unposted transactions for an account will be added into the account balances in the report, allowing an up-to-the-minute summary of accounts. Because these transactions may be modified or changed before

they are finally posted, the balances in the report may change—a message to this effect is shown at the bottom of each page.

Print Movements: Prints summary details of all transactions for each account that appears in the report in the specified period—use this if you want to find out how the figures on the report are derived. Transaction details cannot be printed from purged periods as they have been removed.

Show Departments: In Gold only, when this option is on, each Account-Department combination appears on a separate line in the report. If this option is not turned on, the balances for each department are added and appear as a total figure for the base account code.

Sort: Used to sort or summarise the report. Accounts in each part of the report can be sorted by Account Code (the default), Account Description, or by Accountant's Code (if you choose Accountant's Code, the accounts in each part will be consolidated by the value in the Accountant's Code field, and sorted by this).

Alternatively you can use this to print the report in a condensed form, or as a series of subsummaries, as described [below](#).

Cash Basis: If set, the report will be printed on a cash basis. Income and expenses will show in the period paid, not the period invoiced.

Time Interval: The time interval for which the report will print data is determined by the pop-up menu(s) containing period names. It is possible to report on any of the periods in the system.

Where there are two period menus, you can print the report for a range of periods. A separate report is printed for each period in the range. Choose the first period from the *From Period* pop-up menu and the last period from the *To Period* menu. To print only one period, set both of these to the same period.

The *Page Break Between* check box allows you to print the report for each period on a new page.

Output to: Determines whether the report will be printed, previewed, emailed etc.—see [Output Settings](#).

Page Setup & Margins:

Allows you to specify the Page Setup and the Margins, and also indicate whether you want the Title, Date and Page printed on the report—see [Page Settings](#).



Title: You can enter a title that will be printed on the report here. This is not available if the Title option is turned off.

Subsummary Reports

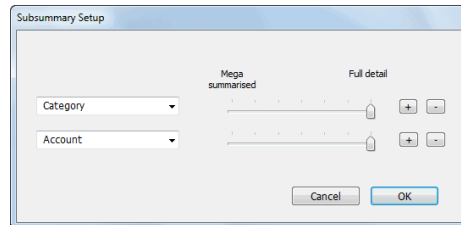
The Subsummary mechanism collapses or subtotals account/ledger parts in a report. In its simplest form, this can provide a collapsed version of the report (e.g. collapsed to first 2 characters of general ledger code).

However because it can operate in dimensions other than just the account code, the subsummary mechanism is much more powerful than just collapsing reports. For example account ranges may be summarised by Account, Department, Categories (1-4), Classification, Accountant's Code, Colour or Type.

Summaries done by ledger code can condense or subtotal using just the first few digits of the code.

Condense to: Condenses the report to the selected level, in effect summarising the report and hiding the detail. The report will be shorter.

Subtotal by: Maintains the report detail, but has subtotals at each level. The report will be longer.



Advanced: The Advanced option opens the Subsummary Setup window, allowing multiple levels (up to five) of subsummary within the one report.

1. Choose the first subsummary level from the first pop-up menu

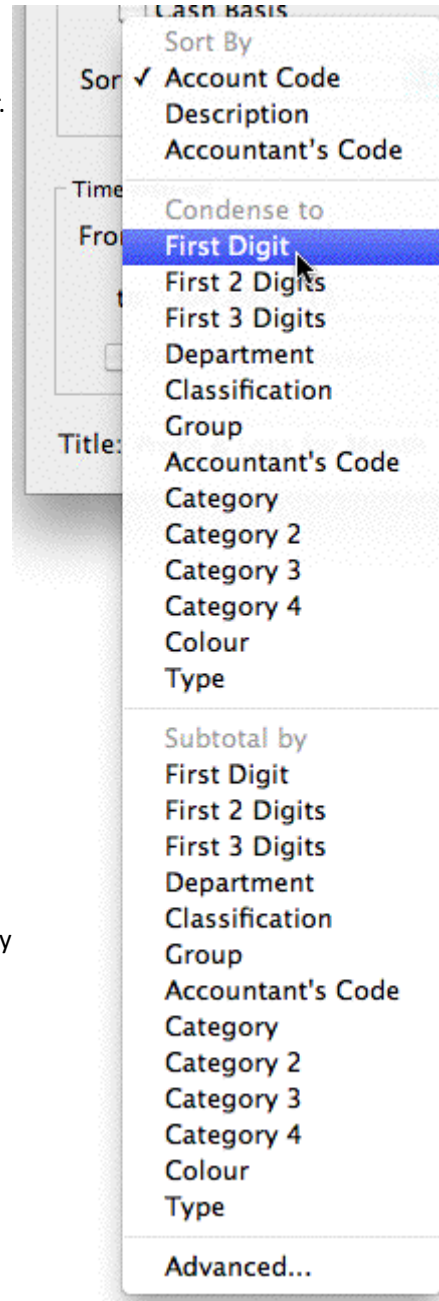
2. Set the slider to the required detail

Mega-summarised will summarise by just the first character, whereas Full Detail will not summarise.

3. Click the  button to add more levels and repeat the process.

Up to 5 levels of subsummary may be applied at once.

Click the  button to remove a level.



The effect of the condense and subtotal options is shown in the following table. The report at left is prepared by Account Code (i.e. no subsummaries). The same report is shown Condensed and Subtotalled by First Digit and First 2 Digits.

Account Code	First Digit	First 2 Digits	
Expenses	Expenses	Expenses	Condense
2000 Purchases	2 Purchases	20 Purchases	
2300 Freight	3 Direct Expenses	23 Freight	
3000 Direct Expenses		30 Direct Expenses	
3030 Advertising	Total Expenses	31 Conferences & Training	
3040 Bank Fees		32 Office Expenses	
3060 Client entertainment		33 Wages	
3090 Computer Expenses		35 Depreciation	
3100 Conferences & Training		Total Expenses	
3110 Equipment Hire			
3130 General Expenses			
3140 Insurance			
3200 Office Expenses	Expenses	Expenses	Subtotal
3205 Phone and Tolls	Purchases	Purchases	
3210 Post	2000 Purchases	2000 Purchases	
3220 Power & Utilities	2300 Freight		
3225 Rates		Freight	
3230 Rent		2300 Freight	
3240 Stationery	Direct Expenses	Direct Expenses	
3250 Subscriptions	3000 Direct Expenses	3000 Direct Expenses	
3300 Wages	3030 Advertising	3030 Advertising	
3310 Accident Compensation	3040 Bank Fees	3040 Bank Fees	
3500 Depreciation	3060 Client entertainment	3060 Client entertainment	
Total Expenses	3090 Computer Expenses	3090 Computer Expenses	
	3100 Conferences & Training		
	3110 Equipment Hire		
	3130 General Expenses		
	3140 Insurance		
	3200 Office Expenses		
	3205 Phone and Tolls		
	3210 Post		
	3220 Power & Utilities		
	3225 Rates		
	3230 Rent		
	3240 Stationery		
	3250 Subscriptions		
	3300 Wages		
	3310 Accident Compensation		
	3500 Depreciation		
	Total Expenses		
		Conferences & Training	
		3100 Conferences & Training	
		3110 Equipment Hire	
		3130 General Expenses	
		3140 Insurance	
		Office Expenses	
		3200 Office Expenses	
		3205 Phone and Tolls	
		3210 Post	
		3220 Power & Utilities	
		3225 Rates	
		3230 Rent	
		3240 Stationery	
		3250 Subscriptions	
		Wages	
		3300 Wages	
		3310 Accident Compensation	
		Depreciation	
		3500 Depreciation	
		Total Expenses	

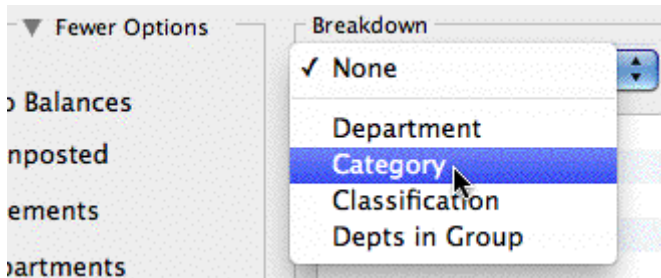
Breakdowns

In Gold, if you use departments, categories or classifications, you can report on one or more of these by selecting it from the *Breakdown* list. This is hidden unless you tweak the *More Options* control.



More options Windows More options Mac

Choose the type of breakdown that you want from the choices in the pop-up menu—Department, Category, Classification or Group.



No Breakdown: The report is prepared for all applicable accounts.

Department: A separate report is prepared for each department that is highlighted in the list. Only departmentalised accounts having these department(s) in their department group are included, and then only the specific sub-ledger for that department.

Category: A separate report is prepared for each of the highlighted account categories. Only accounts in the category are included.

Classification: A separate report is prepared for each of the highlighted department classifications. Only departmentalised accounts having one or more departments with those classifications in their department group are included, and then only the specific sub-ledgers for those departments in the department classification.

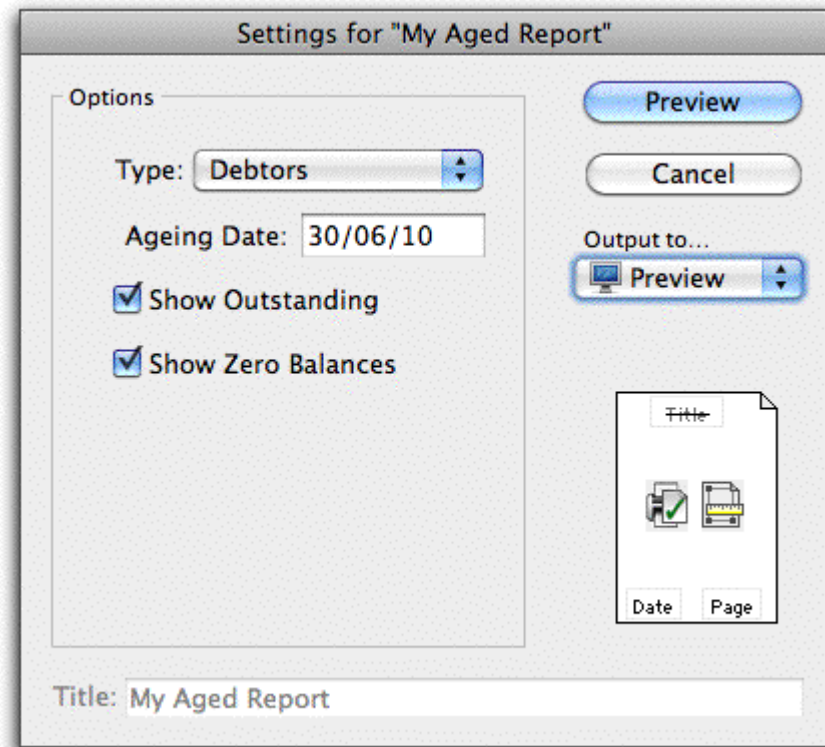
Group: A separate report is printed for each department in the highlighted group(s). This is equivalent to a department breakdown where all the departments in the group have been highlighted, but has the advantage of

automatically including any new departments added to the group since the report was created.

When you choose a breakdown, MoneyWorks will list all of the departments, categories, classifications or groups (as appropriate) in the Breakdown list. Highlight the ones for the report by clicking on them.

Use the *All* check box to highlight all codes in the list. When set, any codes that are added to your chart of accounts before you next print this report will be added to the set of highlighted codes automatically.

Reports with Customised Settings



Reports can have custom controls in addition (or instead of) the standard ones. These will depend on the intent of the report. For example the Settings window shown at right is for a customised aged debtors/creditors report. It allows the option to age by due date (instead of transaction date), and has a pop-up menu for choosing whether to age debtors or creditors.

Tip: More complex standard reports (such as the Backorder Summaries) have a *Documentation* option. If this is turned on, documentation about the report will be printed on the first page, with the body following on subsequent pages.

Report Settings for Report Chains

A report chain is a predetermined sequence of reports which can be printed as if it were a single report. It has different Report Settings as it uses the settings stored for each report in the chain.

The Time Interval is set in the same manner as for other reports.

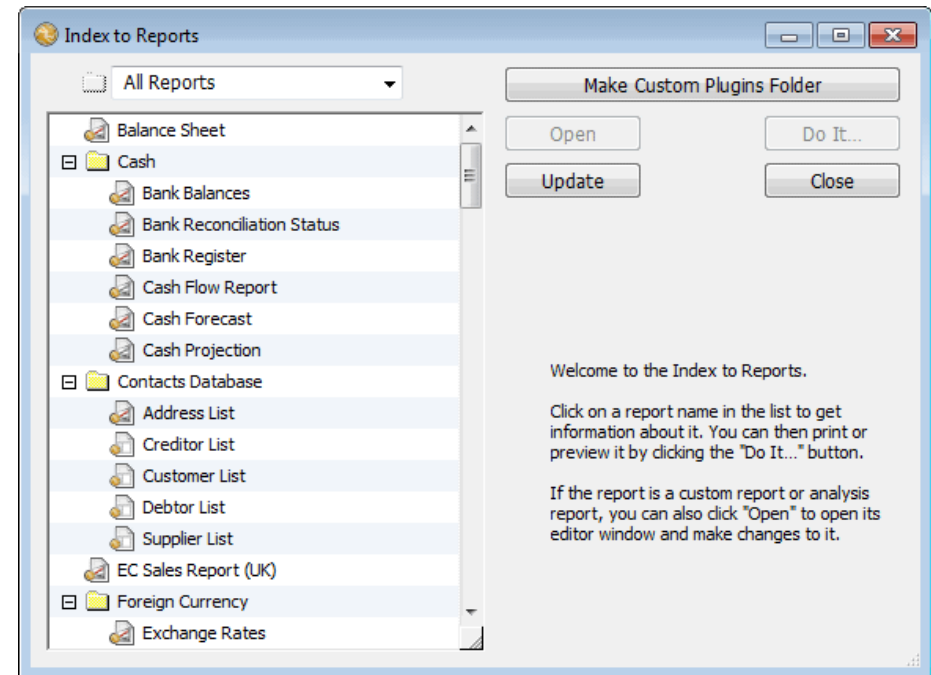
Index to Reports

To help navigate the standard MoneyWorks reports and ones that you have created, MoneyWorks provides a handy report index.

To open the report index:

1. Choose Reports>Index to Reports or press Ctrl-I/⌘-I

The Index to Reports window will be displayed. This displays all reports (and folders) in the Reports folder as a hierarchical list.



To locate a report in the list: Use the vertical scroll bar to scroll through the list, or type the first few characters of the report's name to automatically highlight the report. Press the right arrow key on your keyboard to take you to the next report in alphabetic order (or press left arrow to go backwards).

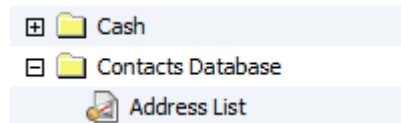
Displaying report information: Click on a report in the list to display information about it. The information is displayed on the right side of the window, and includes the type of report (built-in, custom, chain or analysis), as well as any help text associated with the report.

To see only custom reports: Set the *Folder* pop-up menu above the list to *Custom Reports*.

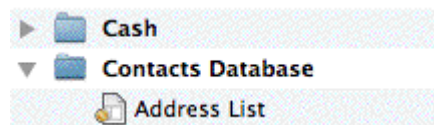
To see only standard reports: Set the *Folder* pop-up menu to *Standard Reports*.

Collapsing a folder: To collapse a folder and hide any reports in it, click on the control at the folder's left. Click the control again to expand the folder.

Windows:



Mac:



Printing a Report

To print a report from the Index:

1. Highlight the report by clicking on it
2. Click the *Do it...* button

The [Report Settings window](#) for the report will open.

You can also print a report by selecting it under the Reports menu.

Modifying a Customisable Report (Gold only)

To modify a customisable report (i.e. any report but a MoneyWorks built-in one):

1. Highlight the report by clicking on it and click the *Open* button

The layout window for the report will open. The format of this depends upon the type of the report (custom, chain or analysis).

Or hold down the *Shift* key and select the report from the Reports menu.

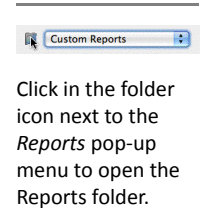
Update (Gold only)

If you create new reports while the report index window is open, these will not automatically appear in the report list. Clicking the *Update* button will refresh the list to incorporate any new reports.

Re-arranging the Reports

Each report is stored as a file in the Reports folder in your Standard and Custom Plug-ins folders. The Index to Reports (and the Report menu itself) are a representation of the structure of these Reports folders.

Tip: If you go into the Finder (Mac) or Explorer (Windows) and move (or remove) folders or files from the Reports folder, this will be reflected in the both the Reports menu and the Index (you may need to click the *Update* button). You can go directly from the Index to Reports to the Custom or Standard Plug-ins folder by clicking on the folder icon next to the Reports pop-up menu.³



Click in the folder icon next to the *Reports* pop-up menu to open the Reports folder.

Overview of Main Reports

A variety of reports come with MoneyWorks. Most of these can be altered to meet your own special requirements if you have MoneyWorks Gold — see [Modifying an Existing Report](#).

Note: Not all reports are documented here. Some reports have a *Documentation* Mode which describes what the report does.

Aged Payables

This works in the same manner as the aged receivables report (see below), except that it prints an aged list of creditors. Creditors cannot be aged manually.

Aged Receivables

The aged receivables report (not Cashbook) provides a summary of outstanding sales invoices by age of invoice. The report can base the ageing on:

Manually: As done by the [Age Receivables](#) command. You normally do this after printing your statements (usually at the end of each month).

Calculated: The ageing is calculated “on-the-fly” when the report is printed. This is independent of any manual ageing. Calculated ageing can be done for 7 days, 14 days, 30 days and by period. When calculated by days, the transaction date of the invoice is used, whereas the period of the invoice is used for ageing by period. Retrospective reports can be done when ageing is calculated by period.

When you print the Aged Receivables report, the Print Names List window is displayed. Choose the type of ageing that you wish the report to use.

Settings for "Aged Receivables" *

Options

Age By: Period

As At: Jan:2015/16

☒ Show Invoices

☐ Show Tax

☒ Omit Zero Balances

☐ Highlighted Only

☐ By Currency

Subtotal: None

☐ Use Built-in Mode

Preview

Cancel

Output to...

Preview

☐ Title

☒ Date ☒ Page

Title: Aged Receivables

Age By: The method to use to determine the ageing (see above).

As At: If you have selected *Calculated by Period*, the report will show the aged balances as at the end of the nominated period. This is particularly useful for reconstructing your outstanding receivables or payables at the end of a financial year. The amount of GST/VAT that was outstanding on invoices at the end of the nominated period is also shown.

Note: Printing aged reports retrospectively will take much longer than printing the current set. It operates by looking at individual transactions for all the debtors on or before the nominated period. If you have purged some of the original invoices, it may not be possible to reconstruct the report.

Show Invoices: If set, a list of outstanding invoices will be displayed under each debtor.

Show Tax: If set the GST/VAT/TAX amount will be shown for each debtor.

Omit Zero Balances: If set, debtors with zero balances will be omitted.

Highlighted Only: Set this to print just the highlighted debtors in the Names list (it will be disabled if none have been highlighted). This will be available if you have highlighted one or more debtors in the Names list and activated the report by clicking on *Aged Receivables* in the sidebar.

By Currency: If set, the debtors will be listed by currency (otherwise they will be intermingled in a single list which has totals for each currency).

Subtotal by: Choose from one of the custom or category fields if you want your report segmented by the values in that field.

Use Built-in Mode: Prints the report using the older MoneyWorks 6 built-in technology. For large files this can be faster than using the standard aged reports (which are done in the MoneyWorks Report Writer), but lack the ability to be customised in any way.

Note: You can also print aged receivables reports from the Debtor tab of the Names list, allowing you to report on selected (highlighted) debtors only.

Age by Due Date

Similar to the Aged Payable and Receivables reports, except that the ageing is calculated by the due date of the invoice and not by the invoice date.

The report can be run for either your payables or receivables. It is not period based and can be run as at any date (provided the transactions have not been purged).

Backdated Transactions

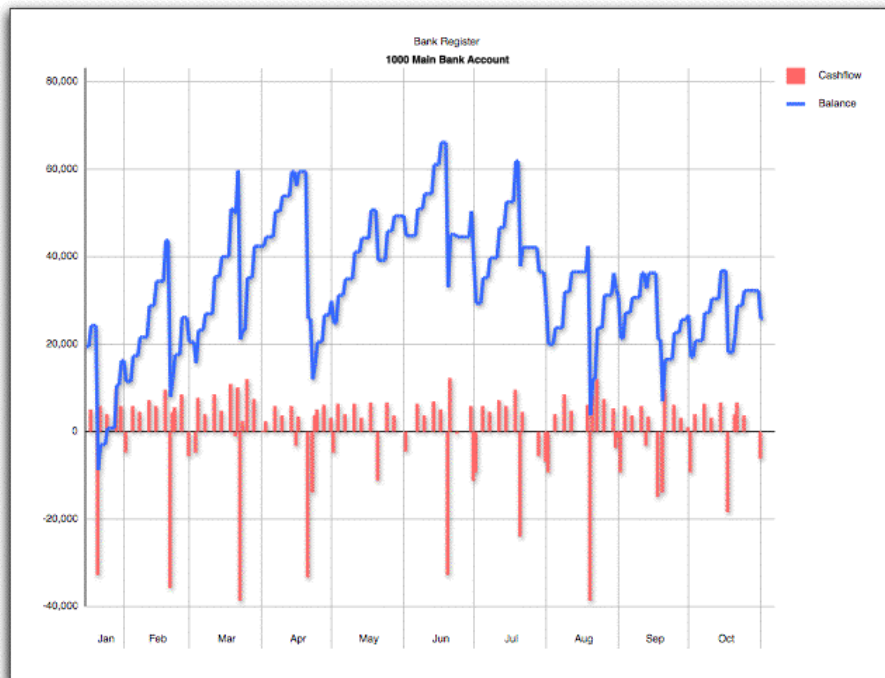
Lists the transactions that were entered after the specified date, but posted into a prior period, and the changes in any ledger balances resulting from these transactions. If the Summary Only option is selected, the transaction information is suppressed and only the ledger balance changes are shown.

Balance Sheet

The Balance Sheet gives a statement of position of the company at a point in time, and (for MoneyWorks Gold) can be printed in any currency that is set up in MoneyWorks.

Bank Register

This report (which is in the Cash section of the Reports menu) prepares a list of all transactions from the nominated date against the specified bank account. The report includes a running balance and can optionally show the first few allocations (although this makes the report run noticeably slower). If the Daily Graph option is selected, a chart like the one below is also prepared.



Cash Flow Report

Settings for "Cash Flow Report.crep"

Options

Bank: All Banks

From: Jan:2015/16

To: Jan:2015/16

Preview

Cancel

Output to...

Preview

Title

Date Page

Title: Cash Flow Report

This report shows you the sources and dispositions of your cash for all banks or for a nominated bank account over the specified period range. When you print this report, the *Cash Flow Settings* dialog is displayed instead of the normal Report Settings dialog. Don't confuse this report with the more formal [Statement of Cash Flows](#) report.

You nominate which (local currency) bank you want the report printed for from the Bank pop-up menu. The default is set to *All Banks*, which will give a consolidated cash flow report (this is over all banks, including foreign currency and unbanked accounts).

Unlike the period settings in other report settings dialogs, choosing more than one period for this report results in a single amalgamated report covering all periods rather than a separate report for each period.

Cash Forecast Report

The Cash Forecast report provides a 15 month cash forecast (in local currency), and is the sort of report your bank manager would like to see. It is calculated by spreading the budget figures (in either the A or B budget) across up to five subsequent periods based on a specified “spread”. Default spreads can be specified for inwards and outwards items, and these can be overridden for individual general ledger accounts.

Settings for "Cash Forecast" *

Options

☒ Documentation

☒ Show Chart

Budget:

A

Income:

0/100

Expense:

20/80

GST/VAT/TAX Setting

Opening Tax:

From Tax

Tax Account:

☒ Show Spread

☒ Legacy Mode

Time Interval

Period:

Jan:2015/16

☐ Page Break Between

Preview

Cancel

Output to...

Preview

Title

100

DatePage

Title:

Cash Forecast

The accrual budget is converted to an estimated cash budget by spreading it over the accrued and subsequent months by a percentage "spread". A spread is specified by a series of percentages, separated by slashes. Thus "10/60/30" indicates that 10% of the value is in the current month, 60% in the following month, and 30% in the next month.

A default spread can be specified for incomings and another for outgoings in the report setup (the *Income* and *Expenses* fields). This will apply to all general ledger accounts, unless it is specifically overwritten in the *Cash Forecast* field of the account record. An accrued value can be spread over a maximum of five periods.

Account

Code: 4000

Description: Sales

Account Type: Sales

Security Level: unprotected

Details Bank Settings Comments Cashflow Reporting

For the Statement of Cash Flows, the type of cash flow activity for this account. It must be, or start with, one of the following: "OP" (Operational), "INV" (Investment), or "FIN" (Financing); anything else is ignored by the report.

Cash Flow Type: OP

For the Cash Forecast report, the percentage breakdowns, separated with a slash, per period. For example "80/15/5" indicates 80% in the period, 15% the following, and 5% the next). Use "0/0" to omit the account from the report.

Cash Forecast Spread: 20/65/10/5

Previous Next Cancel OK

A spread of "0/0" means no impact in the report (so should be used for non-cash accounts such as depreciation). For a 100% spread in the current month (for example if all your sales are cash sales), use "100/0" (a "/" is required in every spread).

Note that the spreads do not have to add up to 100%. Thus you might have a spread for a Sales account of "25/50/15/6/2" indicating that 25% are paid in the same month (effectively cash sales), but that 2% are bad debts (as the total is 98%).

Determination of initial values

The initial values required for the cash flow are based primarily on the GL balances at the nominated period that the report is run on. Thus if you are part way through a month, you should elect to run the report starting in the prior period.

Bank Accounts: All bank accounts (current and term) are included in the calculation of the opening cash position. If you have term accounts that you want to exclude, use the "0/0" spread.

Payables/Receivables: These are not included in the report as any outstanding invoices are already represented in the general ledger balance (and hence this would be double counting).

GST/VAT/Tax on AR and AP: Where GST/VAT is paid on a Payments/Cash basis, the tax liability is not incurred until the invoice has been paid. This is factored into the report, with the proviso that the tax percentage is based on the tax on current outstanding invoices.

Thus if your current receivables is composed of 20% GST/VAT exempt invoices, it is assumed that only 80% of your starting AR balance is liable for GST/VAT.

For GST/VAT on an Invoice/Accruals basis, the tax liability is incurred when the invoice is raised/received, and hence will be accounted for in the opening GST/VAT liability in the GL.

Opening GST/VAT/Tax Liability: As it is impossible to determine accurately the opening tax liability at the time the report is run, this is determined by the amount of tax paid previously. You can override this in the report settings if you have a better estimate.

Other accounts: The first period value is calculated as the budget for that period adjusted for the account's spread, plus the actual in the previous period(s) adjusted for the appropriate spread. Similarly for periods 2, 3, and 4 (the rest are 100% budget based).

Because the cash flow can be strongly influenced by any tax/VAT/GST collected, the effective tax rate for each of the GL accounts is inferred by looking at the actual transactions in the previous 3 periods (if none, the account's tax rate is

used). This strategy allows for an estimate of any tax-free sales or purchases. You can modify the length of time being looked back by changing the "taxPerOffset" value in the report itself (line 4). A value of 0 or less will force the use of account tax rates.

Cash Forecast Report Settings

Show Chart: Append a 15 month chart of forecasted cashflow at end of report.

Budget: Specify which accrual budget ("A" or "B") on which to base the report. Choosing "A+B" will add both budgets, allowing you to have a base budget and expore changes in the other.

Income: The default spread to use for all "Income" accounts (i.e. all incoming cash, including credits to fixed asset accounts).

Expenses: The default spread to use for all "Expense" accounts (i.e. all outgoing cash, including debits to term liability accounts).

Opening Tax: How to calculate the opening tax (GST/VAT) liability:

Same as Last Payment: Based on the last GST/VAT/Tax payment made

From Tax Account: Based in the value in the budget for the nominated Tax Account (which should be specified in the following field).

Tax Account: The account code to use to get the opening tax liability if the Opening Tax is set to *From Tax Account*. This should be the Tax Holding account. If you have a tax multiplier applied to your income (such as Provisional Tax in New Zealand), you can specify the percentage in the comments field of the tax account delimited by [] (e.g. [5.2] for 5.2%). The Tax payments will be increased by this percentage.

Show Spread: If set, the specific spread for each GL codes are shown on the report in braces (e.g. {20/75/5})

Period: The period from which to run the report and extract opening balances. You will probably always set this to be the previous period, as the current period will not be complete (and hence the balances wrong).

Legacy Mode: Ignores the value in the *CashForecast* field and instead gets the spread for each general ledger account from values in Comments field enclosed in curly brackets, for example {10/95/5} — this is how the report had to be configured prior to MoneyWorks 8. Additionally when this option is on, accounts with "0/0" in the category4 field will be omitted from the report.

Cash Projection Report

Settings for "Cash Projection.crep" *

Options

☐ Documentation

Number of days: 30

Currency: All

☒ Ignore old receivables

Days Overdue: 45

☒ Ignore old Payables

Days Overdue : 45

☒ Chart

Preview

Cancel

Output to...

Preview

Title

Date Page

Title: Cash Projection

The Cash Projection report prints a report of your expected short term cash flow based on posted recurring transactions and outstanding invoices. The report is presented as a running bank balance (based on current asset bank accounts), with an optional daily chart available.

The report always starts on the current date, and you specify the number of days into the future to print the projection for. Bear in mind that it is not really practical to try to project more than about 30 days into the future (for a longer term forecast, use the Cash Forecast report).

If you have overdue invoices, they will appear on the report as receipts/ payments at the end of the following month, unless they are explicitly excluded by one of the *Ignore Old* report options.

Payments and receipts that are specially marked by a value of “R/n” in the analysis field will also be included. The value of n is used to indicate the number of days between recurrences (e.g. a value of *R/14* will recur every two weeks). Provided the first recurrence will be after today, the transactions will appear in the report as recurring payments/receipts. This allows you to include the effect of non-recurring but regular transactions, for example payroll transactions imported from an external payroll system. These transactions are included regardless of whether they are posted or not.

Note: Transactions that have a value of “R/0” in the analysis field will be omitted. This allows you to specifically exclude selected invoices, recurring transactions or GST/VAT/Tax journals from the projection.

Number of days: The number of days to project into the future.

Currency: The report can be run for all currencies, or just a nominated one. When run for all currencies, today’s system exchange rate is used to convert the balances of foreign currency bank accounts and transactions to the local currency. When run for a selected currency, only bank balances and transactions in that currency are included (and the report is printed in the selected currency).

Ignore Old Receivables: Turn this on to omit sales invoices that are already more than a the specified number of Days Overdue on the grounds that you are not really sure when (or if) they will be paid.

Ignore Old Payables: Turn this on to omit purchase invoices that are already more than a the specified number of Days Overdue.

Chart: Append a chart of the projected future bank balances.

Note that if there is a GST/VAT/Tax journal present less than 20 days old (provided it does not have a value of “R/0” in its analysis field), a payment, dated twenty days after the journal date, will be included to account for the expected tax payment. No allowance is made for refunds.

Chart of Accounts

A listing of the chart of accounts, with optional balances. The report can be printed to show the departments associated with each account, and can be ordered by category, type, tax code etc.

Committed Budget

Lists the “outgoings” GL accounts (i.e. expenses, assets) with their current balances and the items committed on outstanding purchase orders, to give the balance remaining against a nominated budget. Can be run for individual departments or classifications.

Daily Transaction Summary

This report prepares a summary of the activity over a nominated date range. It includes a simple profit and loss report, the movement in cash, receivables and payables, and an optional listing of the transactions. It is prepared based on either the date of the transactions, or the date they were entered. It is also a handy report if you want to see a simple P&L for a given date range (as opposed to one by accounting period). A similar report is included as a dashboard panel.

If you just want a list of transactions entered today, go to the Entered Today view of the Transaction list and click either *Print List* or *Print Detail*.

Department Listing

A listing of departments with their associated accounts and groups. The report can be ordered by department or group. Use the Chart of Accounts report to see which departments are associated with each account.

Debtors/Creditors Reconciliation

To print an historic debtors or creditors reconciliation report, use the [Aged Receivables](#) (or Aged Payables) report, set the Ageby to *Period*, and choose the reconciliation period from the *As At* period pop-up menu. This report may take some time to prepare.

Executive Summary

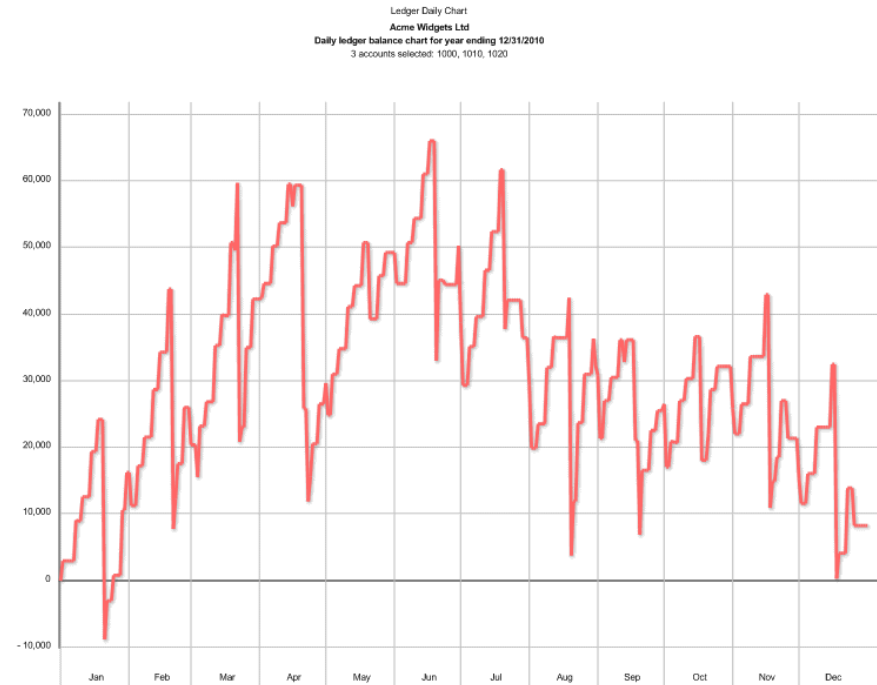
A summary report giving an overview of income and balance sheet information, and key financial ratios. Can be run for a month, quarter or year to date.

GST/VAT Report

This prepares a summary of your GST inputs and outputs and is used to prepare your GST/VAT/tax return to your local friendly tax authority (ATO, IRD, IRS, HMRC etc.) depending on your country —see [Preparing Your GST Return](#)

GST/VAT/HST Guide Form

This prints a guide for you to help fill out your GST/VAT/HST return or BAS based on the previously finalised GST/VAT Report. Not available for all countries.

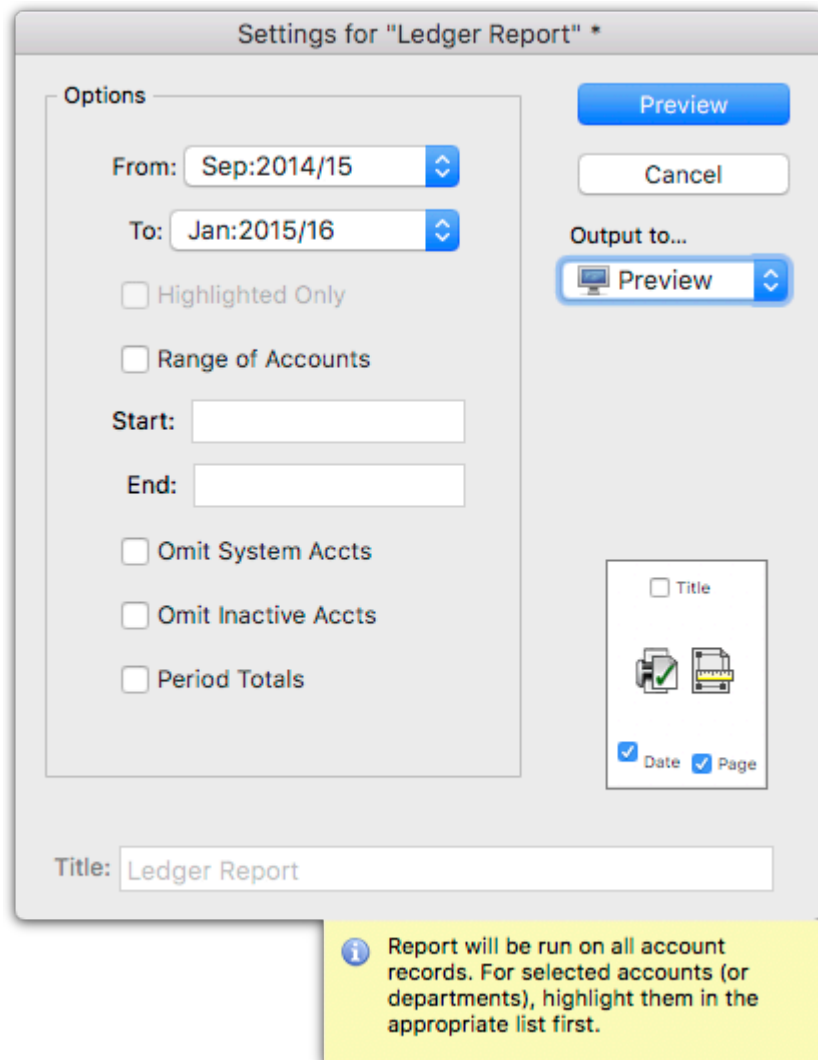


Cash flow using Ledger Daily report

Ledger Daily Chart

Prepares a chart of daily movements or balances for the highlighted records in the Accounts list for the 12 periods up to the nominated period. This allows you to visualise your cash flow, sales, purchases etc at a much finer level of detail than just ledger balances. The chart on at the start of this section was prepared by highlighting the bank accounts in the Acme Widgets accounts list.

Ledger Report



Settings for "Ledger Report" *

Options

From: Sep:2014/15

To: Jan:2015/16

☐ Highlighted Only

☐ Range of Accounts

Start:

End:

☐ Omit System Accts

☐ Omit Inactive Accts

☐ Period Totals

Preview

Cancel

Output to...

Preview

Title

☒ Date ☒ Page

Title: Ledger Report

i Report will be run on all account records. For selected accounts (or departments), highlight them in the appropriate list first.

The Ledger Report produces a printout of all transactions for all accounts that have experienced some activity over a nominated range of periods—the period information will be printed consecutively for each account or department, with a running balance.

Highlighted Only: If set, the report will only print the ledgers for the highlighted records in the Accounts or Department list (the Department list takes precedence). This allows you to print a ledger report for selected Departments or Accounts. The option is only available if records in either of the lists have been highlighted.

Omit System Accounts: Setting this option will exclude system accounts (GST control, accounts receivable/payable control, and bank accounts) from the report. Since virtually all transactions use these, this makes the report much shorter.

Overpayments Report

An audit report that lists all overpayments in the system.

Profit Financial Year Forecast

This report prints a 12 period forecast for your profit and loss, based on the actual figures to the current period, and the A, B or combined budget for the remaining periods in the financial year. Because it takes the actual figures for the current period, it is best run at the end of the current period, just prior to opening a new period.

Profit and Loss for Month/Year to Date

These reports show just the profit and loss (income statement) for the nominated period or the year to date value. No comparison figures are provided (there are a variety of other P&L reports in the Profit & Loss section)

Profit Monthly/Yearly Comparison

These reports show the profit for the month/year-to-date), with a comparison against the previous month/year).

Profit Next Year Budgets

This Budget report shows the A, B or combined budgets for the following financial year.

Profit and Loss Comparison

This prints a profit and loss (income statement) report for the period specified, showing both monthly and year-to-date actual, budget and variance, and the same period last year, as shown below. The report can also be prepared for any quarter.

Profit & Loss Comparison Acme Widgets Ltd Profit & Loss Statement for the Period Ended 31 December 2010								
	Month				Year to Date			
	Actual	Budget	Variance	Last Year	Actual YTD	Budget	Variance	Last YTD
Sales								
Sales	45,013	25,000	19,013	0	374,749	236,000	138,749	0
Repairs	8,662	50,000	-41,338	0	49,446	400,000	-350,554	0
Freight Recovered	0	1,500	-1,500	0	0	13,500	-13,500	0
	53,675	77,500	-23,825	0	424,195	649,500	-225,305	0
Less: Cost of Sales								
Purchases	5,455	25,000	-20,545	0	100,564	236,000	-135,436	0
Freight	186	220	-34	0	1,997	2,060	-63	0
Total Cost of Sales	5,642	25,220	-20,578	0	102,562	238,060	-135,498	0
Gross Margin	48,033	51,280	-3,247	0	321,633	411,440	-89,807	0
Gross Margin %	89.49%	66.17%	23.32%	7%	75.82%	63.35%	12.47%	7%
Other Income								
Dividends Received	0	50	-50	0	0	450	-450	0
Interest Received	0	0	0	0	822	0	822	0
Other Income	0	80	-80	0	0	720	-720	0
Total Other Income	0	130	-130	0	822	1,170	-348	0
Net Income	48,033	51,410	-3,377	0	322,456	412,610	-90,154	0
Less: Other Expenses								
Advertising	26,212	4,000	22,212	0	192,883	36,000	156,883	0
Bank Fees	77	40	37	0	427	360	67	0
Client entertainment	0	100	-100	0	66	900	-834	0
Conferences & Training	75	0	75	0	2,740	2,000	740	0
Equipment Hire	154	100	54	0	1,522	900	622	0
Insurance	1,854	160	1,694	0	5,562	1,460	4,102	0
Maintenance Plant	0	100	-100	0	875	900	-25	0
Phone	429	0	429	0	4,825	0	4,825	0
Photocopier	103	0	103	0	1,059	0	1,059	0
Power & Utilities	237	136	101	0	2,435	1,235	1,200	0
Rates	0	0	0	0	3,000	3,750	-750	0
Rent	4,000	1,856	2,144	0	32,813	16,704	16,109	0
Stationery	99	98	1	0	1,288	984	304	0
Subscriptions	45	45	0	0	270	180	90	0
Travel Local	0	300	-300	0	0	2,700	-2,700	0
Vehicle Expenses	40	50	-10	0	514	450	64	0
Wages	1,444	1,200	244	0	11,506	11,100	406	0
Depreciation	0	0	0	0	213	0	213	0
Total Expenses	34,768	8,185	26,583	0	261,997	79,623	182,374	0
Profit (Loss)	13,266	43,225	-29,959	0	60,459	332,987	-272,528	0

Recurring Transactions

This prints out a list of what transactions are going to recur over the next nominated number of days, and what days they will recur on.

Sales Tax Report (USA, Canada)

This prepares a summary of the amount and type of sales tax (PST in Canada) you have collected over the nominated period range.

Statement of Cash Flows

This produces a statement of cash flows (in local currency) divided into Operating, Investment and Financing activities.

Acme Widgets Ltd Statement of Cashflow Jun:2015/16 - Dec:2015/16

Opening Bank Balance	49,188.91	
OPERATING ACTIVITIES		
Cashflow from Operating Activities		
Cash inflows	313,293.39	
Cash outflows	277,706.20	35,587.19
Cashflow from Wages and Deductions		
Cash inflows	0.00	
Cash outflows	8,817.50	(8,817.50)
Net cash flow for Operating Activities		26,769.69
INVESTMENT ACTIVITIES		
Cashflow from Investment Activities		
Cash inflows	15,747.21	
Cash outflows	54,032.24	(38,285.03)
FINANCING ACTIVITIES		
Cashflow from Financing Activities		
Cash inflows	548.28	
Cash outflows	30,000.00	(29,451.72)
Net Cash Flow		(40,967.06)
Closing Bank Balance	8,221.85	

The report is calculated using the *direct method*, i.e. the general ledger codes that each cash transactions is coded to is inspected to determine whether it is *Operating*, *Investment* or *Financing*. For payments or receipts against invoices, the originating invoice's coding is used.

Whether an account code is Operating, Investment or Financing is determined by the setting in the *Cash Flow Type* field on the *Cashflow Reporting* tab on the account record:

Account

Code: 4000

Description: Sales

Account Type: Sales

Security Level: unprotected

Details Bank Settings Comments **Cashflow Reporting**

For the Statement of Cash Flows, the type of cash flow activity for this account. It must be, or start with, one of the following: "OP" (Operational), "INV" (Investment), or "FIN" (Financing); anything else is ignored by the report.

Cash Flow Type: OP

For the Cash Forecast report, the percentage breakdowns, separated with a slash, per period. For example "80/15/5" indicates 80% in the period, 15% the following, and 5% the next). Use "0/0" to omit the account from the report.

Cash Forecast Spread: 20/65/10/5

Previous Next Cancel OK

Operational: The setting must be, or start with, "OP"

Investment: The setting must be, or start with, "INV"

Financing: The setting must be, or start with , "FIN"

Any other settings will be ignored (so the account will not appear in the report, probably giving rise to an imbalance).

More detailed Statement of Cash Flows

It is possible to break the report down into "categories" of cash flow within the main Operating, Investment, or Financing areas. This is shown in the sample above where there is a section "Cashflow for Wages and Deductions".

To do this simply use any code starting with "OP" or "FIN" or "INV" (depending on which segment of the report it should be in). The example above was generated by assigning "OPW" to the cash flow setting for all the wage and deduction general ledger accounts. For reporting clarity, a label can be assigned

to these additional codes using a special [validation list](#) named "Cashflow_Stmt", as shown.

Item	Comment
OPW	Wages and Deductions

Assigning a label to a cash flow segment

Note that the segments are printed in alphabetic order of the code used (so "OPW" will print after "OP" and "OPA").

Journal handling for Statement of Cash Flows

The statement of cashflow will also consider well-constructed journals against bank accounts. "Well constructed" in this context is a journal that contains a single bank account line (either as a debit, for inwards cash, or a credit, for outwards cash), and all other lines are on the "other sides" of the journal (i.e. all credits and debits respectively). If the report does not balance, a list of journals that are not "well constructed" is appended to the report.

Foreign currency gain/loss journals are also included to account for realised gains/losses.

Tax Coding

An Audit report that lists all (non-system) detail lines for the nominated period range, ordered by tax code, and summarised for each tax code by the currencies used (if any). The report can be run for all tax codes, or just a nominated tax code. Payments against invoices are excluded from the report, as the tax is on the originating invoice.

For locales that use a GST/VAT type tax, the tax cycle of the transaction is shown (i.e. the cycle when it appeared on a finalised GST/VAT report). Transactions that are yet to appear will have a tax cycle of zero.

Note: The Tax Coding report is period based, whereas the GST/VAT Report is based on the transaction date, and whether a transaction has been previously processed for GST/VAT or not. For this reason the two reports will almost certainly give different totals. The GST/VAT report should be used for GST/VAT preparation, the Tax Coding report is only for checking the coding on transactions.

Transaction Postings

This Audit report summarises the general accounts to which the highlighted transactions were posted. Use it to determine how an arbitrary set of transactions were coded—for example, if you are looking to see why a particular account balance seems unreasonable.

If the *List transactions* option is on, each of the highlighted transactions will be also printed in journal form, showing the account code and debit/credit for each line.

Trial Balance

This lists all the accounts in the chart of accounts with their opening balance at the specified *From* period, adjustments for the period range, and the year to date balance at the *To* period. The balances are listed in separate Debit and Credit columns.

It uses the standard Report Settings dialog box, so you can print movements and include transactions. You cannot however do a breakdown by category, department etc. on this report⁴.

It is better to print this report in Landscape orientation or with reduction—see [Changing the Margins and Leading](#).

Trial Balance to Date

An Audit report that displays a simple trial balance as at a specified date. The report is based on posted transactions only.

Other Financial Reports

A variety of other reports have been provided for you. Some of these come in several versions (Budget, Monthly, Yearly, 12 Months Actual, Fin Year Balances, Fin Year Budgets and Fin Year Movements). Each of these has the same format, but different column headings, so that information can be viewed in a consistent manner.

You can determine the information content of each report by its name. For example *Profit Monthly Comparison* uses the “Profit” part format with the “Monthly” column headings, whereas *Profit Actuals for rolling 12 Months* has the same part format, but uses the “12 Months Actual” headings

The best way to see if a report has the information you want is to preview it.

Report Column Headings

Budget

These reports contain information on actual performance with respect to budget. For this reason they will only be meaningful if you have entered budget information into MoneyWorks.

The budget reports are designed to print in landscape mode (sideways) on your printer. You will need to set the Page Setup for this, or alternatively set the reduction to 70%. The budget column headings are:

Column	Description
Account:	The account code and description;
Period	The budget for the report period;
Budget:	
Period Actual	The actual results for the report period;
Variance:	The percentage of actual against budget for the report period;
Ann Budget:	The total budget for the entire year;
Actual YTD	The total amount for all periods up to and including the report period in the current year;
Variance:	The percentage of year to date actual against the annual budget;
Dollars Left	The amount left in the annual budget.

Monthly

These reports provide comparative information of performance between months. The columns are:

Column	Description
Account:	The account code and description;
Last Month:	The actual results for the period prior to the report period;
This Month:	The actual results for the report period;
% Change:	The percentage change from the previous period to the report period;
Year to Date	The total amount for all periods up to and including the report period this financial year.

Yearly

These reports provide comparative information of annual performance.

Column	Description
Account:	The account code and description;
YTD Last Year:	The total amount for all periods up to and including the report period ("Year to Date"), but for the last financial year;
YTD This Year:	The total amount for all periods up to and including the report period this financial year;
% Change:	The percent change of YTD This Year over YTD Last Year;
This Period:	The actual results for the report period.

12 Months Actual

These provide actual results for the previous twelve months on a rolling basis

Column	Description
Account	The account code and description
Month - 11	The actual results for 11 months prior to the report period
Month - 10	The actual results for 10 months prior to the report period
...	Additional columns for the intervening months
This Month	The actuals for the report period
Total	The actuals for the sum of the twelve columns

Fin Year Balances

These reports provide account balances for all periods in the nominated financial year—the report assumes that the financial year has twelve periods. Future periods (i.e. periods that have not yet been opened) will have balances of zero.

Column	Description
Account	The account code and description
Period 1	The balances for the first period in the financial year
Period 2	The balances for the second period in the financial year
...	The balances for the intervening periods
Period 12	The balances for the twelfth (last) period in the financial year
Year to Date	The year to date balances

Fin Year Budgets

These provide budgeted account movements for all periods in the nominated financial year—the report assumes that the financial year has twelve periods.

Column	Description
Account	The account code and description
Period 1	The budgets for the first period in the financial year
Period 2	The budgets for the second period in the financial year
...	The budgets for the intervening periods
Period 12	The budgets for the twelfth (last) period in the financial year
Annual	The annual budget (i.e. the sum of the twelve columns)

Fin Year Movements

These provide actual account movements for all periods in the nominated financial year—the report assumes that the financial year has twelve periods. Actuals for future periods (i.e. periods after the current period) will show as zero⁵.

Column	Description
Account	The account code and description
Period 1	The actual movement for the first period in the financial year
Period 2	The actual movement for the second period in the financial year

...	The actual movements for the intervening periods
Period 12	The actual movement for the twelfth period in the financial year
Year to Date	The year to date actuals

Report Outlines

All Reports

The “All” reports print a list of all accounts and their balances, and can be used as an alternative to the Trial Balance. .

Assets Reports

The Assets report prints a list of all fixed asset accounts. If you select the “Print Movements” option in the report settings for this report, it will list out all asset purchases and disposals for the periods printed.

You should print this report for each period of the financial year and give it to your accountant. From this, she will be able to prepare asset and depreciation schedules.

Category Reports

A Category report lists accounts by category. It is available in Budget, Monthly and Yearly formats.

Profit Reports

The Profit reports provide a profit statement. The income accounts are printed and summed, or, where Sales and Cost of Sales accounts have been used, the gross margin is shown. This is followed by the expense accounts; the difference being the profit (or loss). There are several formats provided for these—preview them and decide which suits your needs best.

Trading Reports

The Trading reports use predefined categories to produce a trading summary report. There are versions for Budget, Monthly and Yearly.

In order for the Trading reports to work properly, you must have all income and expense accounts in your document categorised as follows⁶:

Category	Description
ADMIN	Administration expenses (e.g. rent, photocopying, phones);
COGS	Cost of goods sold expense account (stock purchases etc.);
PROMO	Promotional expenses (advertising etc.);
INC	Other income (not covered by the SALES category);
OTHER	Other expenses (expense accounts not included in one of the other categories);
SALES	Sales income;
WAGES	Wages and salaries expenses.

Product and Customer Sales Reports

There are a variety of customer and product reports that analyse past sales patterns (there are corresponding ones for purchases). Typically these reports will work from the highlighted records in the Names or Items lists (or, if none are highlighted, will operate on all records). So the general approach is to highlight the desired customers, items, suppliers or whatever, and then run the report.

Customer Sales: Which items have the highlighted customers purchased over the nominated time interval. Shows quantity, revenue and margin.

Customer Sales over Time: Table of revenue over time for the highlighted customers.

Customer Summary: Aggregated revenue and margin by customer for the nominated time interval.

Item by Customer: Who has purchased the highlighted items over the nominated time interval. Shows quantity, revenue and margin.

Item by Month: Table of quantity sold over time for the highlighted items.

Item Summary: Aggregated revenue and margin by item for the nominated time interval.

Customer Sales Acme Widgets Ltd					
Customer Sales for period Oct:2010/11 to Dec:2010/11					
Customer	Product	Quantity	Net	Cost	\$ Margin
BROWN	BA100	46	1,147.70	623.76	523.94
	BB200	52	1,664.00	780.00	884.00
	BC100	20	240.00	100.00	140.00
	BC200	18	387.00	144.00	243.00
	CA100	16	128.00	56.00	72.00
	CA200	22	352.00	154.00	198.00
	CB100	16	1,200.00	368.00	832.00
	CB200	14	1,386.00	490.00	896.00
total for Customer = BROWN		204	6,504.70	2,715.76	3,788.94
GREEN	BA100	35	873.25	474.60	398.65
	BB200	16	512.00	240.00	272.00

The Customer Sales report (above) provides details of what each customer has purchased over the nominated time interval.

Acme Widgets Ltd						
Item by Customer for period Oct:2010/11 to Dec:2010/11						
Product	Customer	Quantity	Sales	Cost	\$ Margin	% Margin
BA100	BROWN	46	1,147.70	623.76	523.94	45.65%
	GREEN	35	873.25	474.60	398.65	45.65%
	ROSE	8	199.60	108.48	91.12	45.65%
	SPRING	43	1,072.85	583.08	489.77	45.65%
	SUMMER	29	723.55	393.24	330.31	45.65%
	WHITE	17	424.15	230.52	193.63	45.65%
	WINTER	44	1,097.80	596.64	501.16	45.65%
total for Product = BA100		222	5,538.90	3,010.32	2,528.58	45.65%
CB200	BROWN	14	1,386.00	490.00	896.00	64.65%
	GREEN	16	1,584.00	560.00	1,024.00	64.65%
	ROSE	12	1,188.00	420.00	768.00	64.65%
	SPRING	7	693.00	245.00	448.00	64.65%
	WHITE	14	1,386.00	490.00	896.00	64.65%
total for Product = CB200		63	6,237.00	2,205.00	4,032.00	64.65%
TOTAL		285	11,775.90	5,215.32	6,560.58	55.71%

The Item by Customer report (above) provides the converse information, i.e. which customers have purchased which products.

Note that the customer and item reports described above (along with their purchasing counterparts) are Analysis reports, and hence very easy to change (in Express or Gold). For example, if you want a report of item margin by month, you could just change the Item by Month report to show margin instead of quantity. See [Analysis Tutorial](#) for information on how to write and alter these reports.

Top Sales: Chart of top customers (or items sold or salespeople) by revenue over the nominated time period.

Commission Report: Commission calculated on (posted) sales for the nominated period. For instructions, run the report in *Documentation* mode.

Stock & Job Reports

For MoneyWorks Gold, there are a number of reports provided that specifically relate to stock and job control.

- The *Committed Stock* report will show the current effective stock based on outstanding sales, purchase orders and (optionally) unposted invoices.
- The *Backorder Summary* reports summarise what is on backorder (either by product or by customer/supplier). These can be done for all backordered products, or for selected product or customers.
- The *Stocktake Report* details the current stocktake (whether in progress or completed). The report lists the stocktake and adjustments, with an optional reconciliation back to the general stock accounts.
- The *Bill of Materials* report prepares an exploded view of your bills of material (up to ten levels deep).
- The *Bill of Materials Costing* report prepares a report on the current cost of built items, working through up to ten levels of bills of material. Use the [Update BOM Costs script](#) to update the costings in the bill of materials.
- Additional product oriented reports, such as the Product Catalogue shown below, are sidebar reports in the Products list.

Acme Widgets Ltd Product Catalogue : Spring 2011	
BA100 Bronze Widget Medium Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.	 \$24.95 + GST 
BA200 Bronze Widget Large Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.	 \$69.75 + GST 
BB100 Bronze Widget Bevelled Medium Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.	 \$22.00 + GST 

- For more information on stock reports see [Printing a Product List](#).
- Job reports are available through *Job Control* in the Reports menu. For more information on job reports see [Job Reports](#).

You can also design your own stock and job reports. Quick reports can be done using [Analysis reports](#); more detailed ones using the Report Writer see [Custom Reports](#).

² You can also invoke a report from an external script or through the REST APIs—see [MoneyWorks Automation](#).↵

³ For the correct locations for the plug-ins, see [Managing Your Plug-ins](#)↵

⁴ You can get similar information summarised by month using the *All Financial Year Movements* and *All Financial Year Balances* reports, both of which can be broken down↵

⁵ You can easily change this to show budgets if you wish by setting the Budgets option in the report preferences—see [Budget](#).↵

⁶ See the *Acme Widgets* tutorial accounts for an example of the use of these categories.↵

¹ For details on where the plug-ins folders are located, see [Managing Your Plug-ins](#).↵

Enquiries

The enquiry screens offer a quick way to retrieve and display information in a useful format from MoneyWorks. There are five types of enquiry:

Account Enquiry: Used to display and graph balance and budget information from the general ledger;

Payments History: Used to see if invoices have been paid, and how payments have been allocated. Not available in Cashbook;

Product Sales: Used to display and graph information about product sales or purchases;

Customer Sales: Used to display and graph information about customer sales and supplier purchases;

Stock Enquiry: Used to extract information on the status of stocked items (MoneyWorks Gold only). This is discussed in [Stock Enquiries](#).

The enquiries are all activated from the Enquiries menu, and can also be accessed from Toolbar buttons in the appropriate list windows.

Account Enquiries

Enquiries can be made about the balances in an account or a range of accounts—or the transactions in unpurged periods for an account.

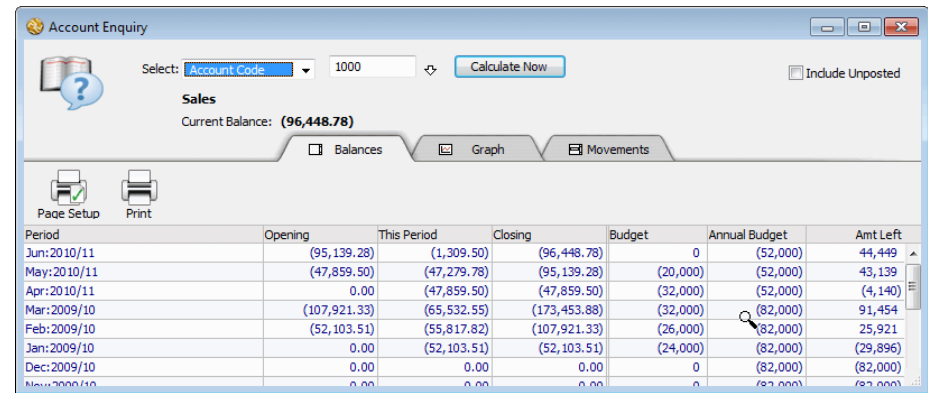
These enquiries can be made at any time using the Account Enquiry command under the Enquiries menu.

The information in the window can be printed out using the Print command in the File menu.

Finding Account Balances

1. Choose **Enquiries>Account Enquiry** or press **Ctrl-E/⌘-E**

The Account Enquiry dialog box is displayed.



2. Set the **Select** pop-up to the type of enquiry

The default is for a single account code, but you can also enquire on ranges of accounts. The options are:

Account Code: An enquiry on a single account code (as specified in the Account Code field).

Range of Account Codes: As selected from the [Range of Accounts Window](#).

Find: A search of the ledger using the simple Find command — see [Finding Records using the Search Box](#).

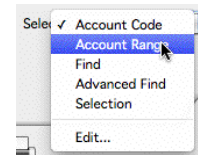
Advanced Find: A ledger search using the [Find](#) options.

Selection: Accounts you have highlighted — see [Selecting Records in a List](#) in the Accounts list.

Edit: A list filter you have specified —see [List Filters](#). This allows you store pre-defined enquiries.

3. Specify the account(s) and press enter or click **Calculate Now**

If you enter an invalid code into the *Code* field, the choices window will be displayed — see [Entry and Validation where a Code is Required](#).



The *Select* menu allows you to make a simple or complex enquiry.

The historic opening, current, and closing balances for the nominated accounts are displayed in the first three columns, with budget information in the right hand three¹. The periods are organised in descending order, with the current period in the top row.

Include unposted: The balances shown are the current general ledger balances. If you want to see the effect of any unposted transactions, click in the *Include Unposted* check box.

For enquiries on a single account code, if the account is departmentalised (Gold only), you can specify either just the account code (which will give totals for the account with all departments), or the code with a department suffix for a specific department.

- To view information for another account, enter the account code and press enter, or for a complex enquiry click the *Specify* button**

Drilling down

You can “drill down” and see the individual transactions that affect the account in a specific period:

- Move the mouse over the row for the period whose transactions you want to see**

The cursor changes to a magnifying glass.

Closing
(47,859.50)
(173,040.38)
(107,921.33)

- Click the mouse button**

The transactions for the nominated period will be displayed.

Click on a row to drill down

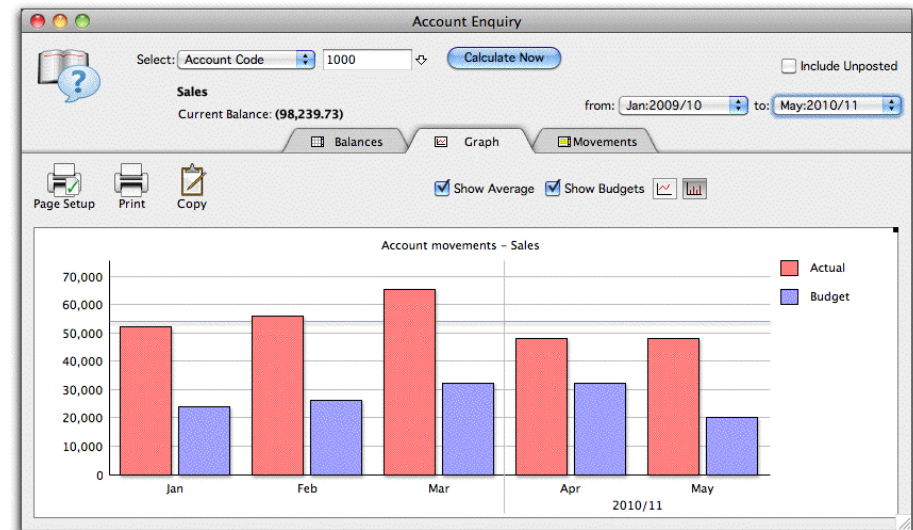
This is equivalent to clicking the *Movements* tab, but it only displays the period that you click on.

Graphing Account Balances

To display the tabular information in graphical form:

- Click the *Graph* tab**

The information will be displayed as a graph, with the periods displayed horizontally and the values vertically.



By default the graph displays information for the last twelve periods and automatically selects the units on the y-axis and scales itself to fit in the window.

The values shown will be monthly movements for income and expense accounts, and closing balances for balance sheet items.

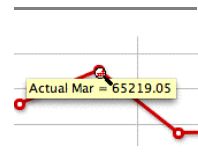
To select the graph type: The information can be displayed as a column or line graph by clicking the *Column* and *Line Graph* buttons respectively.



The graph buttons determine the chart type

To change the periods: You can select the range of periods that you want on the graph by adjusting the From and To period pop-up menus.

To see a balance or drill down: Hold the cursor over the appropriate data point or bar, and the period and balance will be displayed. Click to drill down to the underlying transaction lines.



To show budgets: Set the *Show Budgets* check box to display a combined graph of actual and budget balances. A legend is automatically provided.

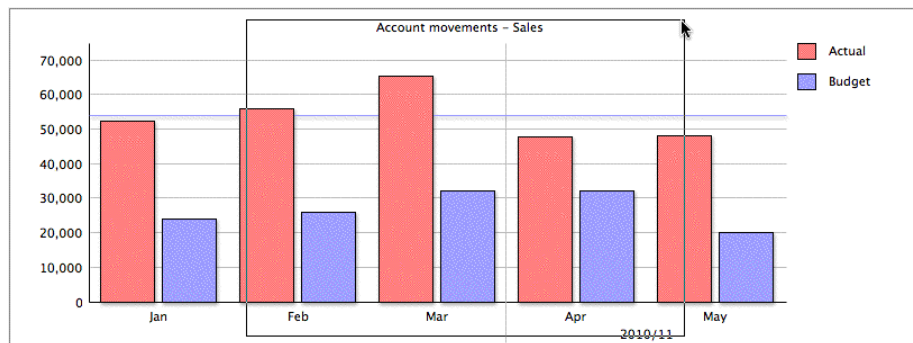
Click a point or a bar on the graph to drill down

To show the average: Set the *Show Average* check box to display a line representing the average value of the actual balances displayed, calculated over the selected period range. If sufficient data is available, a moving average will also be displayed to indicate trends.

To print the graph: Click the *Print* button or press Ctrl-P/⌘-P. The graph will be printed with the same aspect ratio as on the screen.

To copy the graph: Click the *Copy* button and the graph will be copied onto the clipboard for pasting into another application. Choosing Copy from the Edit menu (or pressing Ctrl-C/⌘-C) copies the text from the account field.

To change the aspect ratio: Drag the graph resize handle (at top right of graph).



The graph size on the screen can be changed by resizing the enquiry window in the normal manner.

Showing Account Movements

To display a list of account movements instead of balances or a graph:

1. Click the *Movements* tab

A list of all transactions against the account will be displayed.

Reference	Type	Date	Status	Pd	Description	Analysis	Debit	Credit
1910	DI	1/03/2010	P	Mar	The Winter Bakery (Bronze Widget Bevelled Lar...	G	0.00	32.00
1910	DI	1/03/2010	P	Mar	The Winter Bakery (Bronze Widget Bevelled Lar...	G	0.00	288.00
1910	DI	1/03/2010	P	Mar	The Winter Bakery (Bronze Taper Widget Medi...	G	0.00	193.50
1912	DI	2/03/2010	P	Mar	Rose Tinted Optometrists (Chrome Widget Small)	G	0.00	80.00
1911	DI	2/03/2010	P	Mar	Brown Suppliers (Bronze Taper Widget Small)	G	0.00	120.00
1911	DI	2/03/2010	P	Mar	Brown Suppliers (Bronze Widget Bevelled Large)	G	0.00	256.00

Click on the column headings to sort the list. Double-click an item to view the transaction.

Note: The account code column (if shown) will display in italics for system lines—you cannot see system lines in the transaction itself (they show in transaction list printouts—see [To print the transactions in the list as journals](#)).

To change the period range: Use the from and to pop-up menus to adjust the period range for which the transactions will be displayed.

To locate a transaction in the Transaction list: Highlight one or more transactions and click the Related button.

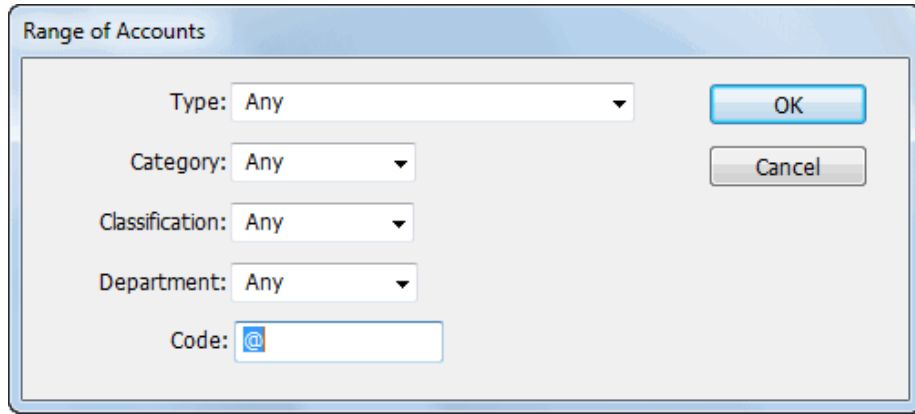
To print the movements: Click the *Print* icon (or press Ctrl-P/⌘-P). The list will print out as shown on screen, including any columns you have added using [Customise List View](#). More detailed information, including a running balance, can be printed using the [Ledger Report²](#).

Finding Account Balances for a Range of Accounts

You can extract summary figures for a range of accounts by account type, category, classification, department or by matching the code against a pattern.

1. In the Account Enquiry window, set the *Select* menu to *Account Range*

The Select Range of Accounts dialog box appears.



The dialog box titled "Range of Accounts" contains the following fields and buttons:

- Type:** A dropdown menu currently set to "Any".
- Category:** A dropdown menu currently set to "Any".
- Classification:** A dropdown menu currently set to "Any".
- Department:** A dropdown menu currently set to "Any".
- Code:** A text input field containing the wildcard character "@".
- Buttons:** "OK" and "Cancel" buttons are located on the right side of the dialog.

2. Use the pop-up menus to specify the accounts you want

MoneyWorks will include only those accounts which match all of the criteria that you specify. If you don't want to use a particular criterion in the matching process, leave its pop-up menu set to *Any* (in the case of Code, leave an "@" in the Code box).

For example, to obtain figures for all income accounts with a category of XYZ, choose *Income* from the *Type* pop-up menu and choose the category XYZ from the *Category* pop-up menu. Leave the other pop-ups showing "Any" and leave the wildcard character "@" in the Code box.

3. Click OK

MoneyWorks will add up the figures for all accounts matching the specified criteria and display them in the historic balance grid.

4. To select a new range, click the *Specify* button

Account Code Matching

To obtain figures for accounts whose account code matches a particular pattern, type a code that includes the wildcard characters "@" and/or "?" into the Code box (leaving the menus set to Any). The pattern can include a question mark (?)

wherever you want MoneyWorks to match any single character when searching for account codes. For example, the pattern "?100" will select all 4-character account codes ending with "100" (e.g. 1100, 2100, 3100, 4100, 5100 etc.).

An "@" symbol at the end of the pattern will match any sequence of zero or more characters. For example, the pattern "?1@" will match all account codes with a "1" as the second digit (e.g. 1100, 1101, 110223, 210100 etc.).

The pattern can include a department specification as well. E.g. "1??0-?@" will match all (4-digit) departmentalised account codes beginning with a "1" and ending with a "0". Note that the pattern "1??0-@" (without a "?" following the hyphen) would match both departmentalised and non-departmentalised accounts, since the "@" can match a zero character sequence (as in the code "1000-", which is recognised as the non-departmentalised account "1000").

The same account code pattern matching facility is available in the Report Generator—see [Account Code](#).

Finding Balances for an ad hoc Selection of Accounts

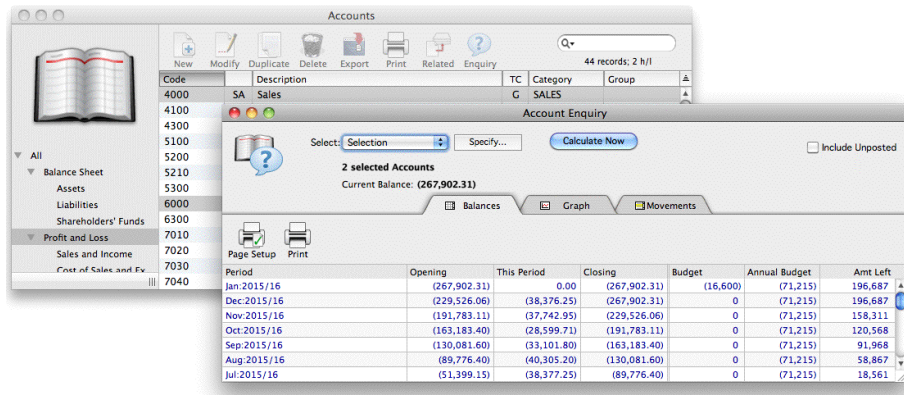
You can use the *Account Enquiry* command in conjunction with the Accounts list to determine the balances for the current selection of accounts in the list. You can choose the *Selection* option (which will open the Accounts list), or start at the Accounts list (by choosing Show>Accounts, or pressing Ctrl-1/⌘-1). Then

1. Highlight the accounts for which you wish to show the balances

Use the Ctrl/⌘ key to make a non-contiguous selection.

2. Click the *Enquiry* toolbar button, or press Ctrl-E/⌘-E

The Account Enquiry window will open, displaying the aggregate balance for the highlighted accounts. This may take a few seconds to calculate.



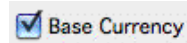
The *Graph* and *Movements* tabs also operate on the selected accounts.

If you click the *Specify* button you will return to the Accounts list.

Tip: For a quick graph of your Profit and Loss, select the Profit and Loss sidebar, highlight all the accounts in this by pressing Ctrl-A/⌘-A, and click the *Enquiries* toolbar icon.

Multiple Currencies

In Gold only, if you do an enquiry on a foreign currency account, the amounts will show in the currency of the account. Setting the Base Currency check box will display the balances in the local currency.



Set the *Base Currency* check box to display in local currency.

If you do an enquiry on accounts of mixed currency, they will display converted to the local currency.

Product Enquiry

You can enquire about the past sales and purchases of a particular product or product range. The Product Enquiry operates in a similar manner to the [Account Enquiry](#), to which you should refer for a complete discussion.

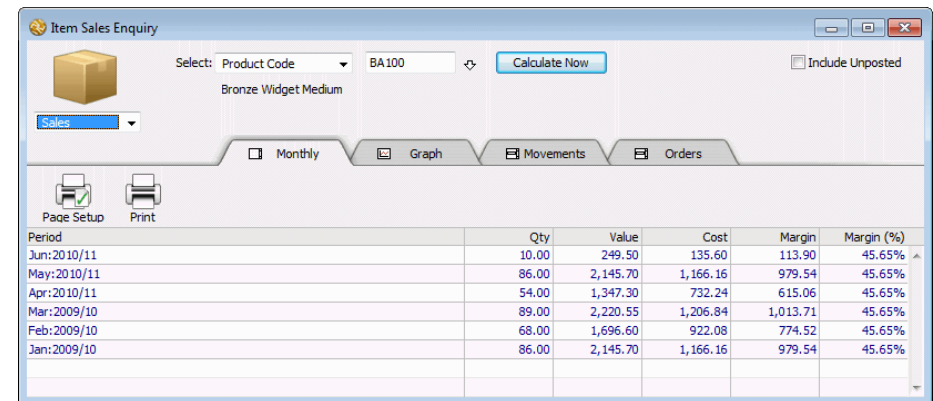
To make a sales enquiry for a particular product:

1. Choose Enquiries>Product Sales or press Ctrl-7/⌘-7

The Product Enquiry window will be displayed.

2. For an enquiry on a single product, enter the product code and press enter (or click *Calculate Now*); for an enquiry on more than one product use the *Select* menu

This works in a similar manner to the Accounts [Select](#) menu.



The sales information, including margins if available, will be displayed for the product on a period by period basis. If you want to see the effect of any unposted transactions, click in the *Include Unposted* check box.

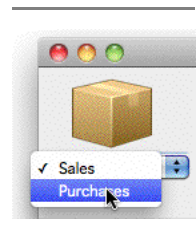
If you type in an incorrect code the product choices window will be displayed. Double-click on the product required to enter it.

You can drill down to see the transactions for a particular period by holding the mouse over the row for the period and clicking.

Viewing Product Purchases

The same screen can be used for either sales or purchases.

1. Change the *Sales* pop-up menu to *Purchases*



The purchases for the product will be displayed.

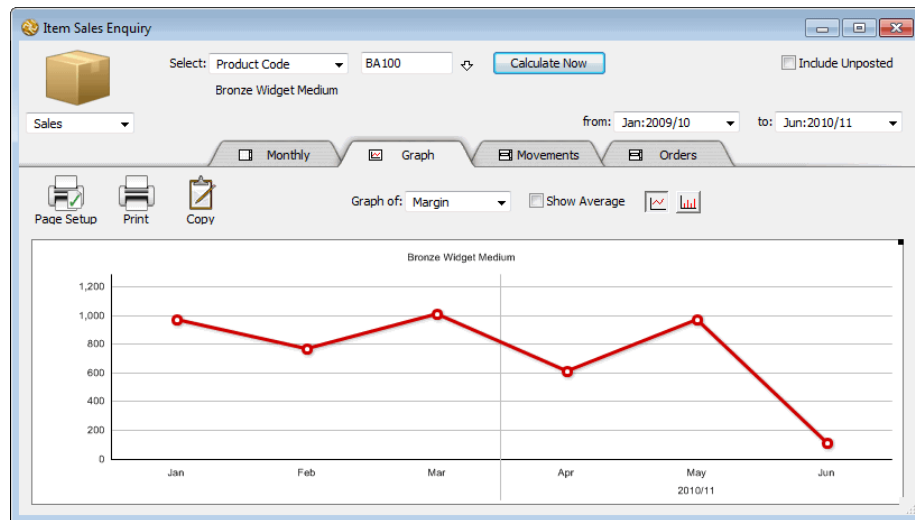
The pop-up menu determines whether to show sales or purchases.

Graphing Product Sales or Purchases

To graph the information on the enquiry screen:

1. Click the **Graph** tab

A graph of the product sales/purchases is shown.



2. Choose the data to graph from the **Graph of pop-up menu**

You can graph quantity, cost, net sales in dollars, the dollar margin and the percent margin for sales. For purchases you can graph the quantity or the cost. You can drill down to see the transactions behind a data point on the graph by clicking on it.

Showing Product Transactions

1. Click the **Movements** tab

A list of all transactions for the product will be displayed.

The screenshot shows the 'Item Sales Enquiry' window for product BA100. The 'Movements' tab is selected. The table displays a list of transactions from March 2009 to May 2010.

Qty	Item	Our Ref	Their Ref	Type	Date	Status	Description	Value
1	BA100	1912	10327	DI	2/03/10	P	Rose Tinted Optometrists (Bronze Widget Medium)	24.95
7	BA100	1914	11150	DI	5/03/10	P	Green's Garden Depot (Bronze Widget Medium)	174.65
9	BA100	1914	11150	DI	5/03/10	P	Green's Garden Depot (Bronze Widget Medium)	224.55
6	BA100	1915	213631	DI	7/03/10	P	Brown Suppliers (Bronze Widget Medium)	149.70
4	BA100	1915	213631	DI	7/03/10	P	Brown Suppliers (Bronze Widget Medium)	99.80
8	BA100	1916	1101	DI	7/03/10	P	White Contractors (Bronze Widget Medium)	199.60
7	BA100	1917	10354	DI	11/03/10	P	Rose Tinted Optometrists (Bronze Widget Medium)	174.65

You can print, sort, sum, and rearrange this list in the normal manner. To adjust the period range, use the from and to pop-up menus.

Showing Backorders for the Product (Gold only)

1. Click the **Orders** Tab

Any incomplete orders for the product will be listed—the Qty is the backorder quantity (i.e. ordered but not shipped).

The screenshot shows the 'Item Sales Enquiry' window for product BA100. The 'Orders' tab is selected. The table displays a list of backorders.

Qty	Item	Our Ref	Their Ref	Name	Date	Description
20	BA100	000003		SMITH	SO 30/06/10	J Smith & Sons Ltd (Bronze Widget Medium)
16	BA100	000004	23446	BROWN	SO 24/05/10	Brown Suppliers (Bronze Widget Medium)

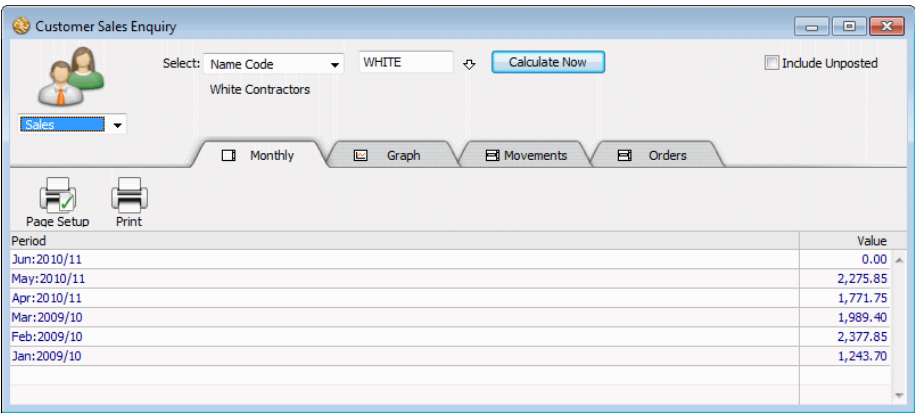
Customer & Supplier Enquiry

Use the Customer Sales enquiry to see the past sales to a particular customer or purchases from a particular supplier. This operates in a similar manner to the Account Enquiry, and you should refer to that section for a complete discussion.

To make a sales enquiry for a specified customer:

- 1. Choose Enquiries>Customer Sales or press Ctrl-8/⌘-8

The Customer Sales Enquiry window will be displayed.



- 2. For an enquiry on a single customer, enter the customer code and press enter (or click *Calculate Now*); for an enquiry on more than one customer use the *Select* menu

This works in a similar manner to the Accounts *Select* menu

The net sales value will be displayed for the customer on a period by period basis. You can drill down to see the transactions for a particular period by clicking on the row for the period.

For a discussion on the various options —see *Product Enquiry*.

Payments History

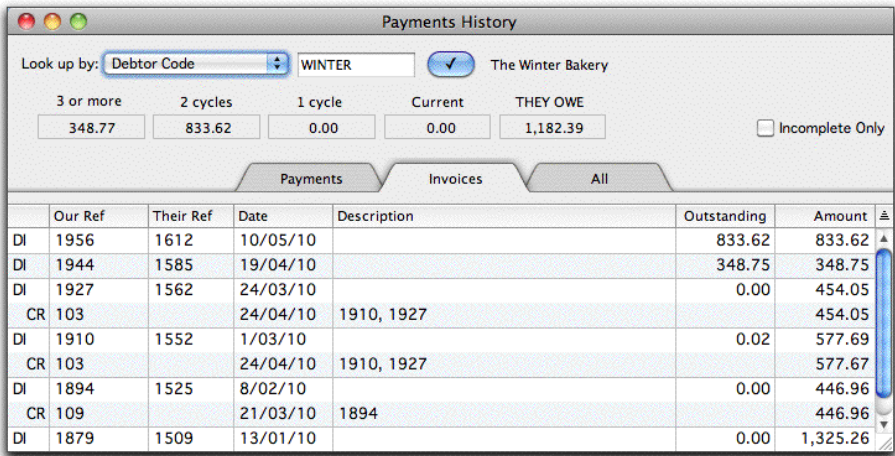
The Payments History enquiry (not available in Cashbook) enables you to find information regarding invoices and payments (or receipts). Specifically:

- Find payments made on a nominated invoice
- Find invoices associated with a nominated payment (or receipt)
- Find invoices for a debtor or creditor
- Find payments to or receipts from a creditor or debtor
- Show a complete list of transactions for the debtor or creditor

To display the payments history window:

- 1. Choose Enquiries>Payments History or press Ctrl-H/Shift-⌘-H

The Payments History enquiry window will be displayed.



When you type a reference number or code into the Payments History, MoneyWorks will check the Names file to see if the code is that of a valid debtor or creditor. If not, MoneyWorks will attempt to find an invoice whose number matches the code, and failing this, a cheque number that matches the code. If a match is made, the appropriate transactions are listed, with the newest ones at the top of the list.

You can help MoneyWorks locate the information if you set the *Look up by* pop-up menu to the type of item you are looking for (debtor code, creditor code, invoice number or receipt number).

2. Type in the code of the name or the reference number of the transaction and press keypad-enter or click the “tick” button

The transactions that match the code that you specified will be displayed. The transaction type is displayed in the left hand column, where “DI” is a debtor invoice, “CI” is a creditor invoice, “CP” is a cash payment and “CR” is a cash receipt.

Any associated transactions, such as payments on an invoice, or the invoice relating to a cheque, are displayed under the transaction with their transaction type indented slightly.

You cannot sort or sum the items in this list.

Finding Payments made on a Debtor or Creditor Invoice

1. Set the *Look up by* pop-up menu to *Invoice Number*
2. Type the invoice number and press tab or keypad-enter

The invoice and any associated receipt/payments will be listed.

Finding Invoices Paid with a Particular Cheque

1. Set the *Look up by* pop-up menu to *Cheque or Receipt #*
2. Type in your cheque number and press tab or keypad-enter

If the cheque number uniquely identifies one transaction, it will appear at the top of the list followed by the invoices that it paid.

Finding Invoices or Payments for a Debtor (or Creditor)

1. Set the *Look up by* pop-up menu to *Debtor Code* (or *Creditor Code*)

If you have already entered a reference number or code, and this is not a valid debtor (creditor) code, the Names choices box will be displayed.

2. Type the debtor (or creditor) code and press tab or keypad-enter

The invoices and payments for the debtor /creditor will be listed.

Order of Display

You can choose to display by invoice, by payment, or as a simple list.

By Invoice: Select the *Invoices* tab to have all invoices for the debtor shown with the corresponding payments or receipts under each one, as shown above.

	Our Ref	Their Ref	Date	Description	Outstanding	Amount
DI	1956	1612	10/05/2010		833.62	833.62
DI	1944	1585	19/04/2010		348.75	348.75
DI	1927	1562	24/03/2010		0.00	454.05
CR	103		24/04/2010	1910, 1927		454.05
DI	1910	1552	1/03/2010		0.02	577.69
CR	103		24/04/2010	1910, 1927		577.67
DI	1894	1525	8/02/2010		0.00	446.96
CR	109		21/03/2010	1894		446.96
DI	1879	1509	13/01/2010		0.00	1,325.26

If you are looking for unpaid invoices you will need to use this view, since unpaid invoices do not show in the Payments view. Set the *Incomplete Only* check box, to have only unpaid (or partly paid) invoices displayed.

Note that payments made for more than one invoice will appear multiple times (once for each invoice).

By Payment: Select the *Payments* tab to have all payments made by the debtor shown with the associated invoices under each one.

Look up by: Debtor Code ☒ The Winter Bakery

3 or more 2 cycles 1 cycle Current THEY OWE
0.00 0.00 0.00 1,182.39 1,182.39

☐ Incomplete Only

Payments Invoices All

	Our Ref	Their Ref	Date	Description	Outstanding	Amount
CR	103		24/04/2010	1910, 1927		1,031.72
DI	1910	1552	1/03/2010		0.02	577.67
DI	1927	1562	24/03/2010		0.00	454.05
CR	109		21/03/2010	1894		446.96
DI	1894	1525	8/02/2010		0.00	446.96
CR	115		20/02/2010	1879		1,325.26
DI	1879	1509	13/01/2010		0.00	1,325.26

You must use by *Payment* to find overpayments as they do not show in the list by *Invoice*. In fact if you set the *Incomplete Only* check box, only overpayments for the debtor will be displayed.

Note that invoices that have been paid by more than one transaction will appear multiple times (once for each payment).

All transactions: Select the *All* tab to display all transactions related to the debtor/creditor as a simple list, which can be sorted and customised (additional columns displayed) in the normal manner.

Look up by: Debtor Code ☒ The Winter Bakery

3 or more 2 cycles 1 cycle Current THEY OWE
0.00 0.00 0.00 1,182.39 1,182.39

Payments Invoices All

Status	P	OurRef	Type	Name	Description	Period	Date	Amount
P		1879	Sale...	WINTER	The Winter Bakery	Jan	13/01/2010	1,325.26
P		1894	Sale...	WINTER	The Winter Bakery	Feb	8/02/2010	446.96
P		115	Rcpt	WINTER	The Winter Bakery (1879)	Feb	20/02/2010	1,325.26
P		1910	Sale...	WINTER	The Winter Bakery	Mar	1/03/2010	577.69
P		109	Rcpt	WINTER	The Winter Bakery (1894)	Mar	21/03/2010	446.96
P		1927	Sale...	WINTER	The Winter Bakery	Mar	24/03/2010	454.05
P		1944	Sale...	WINTER	The Winter Bakery	Apr	19/04/2010	348.75
P		103	Rcpt	WINTER	The Winter Bakery (1910, 1927)	Apr	24/04/2010	1,031.72
P		1956	Sale...	WINTER	The Winter Bakery	May	10/05/2010	833.62

Tip: If you want a report with a running balance of the outstanding amount for a debtor, use the *Balance History from Date* statement form. You can print this in the same manner as any other statement — see [Printing and emailing Statements](#), but enter the start date into the Statement Date field.

¹ The budget information is taken from the A Budget — see [Entering Budget Data](#). ↩

² Prior to MoneyWorks 7, a report similar to the ledger report could be printed from the Account Enquiry. ↩

Periods

Whenever you enter a transaction into MoneyWorks it is put into a specific accounting period. Thus if you make a payment dated March, the details of that payment will be recorded in the March period, and the expenses which the payment represents will be reported on in March.

When you first set up MoneyWorks, you indicated how many periods you wanted in your financial year —see [Periods](#). Most organisations have 12 periods, one for each calendar month in the year.

Managing your periods is important. You can only enter transactions into periods which are open. MoneyWorks will normally manage opening your periods for you automatically. However it is important to close periods as well—while a period is open you can still enter transactions against it. Because MoneyWorks stores over seven years, this means that you can back enter transactions well into the past. But, if you have already finalised your accounts for those periods, or even presented final results to the board, back entering transactions in this manner will change these results.

Note: Period Management can only be done in single user mode, and the *To Do* panel in the Navigator is a good place to do it.

Managing Financial Periods

In MoneyWorks, a period can have one of several states:

Open: Transactions can be entered into the period;

Locked: Transactions cannot be entered into the period, but the period can be “unlocked” so it becomes open again;

Closed: Transactions cannot be entered into the period. Once a period is closed it cannot be re-opened.

Purged: A closed period can be purged. Any transactions already entered into the period are discarded. The period balances remain.

Opening a period is handled automatically for you, and will occur:

- If you enter a transaction with a date past the end of the current period. You will be asked if you want to open the new period;
- If you open a MoneyWorks file whose last period ends before today.
- If the Document preference [Auto open new period when opening file in new month](#) is on, a new period will be silently opened when the file is first opened in the new month (regardless of the user’s privileges), provided it is opened within 30 days of the old period ending.

You can also explicitly open a period by using the *Open/Close Period* command in the Commands menu. You have to use this command to lock, close or purge a period. The most recently opened period is known as the *current period*.

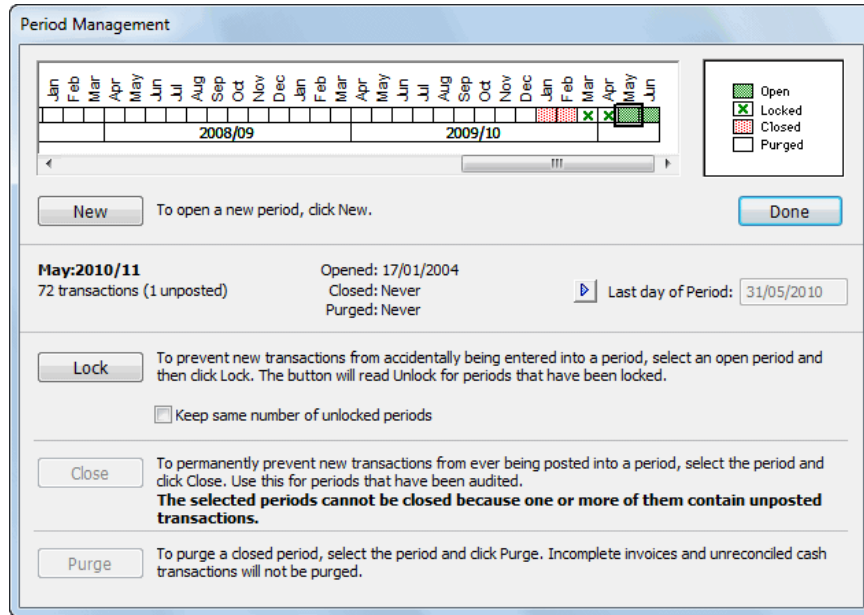
Note: Opening periods in advance has little effect in MoneyWorks, but is probably better avoided.

The Period Management Dialog Box

The Period Management dialog box allows you to open, close, lock, unlock and purge periods. To display the period management dialog box:

1. Choose Command>Open/Close Period

The Period Management dialog box will open. This dialog box displays the current status of the periods at any one time.



The status of individual periods is represented by a row of cute little colour-coded boxes, labelled above with the name of the period and below by the name of the financial year. The legend at the right indicates the status of each period. The right-most period is the current period.

The Open periods are displayed in green, and will be on the right hand side of the period bar. These are the periods into which you can enter and post transactions. You must have at least one period open.

Any locked periods will have a green cross through them, and will be to the immediate left of the open periods. These are periods that have been temporarily made unavailable, which is to say, transactions cannot be posted into them until they are unlocked. You will do this to prevent accidental posting of transactions into previous periods.

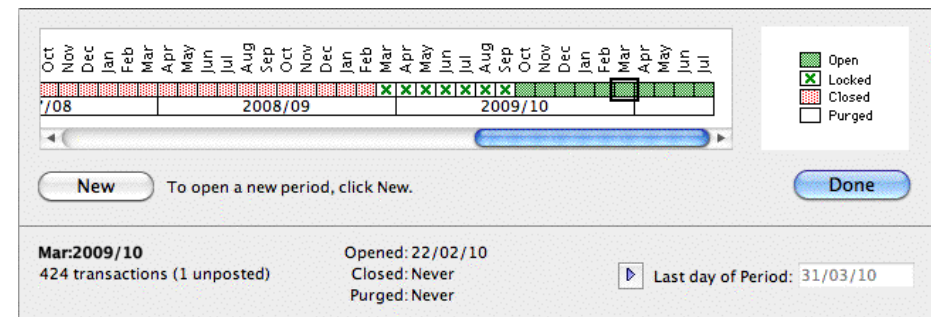
Closed periods appear in red. You cannot enter transactions into these, nor can they be reopened. However any transactions that you had entered are still in the system and can be viewed, printed and analysed.

Purged periods appear in white. These are closed periods that have had all the transaction information removed from them. The general ledger balances for these periods are still available.

To View the Status of a Period:

1. Click on a particular period in the bar at the top of the Period Management dialog box

The status information will be displayed



From this you can determine the period end date, the number of transactions, and when the period was opened, closed and purged.

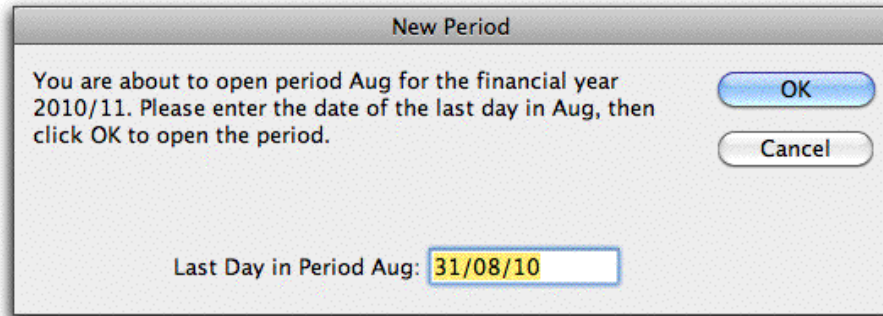
Opening a New Period

Before you can enter transactions into a new financial period, it must be opened. MoneyWorks will offer to open a new period when you open the document for the first time after the end date of the previous period, or when you date a transaction in the new period.

You can explicitly open a period at any time as follows:

1. Click the **New** button

A confirmation dialog box is displayed.



MoneyWorks needs to know the last day of the new period.

If the new period is the first in a new financial year, a different message is displayed —see [a New Financial Year](#).

2. Check the date of the last day in the period

If your year operates on calendar months, this will be correct. If you do alter this date, you will be asked for further confirmation.

3. Click **OK** to open the new period

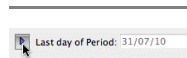
The new period will appear in the Period Management dialog box. The period name will also appear in the Period pop-up menu for transaction entry, allowing you to enter transactions for the period.

The new period becomes the current period.

Last day in period: The period-end date is critical. Whenever you enter the date of a transaction, MoneyWorks scans these period dates to determine into which period to place the transaction. To change the date for the last day of a period:

1. Click the Period-End Enable button

The *Last day in Period* field enables, allowing you to enter the new period-end date.



Click the *Period-End* enable button to change the Last day of Period.

Note: You should **never** need to do this. If in doubt, leave it alone!

Locking a Period:

You can lock a period so that you do not enter transactions into it by mistake. This is particularly useful when you are awaiting the final accounts from the accountant at year end.

1. Click on the period you wish to lock and click the **Lock** button

The nominated period (which must be open and cannot be the current period), and all prior open periods, will be locked.

Automatically Locking Periods: You can specify that periods will be automatically locked. Thus, whenever you open a new period, the previous oldest unlocked period will be locked.

1. Set the **Keep same number of unlocked periods** check box

Thus if there are currently two unlocked periods when you open a new period, the earlier of these will be automatically locked and you will still have two unlocked periods.

Closing a Period:

You should close a period when you are sure that there are no more transactions for the period (typically you will only have three or four periods open at once). Until a period is closed, the financial results for the period cannot be considered as final as they can still be changed.

Closing a period does not affect any transactions in that period.

1. Click the desired period to select it and click the **Close** button

You will be asked for confirmation.

If there are unposted transactions for the period, or any prior period, the Close button will be dimmed—you cannot close a period if it (or a prior period) contains an unposted transaction.

Note: When you close a period, any prior open periods will also be closed.

Note: Once the period is closed it cannot be reopened, and you cannot enter transactions into it. If you are unsure, consider locking the period instead.

2. Click *Close* to close the period(s)

The period(s) will be closed.

Purging a Period:

Purging removes all the transaction records for the period and **any previous period**. The account balances remain in the MoneyWorks document until the period is 91 periods old. A period must be closed before it can be purged.

1. Click the desired period to select it and click the *Purge* button

A confirmation dialog box will be displayed. This may take a few moments as MoneyWorks will check to see if there are any transactions in the period that should not be purged. Note that the period must already be closed (otherwise the *Purge* button will be dimmed).

Click *Cancel* in the confirmation dialog if you have developed cold feet.

Purging does not affect the following transactions (they will be purged once they are completed when you purge subsequent periods or if you repurge the period):

- Incomplete invoices (i.e. ones which are not fully paid).
- Transactions that have not been processed for GST/VAT.
- Unreconciled cash transactions against a bank which has been nominated as must be reconciled —see [Bank Account Must be Reconciled](#).

Note: The transaction records for the period are deleted permanently from the document. For this reason, before purging a period, you may want to back up your MoneyWorks document, print a transaction list, or export the transactions into a text archive with the Export command.

Note: Purging the transactions permanently removes them from the file. The space that they took up will be reused when new transactions are entered. The file itself will not reduce in size. To reduce the file size, you should compact the file —see [Compacting](#).

What if I never purge? If you don't purge transactions, they will stick around forever. This may or may not be a good thing—it's your call!

Opening a New Financial Year

Many accounting systems require special procedures to be carried out to “roll over” into a new financial year. In MoneyWorks, all you have to do is provide a name for the new financial year—MoneyWorks does everything else for you.

You can open a new financial year even if you have not completed your accounts for the previous financial year. MoneyWorks will simply carry forward anything that is posted in the previous year.

MoneyWorks starts a new financial year if you open a new period when the current period is the last one for the current financial year. MoneyWorks will beep three times and display a different New Period dialog.

Note: The *Last day in Period* is the date of the end of the first period in the financial year, not the end of the financial year itself.

What Happens When I Start a New Year? When MoneyWorks opens the first period of a new financial year, it calculates the difference between the closing balances of the income accounts and the expense accounts. This difference is the profit (or loss) for the year. Instead of carrying forward the closing balances for income and expense accounts into the new year, MoneyWorks zeros the opening balances for these accounts and adds the profit to the Profit and Loss (PL) account(s).

What Do I Have To Do? If you are running a debtors or creditors ledger, it is a good idea to print out the Payables and/or Receivables lists as they stand at the end of the financial year. This will allow you to more easily reconcile your closing accounts receivable and accounts payable accounts to the actual outstanding invoices¹.

To do this, simply select the appropriate tab in the *View by Status* view of the transactions list (such as *Payable* or *Receivable*) and choose Print from the File menu. Alternatively you could print out the Aged Debtors and Aged Creditors reports.

You should check with your accountants to find out what information they will require. They may require a stock take as at the end of year, a list of outstanding debtors and creditors and so forth.

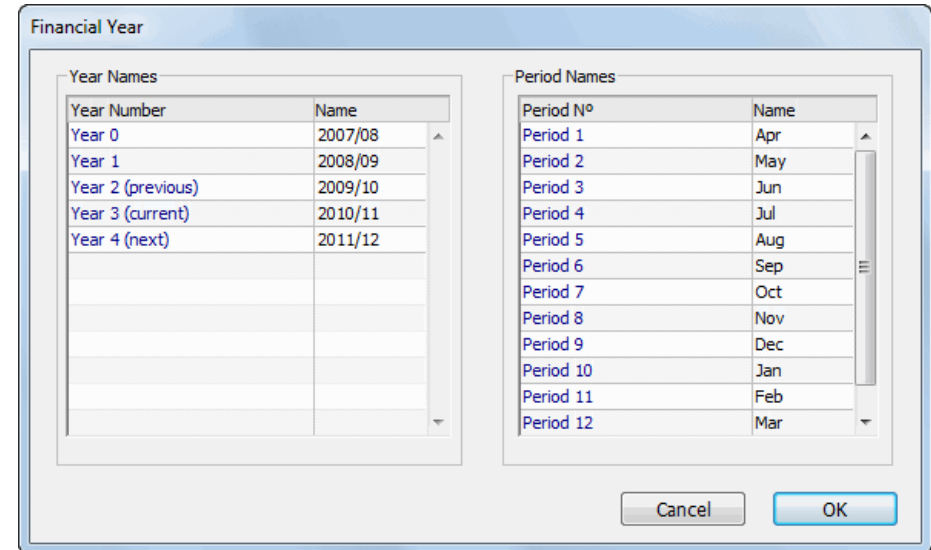
Once you have processed all your invoices and payments for the old financial year, it would be a good idea to lock all the periods in it. This will stop you inadvertently entering transactions into the old financial year. You will unlock it when your final results are available from your accountant, as you will need to enter some adjusting transactions (such as depreciation).

Changing Period Names

You shouldn't ever have to do this, but if you do:

1. Choose Show>Period Names...

The period names dialog box will open.



2. Click on the period name that you want to change and type in the new name

Use the return key to move down the list.

3. Click **OK** to accept the changes

¹ You can also use the [Aged Receivables/Payables Report](#) to do this at a later date if you don't do it at the end of the period. ↩

Preferences

Preferences allow you to configure and operate your MoneyWorks in the manner that best suits your individual needs. There are two types of preferences:

MoneyWorks Preferences: These determine how the look and feel of MoneyWorks, for example what fonts and keys you prefer to use. These apply to any document you have open on your computer, and are described below.

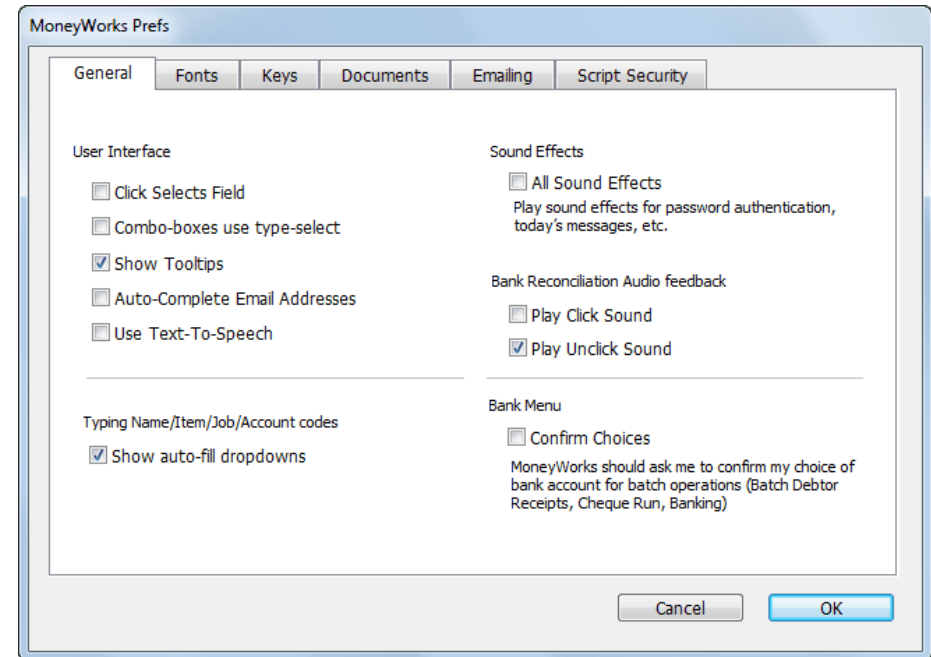
Document Preferences: These are specific to a MoneyWorks document, for example, what the colours mean, or the next invoice number. For further information see [Document Preferences](#)

MoneyWorks Preferences

To Open the MoneyWorks Preferences:

1. Choose Edit>MoneyWorks Preferences

The MoneyWorks Preferences window will be displayed.



The preference settings are organised into tabs in the window. Click on the appropriate tab to view the settings.

General

The General preferences (shown above) relate to general use of MoneyWorks.

Click Selects Field: When this option is on, MoneyWorks will highlight the entire content of a field when you activate it by clicking on it with the mouse. This is ideal for overtyping data readily. If this option is off, clicking in a field will place the insertion point at the place where you click.

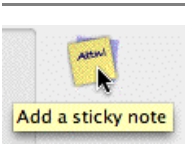


Combo-boxes use type-select (Windows only) If this option is on you can, when typing into a combo-box (pop-up menu), just type the first characters of the item you want to select (this is more akin to Mac behaviour). Otherwise you

type in the first letter of the item, then keep hitting the same letter until the one you want appears.

List highlighting via keyboard (Mac only): Turns on Windows-style list highlighting via the keyboard. If set, use ⌘-UpArrow or ⌘-DownArrow to move through a list without changing the highlighted record, and the spacebar to toggle the highlighting of the selected record. Note that the same behaviour on Windows is accomplished by holding down the Ctrl key.

Show Tooltips: If this option is on, a small yellow “tooltip” will be displayed when you hold the cursor over an on screen control whose operation might need some further elucidation.

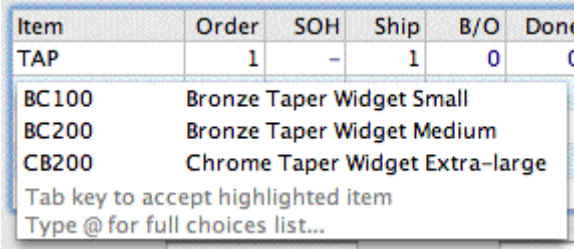


Use Text-To-Speech (Windows only) Turn this on to try to use Microsoft’s Text-To-Speech component and enable the speech commands. If your computer dials the internet whenever you start MoneyWorks, turn this off (it is trying to get the text-to-speech). On Mac, Text-To-Speech just works.

Hold the cursor over a control to show the Tooltip.

Auto-Complete Email Addresses: If set, whenever you enter an email address, the address will be auto-completed from known addresses. There may be a delay the first time you start typing an email address after opening a document as MoneyWorks loads the system address book.

Show auto-fill dropdowns: If this option is turned on, MoneyWorks will automatically display a dropdown list of candidates that match what you entered thus far into a code field (Names, Accounts, Items

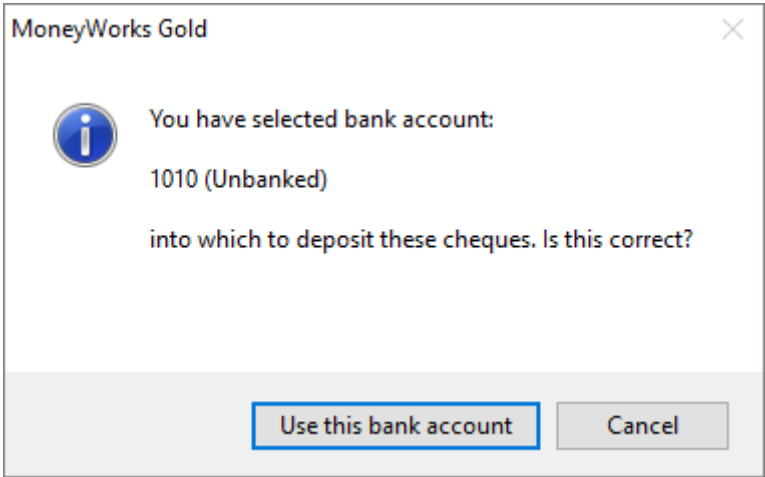


and Jobs). The list is only displayed when fewer than twenty matches are found. The text you have typed is matched to records where either the code starts with what you have entered, or a word in the description does.

To select an item from the dropdown list, either double-click it or use the down-arrow key then press tab.

The option also applies to a dropdown list when entering a description into a transaction (or a line in a transaction). In this case the match is performed against the 100 most recently entered descriptions by that user.

Confirm



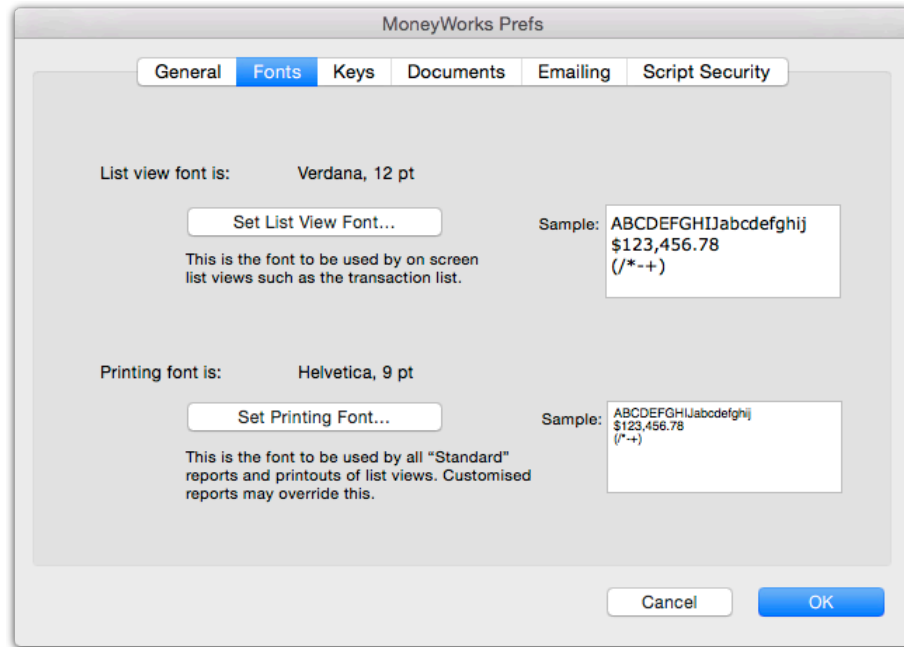
Choices: If you have more than one bank account, MoneyWorks will require confirmation of your choice of bank account for the Batch Debtor Receipts and Batch Creditor Payments operations. If you don’t want to confirm your choice every time you do this, turn the *Confirm Choices* option off.

Use Sound Effects: If set MoneyWorks will play sound effects when you authenticate a password, there are reminder messages, or other users connect/disconnect to the document.

Play Click/Unclick Sound: If you want MoneyWorks to play a sound when you “unclick” an item in the Bank Reconciliation (to warn you of accidental clicks), turn on the *Play Unclick Sound* option (this should be on by default). You can also have a different sound played when you “click” an item by turning on the *Play Click Sound* option.

Fonts

The fonts tab allow you to set the font and size for the MoneyWorks lists and the standard MoneyWorks reports.



Set List View Font: Sets the fonts in the list windows choose the font and size from the font style selection window which will be displayed. If you choose a large font, you will need to resize your columns in the list view.

Set Printing Font: Sets the font for the standard reports and list printout—choose the font and size from the font style selection window which will be displayed. Note that choosing large font sizes for printing is largely self-defeating, as MoneyWorks will truncate/scale the information to fit.

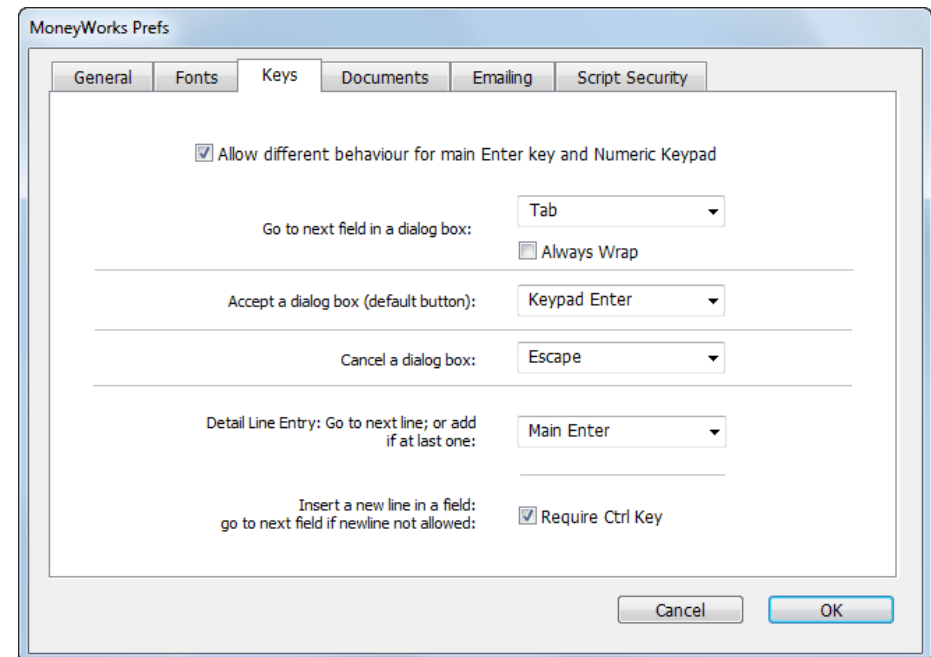
Keys

The Keys tab determines how the enter, tab and return key on your keyboard operate. You might want to do this if you are using a notebook (that only has one enter key), or because you are used to using the enter key as a tab key to take you from field to field.

The ↵/return key is located on the main part of the Windows keyboard, and is often shaped like a back-to-front “L”

Note: Windows users will note that there are normally (notebooks excepted) two keys labelled *enter* on your keyboard. In some situations these are handled differently in MoneyWorks. Where we need to differentiate these in this manual we refer to the one on the main body of the keyboard as the return (or ↵) key, and the one on the numeric entry pad (on the right of the keyboard) as the *keypad-enter*.

The default settings are shown below (the Mac settings refer to the *Return* key instead of the *Main Enter* key).



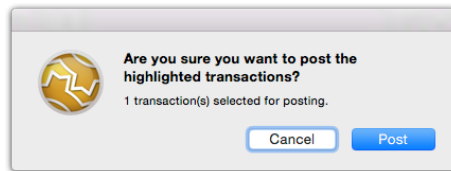
Allow different behaviours for main Enter key and Numeric Keypad Enter

key: For Windows only. If set (which is the default), the behaviour for the keypad enter key and the main enter key will be different. If you have a laptop computer, you will probably only have one enter key, so you should turn off this option. In this case the F11 function key is available in place of the missing Enter key.

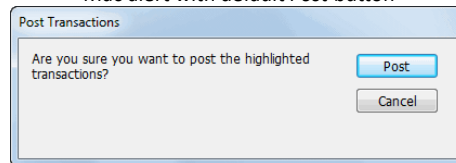
Go to next field: This is the key that takes you to the next field in a dialog box or entry screen. Normally the tab key is used to do this.

Always Wrap: If this option is on, when you tab out of the last detail line in a transaction MoneyWorks will tab to the first field in the transaction window (replicating the behaviour of ancient versions of MoneyWorks). If it is off, a new detail line will be added if you tab out of the last detail line.

Accept a dialog box: This is the key that activates the default button on a dialog box (the default button will always be highlighted, as shown below). The keypad enter key is normally used for this.



Mac alert with default Post button



Windows alert with default Post button

The default button is the one that has a highlight on it.

Cancel a dialog: This is the key that activates the cancel button on a dialog. It is normally the escape key.

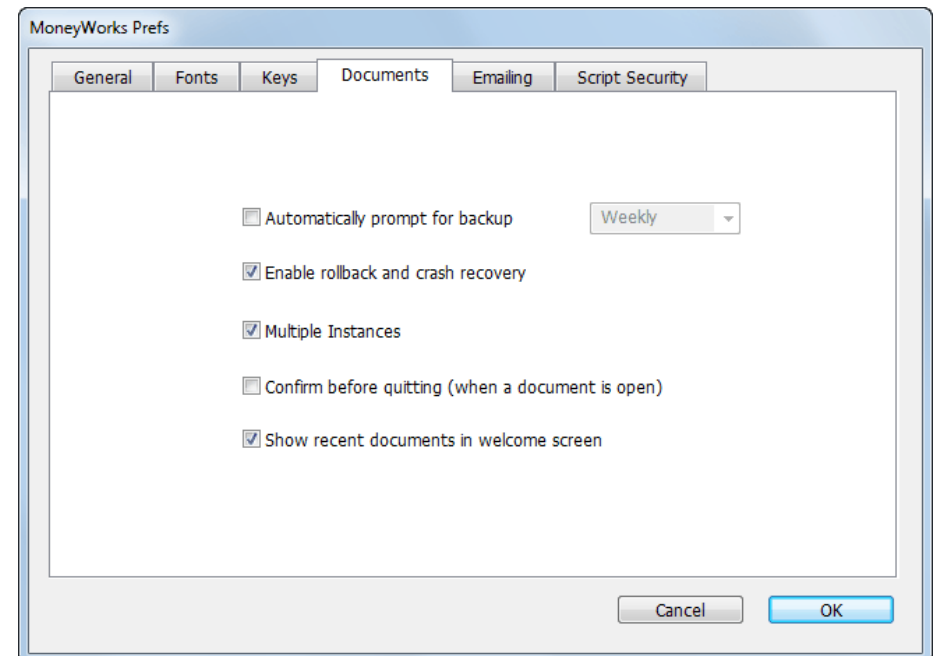
Detail line entry: The *Go to Next Line* key is the key to add the next detail line while entering transactions. Pressing this key (which by default is the main enter or return (↵) key) while in one detail line will move you to the next one down, or add another detail line if you are on the last one. Alternatively, provided you do not have the *Always Wrap* option on, you can use the defined tab key to tab through the last field on the detail line and onto the next line.

Require Ctrl/Option key: Some fields (description in the detail line for example) allow multi-line entries. A multi-line entry is normally achieved by pressing the "go to next line" key.

Account	Account Name	Description	Net
1500	Consulting I...	Doing some work for you:	15,500.00
		1) Taking on the phone;	
		2) Thinking;	
		3) Long Lunches	

In the detail.description field, pressing this key will not create a new detail line, but rather a multi-line description. Setting the *Require Ctrl/Option key* preference means that a new line within the same field will only be created if the ctrl key (Windows) or the option key (Mac) is held down while pressing the detail line entry key.

Documents

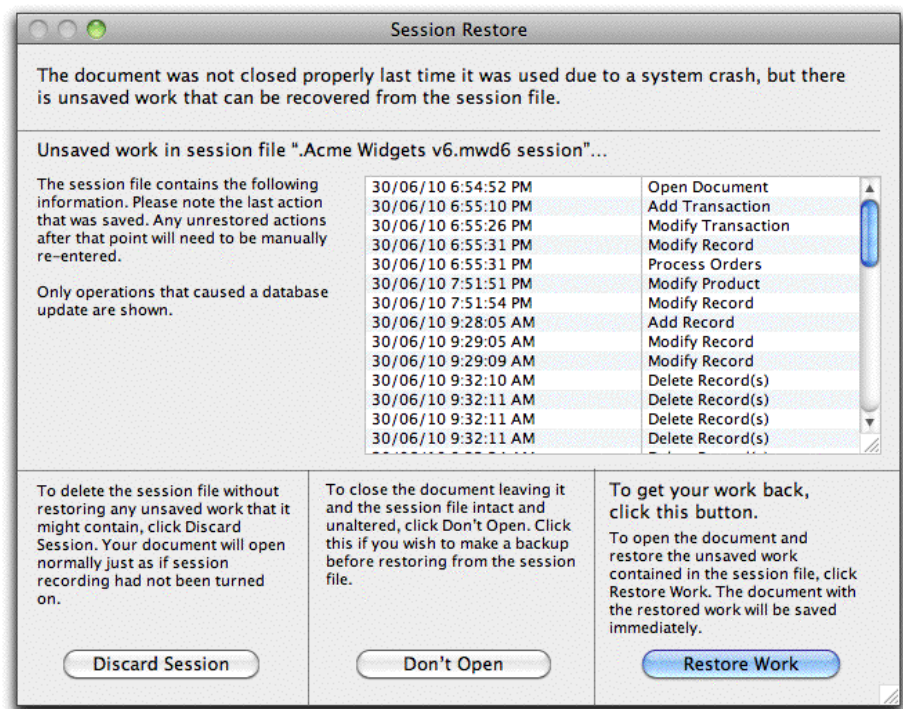


Automatically Prompt for Backup: Use this to set the frequency of how-often MoneyWorks will prompt you to back up your document upon exit. You can set it to Daily, Weekly or Monthly.

Enable Rollback and Crash Recovery: If set, MoneyWorks will maintain a session file of all changes to the file. In the event of MoneyWorks not being closed properly (for example a system crash or a power failure), the session file will contain details of all items entered and operations done since the last save. These can then be restored into the current document. Any operation that you were part way through at the time of the close will be lost. You cannot turn this off from a client, and it is always on in Datacentre.

Note: If you plan to import a lot of information, turning this option off for the duration of the import will make it go about 100 times faster.

If a session file has been created and there is a system crash, MoneyWorks will display the following next time you open the document:



Restore Work: Click this to restore the session information—upon completion of the restore MoneyWorks will save your document.

Don't Open: Click this if you don't want to open your document—the session file will remain intact until you next attempt to open your document.

Discard Session: Click this if you want open MoneyWorks discarding the session file. Your document will be opened as it was when last saved.

Warning: Avoid updating MoneyWorks until after you have restored the session file—these are not necessarily compatible across versions.

Multiple Instances: If set, a new instance of MoneyWorks will start when you double-click a MoneyWorks document or open one under the File menu. This was the default behaviour in Windows prior to MoneyWorks 6. If the option is off, the current MoneyWorks file will be closed before the new file is opened.

Note: If you have external scripts running and more than one instance of MoneyWorks running, it is not possible to direct communication from the script to a particular instance.

Confirm before Quitting (windows only) If set you will be asked if you really do want to Quit Moneyworks if you close the frame window.

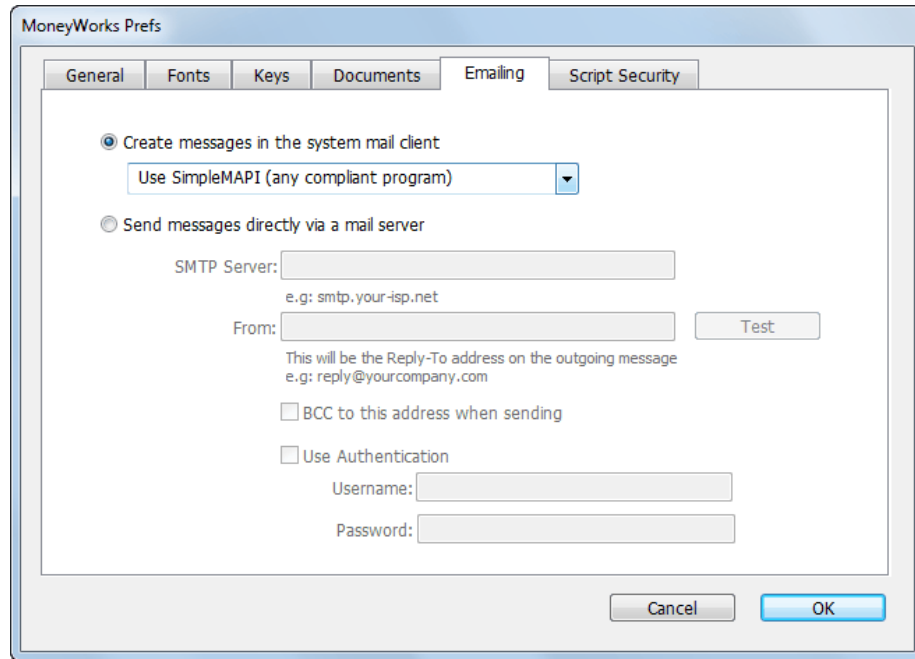
Show recent documents in Welcome screen If set, a list of recently opened MoneyWorks files and (for Gold and Datacentre) connections to MoneyWorks clients will be displayed in the MoneyWorks Welcome screen.

Emailing

Used to specify how emails generated by MoneyWorks are to be sent.

Create message in the system mail client: Emails will be created in your desktop mail system, allowing them to be checked and sent. Windows users can select Outlook or any other simple MAPI client. For Mac users, the default email client will be used.

Send emails directly via a mail server: SMTP details if you want to bypass your email client and use the built-in SMTP server.



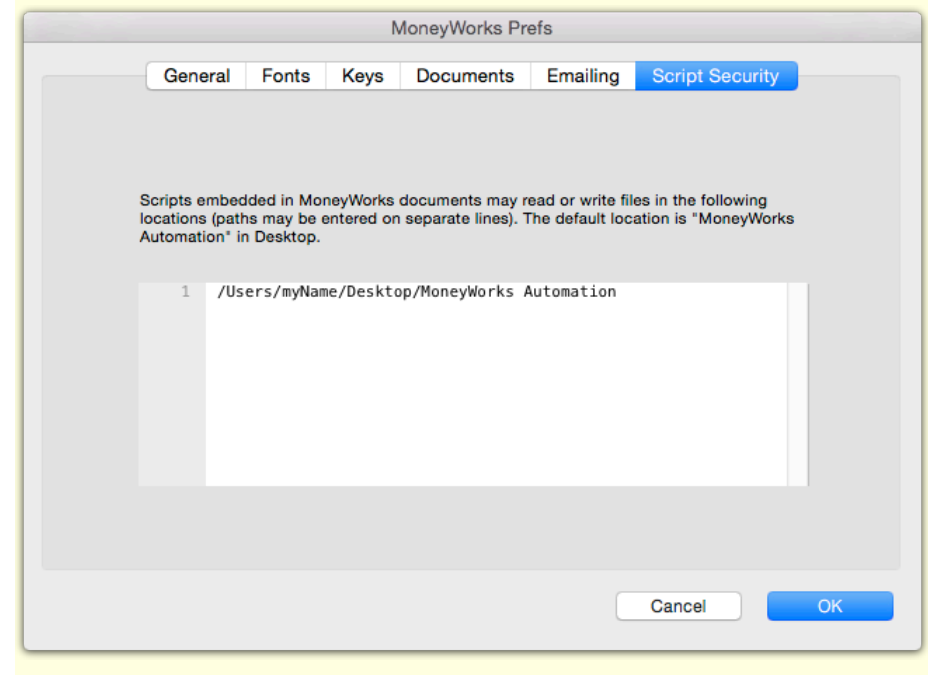
The email address specified here is the default one to use; if the logged in user has an email address specified as part of his or her user privileges settings, that will be used instead. Check with your ISP or IT support person if you are unsure as to your settings.

Note: No record is maintained in MoneyWorks of emailed items. Set the BCC option to have a copy of emails sent to the specified *From* address.

Script Security

For security reasons, mwScripts do not have access to your complete file system.

If you need your scripts to access other directories, they should be specified here.



Document Preferences

The Documents Preference settings apply only to the current document. Note that the available preferences are different between the Cashbook, Express and Gold editions of MoneyWorks.

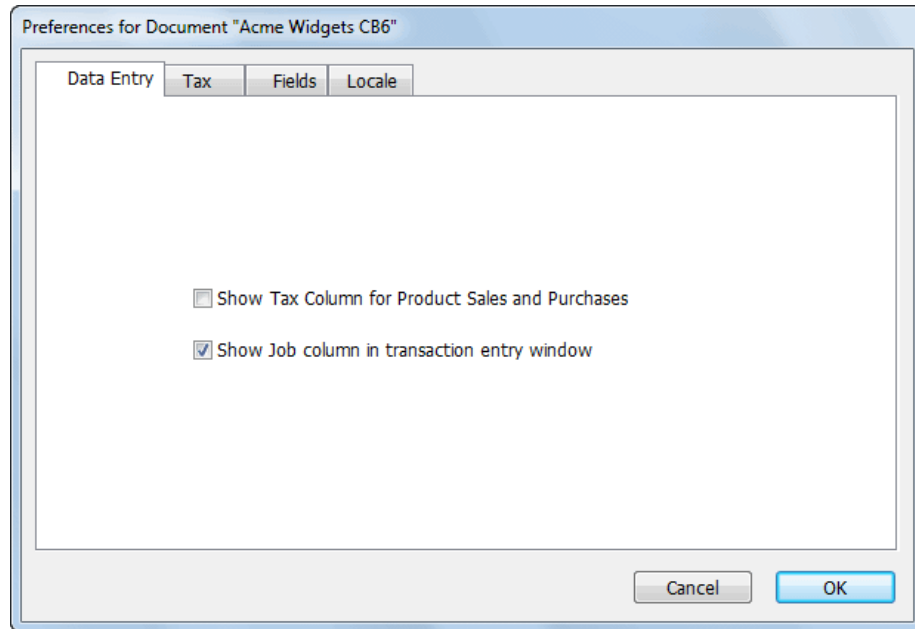
To open the Documents Preferences window

1. Choose Edit>Document Preferences...

The document preferences window will open. This is organised into tabs for easy access.

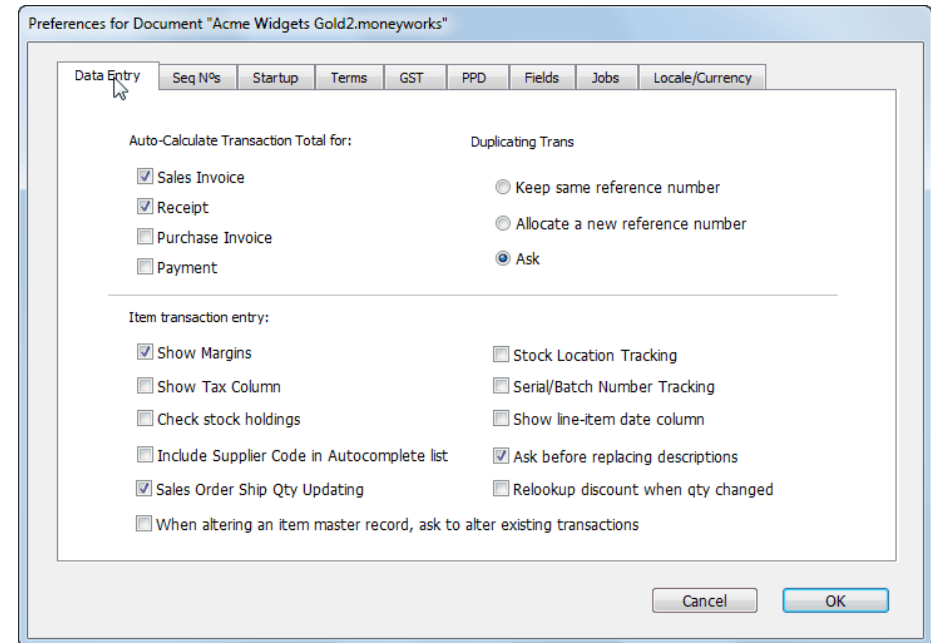
Data Entry

The Data Entry options are different in MoneyWorks Cashbook.



Show Tax Column for Item Sales and Purchases If you want to be able to set the tax amount easily in item transactions, turn this option on. You can still change the tax amount if this option is off by switching the transaction to *By Account* (click on the Service tab), making the change, then switching back to *By Item*.

Show Job Column in transaction entry window: If set there will be an additional Job column in the Transaction entry window, allowing you to tag each detail line with a job code. You can search on the Job field using the [Find command](#), or use the *Job Summary* (Job) report to show the income and expenditure against a job.



Auto-Calculate Transaction Total This option can be set separately for receipts, payments, sales invoices and purchase invoices. Check this option if you want to be able to enter net or gross amounts into detail lines for the transaction and have the transaction *Amount* field calculated automatically. This means that you do not need to know the total of the transaction before entering it into MoneyWorks.

This is normally on for sales-type transactions and off for purchases. It is on for all Order Entry transactions.

Duplicating Transactions Options

These options determine how MoneyWorks will allocate a new reference number when a transaction is duplicated. The reference number is the cheque number for a payment, the receipt number for a receipt, the order number for a creditor invoice/purchase order and the invoice number for a debtor invoice/sales order. A new reference number is always given when you duplicate a journal.

Keep same reference number: The reference number is the same as in the original transaction.

Allocate a new reference number: The next reference number in the sequence is allocated to the new transaction.

Ask: When you duplicate a transaction you will be asked whether to keep the old reference number or use a new one.

If *Cancel* is clicked, the transaction is not duplicated.

Note: When you duplicate a quote, you will also be asked if you want to update the pricing.

Item transaction entry

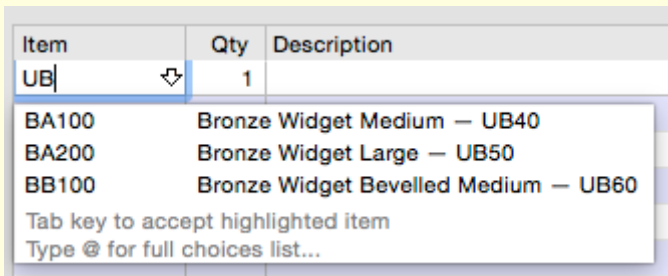
These options affect how item transactions are entered.

Show Margins: When set, the cost of goods and the margin will be displayed during the entry of cash receipts or debtor invoices that involve products.

Show Tax Column: If you want to be able to set the tax amount easily in product transactions, turn this option on. You can still change the tax amount if this option is off by switching the transaction to Service (click on the Service tab), making the change, then switching back to Product.

Check Stock Holdings In MoneyWorks Gold only, if you want to be warned of an out-of-stock condition as you enter a sales transaction, turn this option on. This may slow down data entry.

Include Supplier Code in Autocomplete list: If this is on, the supplier's item code will be appended to the item's description in the autocomplete



The supplier's code appended to the autocomplete dropdown

dropdown displayed when entering into the *Item* field on transaction detail lines. This allows you to easily enter the supplier's code instead of your own.

Sales Order Ship Qty Updating Use this option to have MoneyWorks check current stock levels when opening an existing Sales Order and offer to update ship quantities if new stock is available.

Stock Location Tracking: Turn this on to enable [stock location tracking](#), i.e. the management of inventoried items in different locations.

Serial/Batch Number Tracking: Turn this on if you have inventoried items that you need to track by [serial number of by batch](#).

Show the line-item date column: If this is on, and additional date column is displayed in item transaction entry, allowing you to record dates against detail lines. You will need this on if you want to track batches which have expiry dates—in this case the date column is used to [record the expiry date](#) for new batches purchased.

Ask before replacing product descriptions If you want MoneyWorks to ask you before rewriting the product description when you change a product code in a transaction, you need to turn this option on. This is useful if you use product or resource codes for services and are typing long narratives into the description that you do not want to accidentally obliterate.

Relookup Discount when Qty is Changed If this is set and you change the quantity in a detail line, MoneyWorks will relookup the discount for the product (based on the product record and possibly the customer record). If the option is not set, and you have changed the discount field (or the extension field, which causes the discount to recalculate automatically), then changing the quantity will not affect the discount rate.

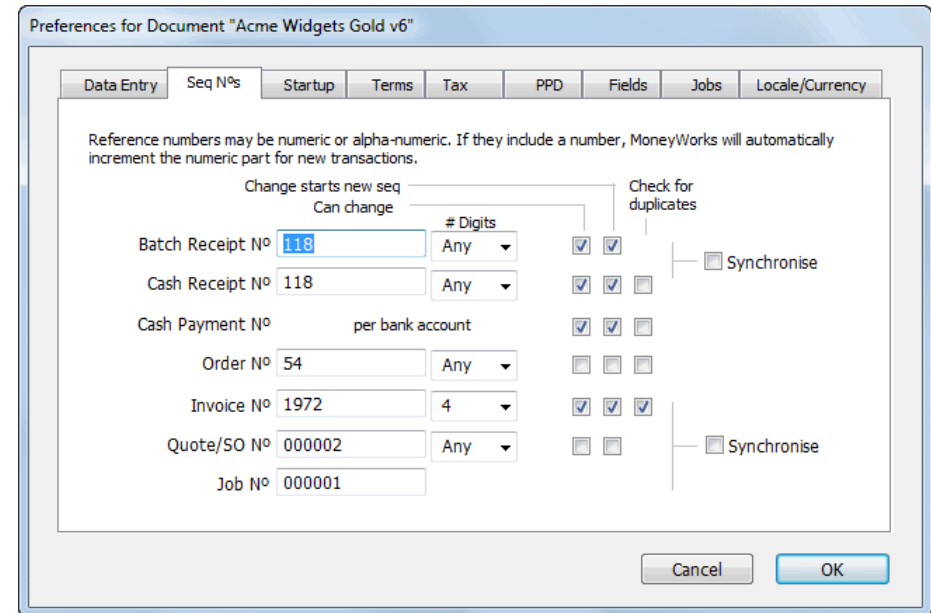
When altering an item master record, ask to alter existing transaction records If this option is on, and you change a product code in the Products list, you will receive the following prompt:



If you click *Change Codes*, MoneyWorks will change the product codes in all existing transactions to the new code. This means that product enquiries will still show the historic transactions. If you choose *Don't Change*, the product record will be effectively decoupled from the existing transactions.

Sequence Nos

The Sequence Numbers panel (not Cashbook) allows you to set the current reference number sequence for receipts, orders, invoices and jobs. Cheque numbers have different sequences per account, and are set in the Account record —see [Bank Settings](#). Journal sequence numbers cannot be altered. You can have separate sequence numbers for batch and manual receipts.



Note: Changing Sequence Numbers can only be done in single-user mode.

Reference “numbers” may include non-numeric characters. Provided that the numeric part is at the end of the “number”, MoneyWorks will automatically increment the numeric part for each new or duplicated transaction. If you don’t want a reference number to auto-increment, you should put a non-numeric character (such as a space) at the end.

To change the sequence number, select the appropriate field and type the new sequence number.

If you would like a reference number to always be a certain number of digits, choose a number from the pop-up menu next to the reference number. Unless you choose *Any*, MoneyWorks will force the reference number to have at least that number of digits by inserting zeros on the left hand end. This is useful for ensuring that invoice numbers, for example, will always sort correctly (since the invoice number is an alphanumeric value, “300” comes after “10032”, but “00300” comes before “10032”).

Can Change If you want to be able to change the reference number that MoneyWorks assigns to a new transaction, turn on the Can Change option.

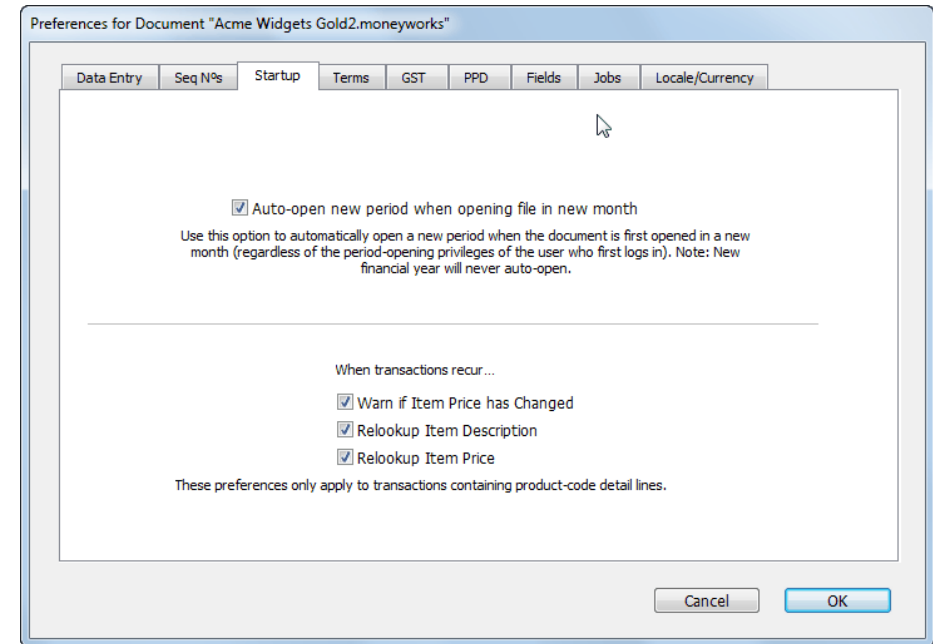
Change Starts New Seq If you want changes to a sequence number in a transaction to start a new sequence, set the *Change Starts New Sequence* option. When a new reference number is entered into a transaction it will form the basis of the new sequence series.

If you have this option set and you are entering a transaction with a reference number that you do not want to be the basis of a new sequence you should append a backslash (“\”) to the end of the reference number. MoneyWorks will remove this, and the sequence will be unchanged. An example of this is an auto payment made from your bank account.

Check for Duplicates If you want MoneyWorks to check for duplicate sequence numbers, set the *Check for Duplicates* option.

Synchronise You can have the same sequence of numbers operating for Batch and singly entered receipt numbers, and for Quote, Invoice and Job numbers. Set the Synchronise option to achieve this.

Startup



Use this panel to control the behaviour of MoneyWorks when your document is opened (e.g. how transactions recur).

Auto-open new period when opening file in new month: If on, a new period will be opened when the MoneyWorks file is first opened after the end of the previous period (regardless of the user’s privilege settings), provided it is no longer than 30 days after the end of the old period

Warn if Product Price has Changed Gives a warning when the document is opened if the product price recorded in a recurring transaction differs from the current selling price recorded in the product file.

Relookup Product Description Replaces the detail line description in the new transaction with the current product name. Turn this off if you want to retain the descriptions in the original transaction.

Relookup Product Price Updates the sell prices in the transactions if they have changed (and hence change the value of the transaction.)

Terms

This panel allows you to specify payment terms and credit hold/overdue payment warnings.

Default Payment Terms Set payment terms for debtors in this section. The payment terms specified here are used to specify the default terms for new debtors. You can override these terms for individual debtors—see [Debtor Terms](#).

Apply to All: This sets the payment terms for all existing debtors to the currently specified default terms. Use this only if you need to change the terms for all your debtors.

Auto Credit Hold Check this option if you would like an automatic credit hold facility for overdue debtors. Enter the number of days overdue after which the credit hold takes place.

With this option is checked, MoneyWorks will warn you when you enter an invoice for a debtor if they are over their credit limit already, or if they have invoices that are overdue. You will be given the option of putting the invoice on hold.

Limit write-off amount to In MoneyWorks Gold only, you can set the maximum amount that can be written-off (using the Write-off check-box) when receipting against invoice—see [Write Off Option](#).

Overdue Warnings at Startup Turn this on if you want to be alerted of any overdue debtors or creditors when you open your MoneyWorks document

Check for Dup. Creditor Invoice Numbers Turn this option on if you want MoneyWorks to check to see if an invoice with the same number has already been entered for the current creditor. The check is done when you accept the transaction by clicking *OK* or *Next*.

Make templated codes unique Specify here how many digits you want to append to a template code when it is created to make it unique.

Same for all new names Turn this option on if you want to automatically assign a unique code when creating a new Name.

For example, with this option on (and the padding set to six), if you create a new code for Mr Smith (SMI), it will automatically pad to SMI001. The next Smith (or Smithers) will automatically pad to SMI002 etc.

GST/VAT/Tax

These preferences determine if you want MoneyWorks to track your GST/VAT or Sales Tax, and (for GST and VAT), the length of your GST/VAT cycle—this is required for the GST Report (but not for Sales Tax reporting, which is normally done using the Sales Tax report). Before you print your first GST/VAT report, you will need to specify the end date for your first GST/VAT cycle. Thereafter, MoneyWorks will recalculate the next cycle end date using the cycle length specified.

Note: MoneyWorks Cashbook only supports GST on a payments/cash basis.

Preferences for Document "Acme Widgets v6.mwd6"

Data Entry Sequence N's Startup Terms **GST** PPD Fields Jobs Locale/Currency

☒ I need to account for GST

Basis for calculation of GST

Income: ☒ Payments Basis ☐ Invoice Basis

Expenses: ☒ Payments Basis ☐ Invoice Basis

GST Cycle: ☐ Monthly Cycle ☒ Two Monthly ☐ Quarterly ☐ Six Monthly ☐ Other 2 months

Next cycle ends on: 31/07/10

Cancel OK

For an outline of the way in which these settings are used to generate your GST/VAT returns —see [GST, VAT, Sales Tax & Tax Codes](#).

I need to account for GST/VAT/TAX This option must be on if MoneyWorks is to track your Tax. If it is **not** set no Tax tracking will be done—the Net, TC and Tax fields in the detail lines of transaction entry will be replaced by a single Amount field¹.

Income Click Payments or Invoice Basis to indicate whether GST on your income is payable on invoice (accruals basis) or when the payment is received (cash basis).

Expenses Click Payments or Invoice Basis to indicate whether GST on your expenses is payable on receipt of invoice (accruals basis) or when the payment is made (cash basis).

Tax Cycle Click the radio button to identify your Tax return cycle frequency.

Next Cycle ends on Enter the last date of the next Return cycle into the edit box. This date is used to identify the transactions to be processed for the GST/VAT return.

PPD (Prompt Payment Discounts)

The handling of the prompt payment (or settlement) discounts differs by country. If you are giving or receiving prompt payment discounts, you need to ensure that it has been correctly set up for your local requirements.

Preferences for Document "Acme Widgets Gold2.moneyworks"

Data Entry Seq N's Startup Terms GST **PPD** Fields Jobs Locale/Currency

Tax handling of Prompt Payment Discounts varies by country

☒ Discount applies to both Net and GST if paid by discount date (most countries)
The prompt payment discount expense account should be taxable (i.e. have the normal rate tax code) because the amount of tax collected or paid depends on whether the discount is taken up.

☐ Discount applies to Net only; Tax is not discounted (US, Canada)
The prompt payment discount expense account should have a 0% (exempt) tax code, so that no tax is calculated on the discount amount.

☐ VAT calculated on the discounted value whether discount taken or not (UK before Apr 2015)
The prompt payment discount expense account should not be taxable (i.e. "Exempt" tax code) because the amount of tax collected or paid does not change depending on the discount being taken up. The effective VAT rate will be lower either way.

Cancel OK

When a prompt payment discount is taken, MoneyWorks creates a credit note to account for the discounted amount. This is coded to a nominated "Discounts" general ledger code. It is important that the GST/VAT/Tax code on this account has the appropriate GST/VAT/tax handling for your region.

Discount applies to both Net and GST if paid by discount date The case for most jurisdictions, the tax is a straight percentage of the amount paid, regardless of whether the prompt payment discount is taken up or not. The general ledger code should be taxable (see example 1a below), unless it is

being treated in a similar manner to a finance charge (example 1b). If in doubt, you should check with your accountant.

Discount applies to Net only; Tax is not discounted For the USA and Canada, the tax is calculated on the full value of the invoice, and is not reduced by paying early. The Discount general ledger account should be exempt of tax (example 2).

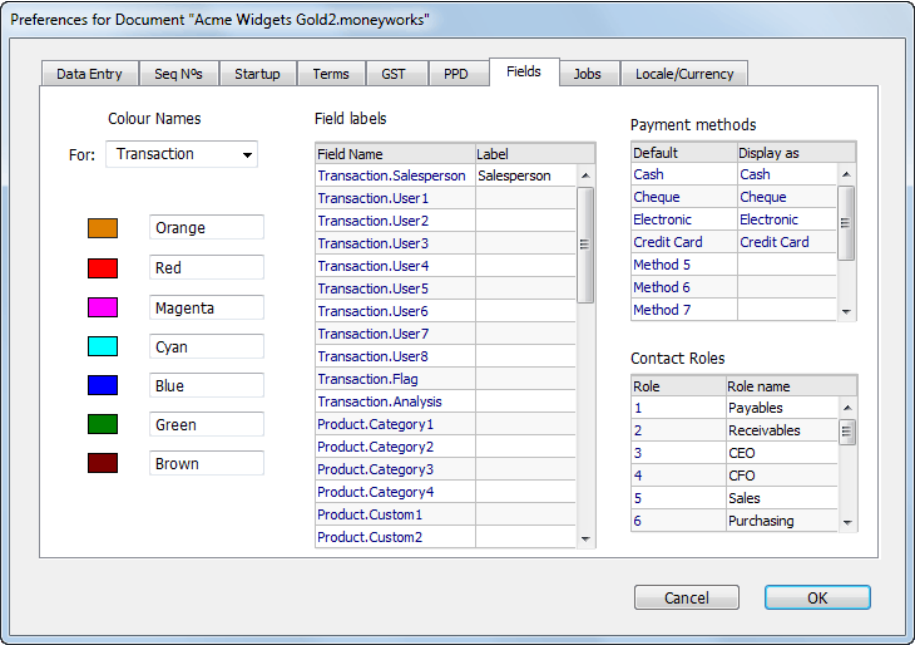
Discount applies to both Net and VAT; VAT is always discounted This was the situation in the UK prior to April 2015. For the UK, the VAT is calculated on the discounted amount of the invoice, regardless of whether the discount is taken (which gives rise to some extremely weird arithmetic). The Discount general ledger account should be exempt of VAT (example 3).

To illustrate how the settings work, we will assume an invoice for \$100 plus tax at 10%(i.e. a theoretical total of \$110) with a 10% prompt discount rate.

Example	Discount Taken	Discount Not Taken
1a	Invoice Amt: \$110 (\$100 + \$10 Tax) Amount to Pay: \$99 (\$90 + \$9 Tax) Credit Note Raised: \$10 + \$1 Tax Total Tax: \$9	Invoice Amt: \$110 (\$100 + \$10 Tax) Amount to Pay: \$110 (\$100 + \$10 Tax) No credit note raised: Total Tax: \$10
1b	Invoice Amt: \$110 (\$100 + \$10 Tax) Amount to Pay: \$99 (\$89 + \$10Tax) Credit Note Raised: \$11 + \$0 Tax Total Tax: \$10	Invoice Amt: \$110 (\$100 + \$10 Tax) Amount to Pay: \$110 (\$100 + \$10 Tax) No credit note raised: Total Tax: \$10
2 (USA, Canada)	Invoice Amt: \$110 (\$100 + \$10 Tax) Amount to Pay: \$100 (\$90 + \$10) Credit Note Raised: \$10 + \$0 Tax Total Tax: \$10	Invoice Amt: \$110 (\$100 + \$10 Tax) Amount to Pay: \$110 (\$100 + \$10 Tax) No credit note raised: Total Tax: \$10

3 (UK) pre Apr 2015	Invoice Amt:: £109 (£100 +£9 VAT) Amount to Pay: £99 (£90 + £9 VAT) Credit Note Raised: £10 + £0 Tax Total Tax: £9	Invoice Amt:: £109 (£100 +£9 VAT) Amount to Pay: £109 (£100 + £9 VAT) No credit note raised Total Tax: £9

Fields



Use this to customise the labels on your transaction fields, payment methods, contact roles and colours in MoneyWorks.

Note: The lists used with the Find and Sort commands (and in the forms editor) will use the internal field name, not the user defined value.

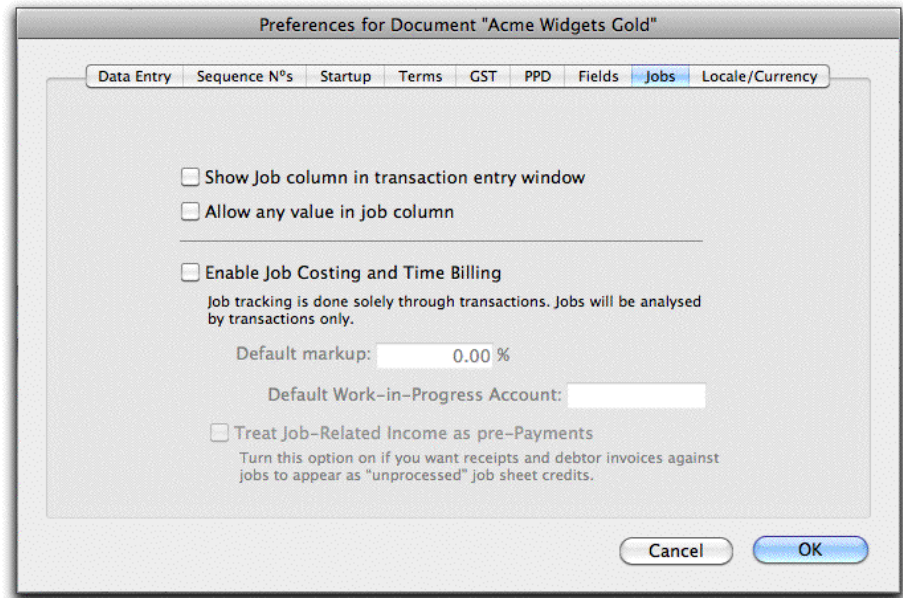
Note: The first four payment methods in MoneyWorks have special behaviour and cannot be altered.

Note: You can use the [fieldLabel\(\) function](#) to display the label in a report.

Note: In MoneyWorks 8, it is possible to have different naming schemes for the colours in each table in MoneyWorks. For example, red transactions might be labelled "Urgent", and red customers as "Bad".

Jobs

The job control preferences determine what level of job control is used.



Show Job column in transaction entry window If set, an additional column, the Job column, will be displayed in the detail line area of the transaction entry screen. This column can be used to enter a job code to tag that detail line as being associated with a job.

Item	Qty	Description	Unit Price	Disc.%	Extension	TC	Job
BA100	10	Bronze Widget Medium	24.95	0	249.50	G	12345

The additional job column will appear in all transactions except journals. It is not possible to associate a journal with a job.

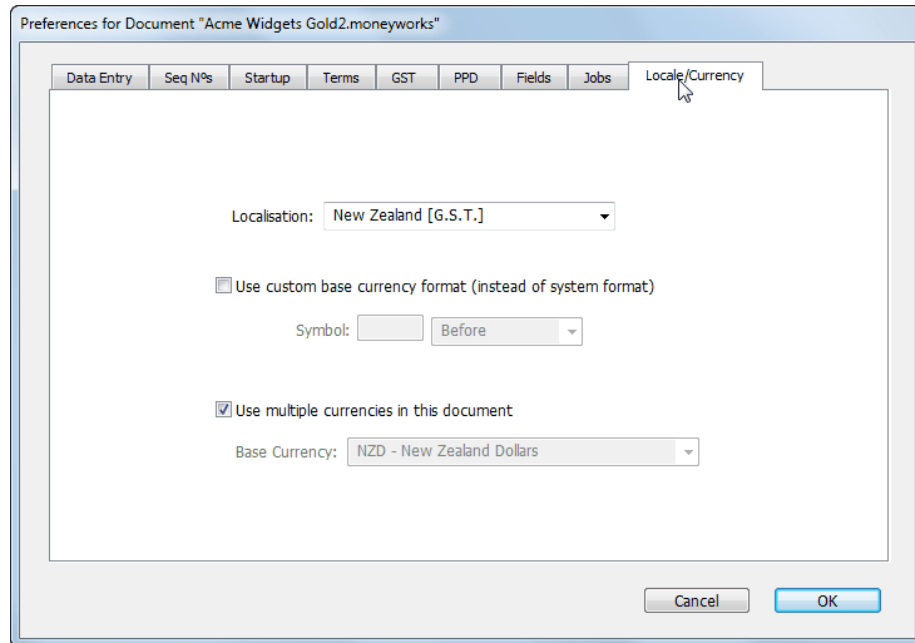
Allow any value in job column Normally when you type an entry into the job column of a transactions detail line MoneyWorks will check to see that the entry refers to a valid job. If the *Allow any value in job column* option is set, you will be able to type any value into the job column. This option and the *Enable Job Costing and Time Billing* option are mutually exclusive.

Enable Job Costing and Time Billing Only available in MoneyWorks Gold. When set this enables the full time billing system. For a discussion on this of these see [Job Preferences](#).

Treat Job-Related Income as Pre-Payments Turning on this option will cause job related income transactions to be transferred as pending (instead of processed) job sheet items. Turn this on if you create invoices (or receipts) coded to the job before work on the job has been done (e.g. a deposit or pre-payment on a job), and this income needs to be offset against subsequent work.²

Locale

Used to specify the intended country of operation of the accounts, and the currencies used.



Localisation Used to set the tax names and other details for the file (e.g. UK localisation will have a VAT tax; Australian will have GST).

Use custom base currency format If set allows you to specify a different currency symbol for your base currency other than that given by your system settings.

Use multiple currencies For Gold only, used to set up multiple currencies. See [multi-currency](#) for further details.

¹ MoneyWorks versions prior to 5.2 had a **Use two-tier GST** option for the Canadian version. This has been replaced with the [Composite tax](#).↵

² In MoneyWorks 6 and earlier this option was set in the Posting confirmation window.↵

GST, VAT, Sales Tax & Tax Codes

When you buy and sell goods or services, there is often a tax imposed on the transaction. This tax can take the form of a Sales Tax (such as the in USA), or a Value Added tax (VAT or GST), as is prevalent in Australia, EU, New Zealand and many other countries. Parts of Canada are particularly well served in this respect in that they have both a GST and a sales tax (PST).

The good news is that MoneyWorks can manage these taxes for you¹.

Note: If you are a home user or are not registered for GST or Sales Tax, you should have the [I need to account for GST/VAT/Tax Preference](#) option turned off. In this case this section will not be relevant to you.

There are fundamental differences between a Sales Tax and a Value Added Tax:

Sales Tax: This is imposed only at the end of the supply chain, and cannot (normally) be reclaimed. When you buy something that has sales tax in it, that tax is considered to be part of the purchase price. If you purchase an item to be used in your production, you will have a sales tax exemption for that item, so the supplier will not charge you sales tax. However if you charge sales tax on your sales, you are liable to pay the tax you have collected.

Value Added Tax: This is a percentage tax imposed at each stage of the supply chain. When you purchase an item, the tax will be included in the price; when you resell the item, you will add the tax to your price. You are liable to pay the tax you have collected, less the tax you have paid (i.e. just the tax on the value-add that you have provided).

If you are in the United States, or have just Sales tax refer to [Sales Tax and PST](#).

If you have GST or VAT refer to [GST and VAT](#).

If you are in Canada, you should read the section on GST. If you also have PST, you will also have to read the section on Sales Tax. QST (in Quebec) and HST (Harmonized Sales Tax), are essentially the same as GST (but at a higher rate); if you are in Alberta, you (currently) have just GST.

Checking your Tax Coding

When you enter a transaction in MoneyWorks, the tax code (and hence rate) is automatically derived from the general ledger account used, or from the customer/supplier. You can over-ride this tax code during transaction entry.

To check the tax codes used in transactions, run the [Tax Coding](#) report (in the Audit section of reports). This lists all transaction detail lines sorted by tax code (and summarised by currency, if any) for the nominated period range.

The Tax Coding report can also be run for just a selected tax code. Thus, for example, if you are required to pay a USE tax, the report can be used to quickly identify the transactions and the total upon which the tax will be based.

GST and VAT

This section discusses GST and VAT, and is also applicable to HST and QST in Canada. For simplicity in this section, we will just refer to GST (but unless otherwise stated, this also means VAT, QST or HST).

Note: If you are in a country that uses VAT, MoneyWorks will display “VAT” instead of “GST”. In Canada, MoneyWorks will display “TAX” to indicate the combined GST and PST, or “HST” for provinces with HST.

What is GST

GST is a simple tax that is applied to the inputs and the outputs of business. Businesses themselves do not (in the normal course of events) pay GST—it is paid by the private citizen. But businesses do collect GST on behalf of the Government, and must remit this back to the Government on a regular basis².

Thus almost every transaction that you make as a business will attract GST in some form or other. If you are registered for GST you will be required to send in a return to the Government on a regular basis—we term this the GST cycle. In Australia this return is called the Business Activity Statement (BAS) and is sent to the ATO; in New Zealand it is referred to as the GST Return and is sent to the IRD; in Canada you send your GST/HST Return to the CRA.

Fortunately MoneyWorks monitors your GST for you automatically whenever you enter a transaction. Provided your accounts are up to date, simply printing the GST Report will tell you how much GST you owe or are owed.

Basically whenever an item or service is sold, it is subject to a goods and services tax (the rate will vary by country, but it is normally 10% in Australia, 15% in New Zealand, and currently 5% in Canada). This GST is added to the price of the goods or service, and is collected by the supplier who will subsequently remit it to the Government.

Consider for example the case of a vehicle taken in for repair. For simplicity we'll use the Australian GST rate of 10% in this example.

- The vehicle is found to need a replacement back sprongle. The repair company orders the sprongle from the sprongle supplier, and is charged \$100 plus GST (i.e. \$110).
- The company charges the vehicle owner \$120 plus GST (i.e. \$132) for the sprongle.
- Fitting the sprongle takes 2 hours of mechanics's time, which is charged at \$20 plus GST (a total of \$44).

The transactions are summarised in the following table:

	Net	GST	Gross
Purchase Sprongle	\$100	\$10	\$110
Total Payments	\$100	\$10	\$110
Sell Sprongle	120	12	132
Labour	40	4	44
Total Receipts	\$160	\$16	\$176
Incomings - Outgoings	\$60	\$6	\$66

At the completion of the job, an invoice will be made out to the customer for \$160 plus GST (a total of \$176).

For this job the repair company has paid out \$10 in GST. Because the company is GST registered, it can claim this amount back. But it also collected \$16 in GST, which must be paid. In practice the company will just pay the balance of the receipts and the payments (in this case \$6).

The good news is that most businesses will make their returns only every few months³, meaning that the repair company has the use of the \$6 for some time, which will help it with its cash flow.

And what of the person who had to pay for the sprongle repair? Well if the vehicle was owned by an organisation registered for GST, it would claim back the \$16 it paid (so in effect there has been no GST paid). But if it is owned by Joe Bloggs private citizen, the Government get to keep the \$16 (i.e. Joe cannot claim it back).

Overview of the GST Process

When you first set up MoneyWorks you should have set your GST structure and cycle in the Preferences — see [GST/VAT/Tax](#).

MoneyWorks comes pre-supplied with a number of tax codes. These are assigned to accounts and customers, and are the basis on which the GST is calculated for a particular transaction. The GST Guide Form uses these tax codes.

Default Codes (most countries)

E	GST/VAT exempt [not Australia]	0%
Z	Zero-rated items [not Australia].	0%
A	100% GST/VAT (for customs)	100%
*	MoneyWorks System GST accounts (cannot be changed)	0%

Default New Zealand Codes

G	Standard GST	15%

Default Canada GST Codes (Not including PST)

G	Standard GST	5%
H	Standard HST (rate varies by province)	13%

Default Australian Codes

G	Standard GST	10%
I	Input taxed	0%
C	Capital acquisitions	10%
F	GST-free	0%
X	Exports	0%
W	Salary and Wage Payments	0%
P	Amounts withheld from wages	0%
U	Amounts withheld where no ABN quoted	48.5%

Default VAT Code

V	Standard VAT (rate varies depending on country)

You can add other GST tax codes if you need them. Tax codes that you add will appear when used on the GST Report, but you will need to alter the GST Form if they are to appear on this.

When you create a general ledger account, you will associate a tax code with it. When you enter a transaction and use that account, the tax code is used to calculate the GST component for that part of the transaction. You can if necessary override this tax code when you enter the transaction.

Transactions with suppliers or customers outside your country will not (normally) be subject to GST. When you export (or import) goods you will need to override the tax code in the transaction entry—this can be done automatically by setting an override code in the Name record — see [Override Tax Code](#).

When you are due to prepare your return, you print the GST Report. Before this you must ensure that all transactions for the period have been entered and posted. It is a good idea to set up a reminder message to come up a week or so before the return is due so that MoneyWorks can warn you— see [Reminder Messages](#)⁴.

Having prepared your GST report, which provides a complete audit trail of how your GST has been calculated, you can then print off your GST form⁵—this shows how to fill out your return to your local tax authority.

Preparing Your GST Return

To prepare your return for a given GST cycle:

- You should have all transactions that occurred in the cycle entered and posted into MoneyWorks. If you backdate transactions so they would have appeared in a previous cycle, they will automatically be accounted for in the current cycle.
- Print the GST Report. This summarises the GST paid out by you and the GST collected—the Canadian report may also list the PST (but you should use the Sales Tax report to determine the PST payable unless your PST cycle matches your GST cycle). The difference in the GST column is payable to, or refunded by, the Government.

- When (and only when) you are satisfied that your GST report is correct, it should be finalised. This tags all the transactions in the report as having been processed for GST. They will not appear in future GST reports (and hence cannot be double counted). It also updates your GST cycle date ready for your next GST return.
- Print off your GST Guide Form (optionally). This shows what to put where on your GST return.
- If you need to pay money to the Government, you will need to write out a cheque. This (or any refund you might receive) will need to be specially coded — see [Paying your GST](#).

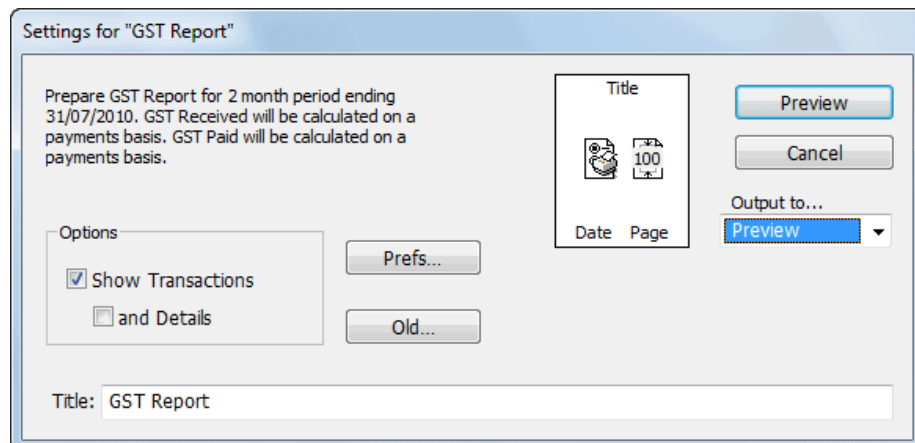
The GST Report

The GST report prints a summary of the GST received and paid by you, broken down by the various tax codes, and is used to calculate your GST payment or refund. As such you must run it prior to making a return. The report is normally printed showing a list of transactions, providing a definitive reference as to how the GST was calculated.

To print the GST Report:

1. Choose Reports>GST Report

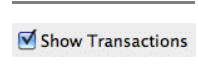
The GST Report setup dialog is displayed.



The information at the top left of the dialog box regarding the GST period dates and the basis for the GST calculations is taken from the Preferences — see [GST/VAT/Tax](#).

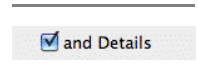
2. If the information at the top left is incorrect, click the *Prefs* button to change the *preference settings*

If *Show Transactions* is selected, each transaction that is included in the GST calculation is printed. You should print at least one copy of the report with this option set, as it will make the GST Audit trail clearer. If the option is not selected, a summary report is printed.



Note: The GST Report operates on posted transactions only—any transactions in the GST cycle must be posted before running this report.

If the *and Details* option is checked, MoneyWorks will also print details of each transaction detail line. As this may make the report very long, it is recommended that you only use this option if you are trying to locate a transaction whose GST amount appears to be wrong (e.g. a GST-Free transaction that has had GST applied to it⁶).



3. Check that the *Show Transactions* option is on

This is how the report should normally be printed.

4. Set the output to *Printer* and click *Print*

The GST Report will be printed. You will be asked if you want to finalise the GST report.

If you preview the report, the Finalise GST window will be displayed when you click the *Close* or *Next* button.

5. When the report has successfully printed and you are happy that it is correct, click **Finalise**, otherwise click **Don't Finalise**

Finalising the Return

Finalising updates the GST cycle and the also tags each transaction as having been processed so it won't appear on the next GST report. Finalisation cannot be undone, so ensure that everything is correct before clicking *Finalise*. The numbers on the finalised report will be the ones that you transcribe to your return.

Note: For most printers, printing is done “in the background”, allowing you to continue to work on your computer while information is being printed. In this situation the GST Finalisation request will appear before the report is printed. **You should wait until the complete report is successfully printed on the printer before clicking Finalise.**

☒ Journal to GST holding acct:

Set the *Journal to GST Holding Account* option on if you want to have the GST journal created and posted for you automatically (it will also be stamped as having been processed for GST in the current cycle). If you don't create the journal, you will need to do it manually — see [Journalling Out the GST Accounts](#).

Note: The first time you set this option you will need to specify the GST Holding account. It should normally be a Current Liability, with a tax code of “*”.

Set the *Print Guide Form* option on if you want to also print the GST guide form (this is disabled if there is no Guide form for your country). This will help you fill out your GST Return/BAS. You can print this later by choosing GST Guide Form from the Reports menu.

☒ Print Guide Form

If you Forget to Finalise

It sometimes happens that people forget to finalise their GST report, and don't discover this until some time later (normally when they come to prepare the next GST return).

Should this happen to you, the first thing to do is to redo the GST return to see if it has changed. Why would it have changed—simply because you may have backentered or corrected transactions in that (or a previous) GST cycle⁷.

So check that the totals on this are the same as the ones used on your last GST return. If they are the same, simply finalise the report.

If they are different, you will need to do a combined report for the previous and the current GST cycles, and subtract off the results that you used to make your previous GST return. To achieve this, set the GST Cycle date forward to the end of the current GST Cycle (by clicking the *Prefs* button in the GST Report Settings window), and print the report.

Anatomy of the GST Report

The first part of the report deals with receipts made by you during the GST period—the GST component of these must be paid to the government. The second part of the report deals with payments made by you—the GST component of these can be claimed back. It is therefore the difference between

these amounts that you need to pay or claim—this is shown in the Total line at the bottom of the report.

GST Report Acme Widgets Ltd						
Payments Received for 2 month period ending 30/11/10 (Payments Basis)						
				<u>Net</u>	<u>GST</u>	<u>Gross</u>
CR	30/06/10	123	Mrs Smith (Widgets)	100.00	12.50	112.50
CR	30/06/10	124	Mr Brown (Widgets)	50.00	6.25	56.25
	<u>Code</u>	<u>Rate(%)</u>	<u>Count</u>	<u>Net</u>	<u>GST</u>	<u>Gross</u>
	G	12.50	2	150.00	18.75	168.75
	2			150.00	18.75	168.75
Payments Made for 2 month period ending 30/11/10 (Payments Basis)						
				<u>Net</u>	<u>GST</u>	<u>Gross</u>
CP	30/06/10	100292	Raupo Supermarket (Office Supplies)	150.00	12.50	162.50
	<u>Code</u>	<u>Rate(%)</u>	<u>Count</u>	<u>Net</u>	<u>GST</u>	<u>Gross</u>
	G	12.50	1	100.00	12.50	112.50
	E	0.00	1	50.00	0.00	50.00
	2			150.00	12.50	162.50
Total	4			0.00	6.25	6.25

Note: Canadian users will get a report detailing both GST and PST/QST. For QST, just use the figures from the report; for PST, you should only use the GST column for the GST, and run the [Sales Tax report](#) for the PST

				<u>Net</u>	<u>GST</u>	<u>PST</u>	<u>Gross</u>
CR	20/02/10		Mr Brown (Bronze Widgets)	300.00	18.00	7.65	325.65
CR	22/02/10		Widget Warehouse (Various)	3,200.00	192.00	81.60	3,473.60
	<u>Code</u>	<u>Rate(%)</u>	<u>Count</u>	<u>Net</u>	<u>GST</u>	<u>PST</u>	<u>Gross</u>
	TAX	8.55	2	3,500.00	210.00	89.25	3,799.25

If you have entered your transactions correctly and not overridden any of the GST fields the following should apply:

- The Z, E, F, I and * tax codes should have 0 in the GST column (they won't be shown if you haven't used any accounts that use them).
- The amount of GST for the other tax codes divided by the GST rate (currently 10.0% for the G and C tax code in Australia, 15% for the G code in New Zealand) should equal the Net. Do not worry if it is a few cents out—this is rounding error due to GST amounts of less than 1 cent.

The report operates on the following principles.

- All Posted transactions in the system that occurred on or before the GST Cycle Date and have not previously been processed for GST will be included in the report
- This means that the GST cycle is totally independent of your normal financial period structure. It also means that any transactions that need to be posted into periods already processed for GST will be handled correctly in the next GST report.
- The GST Cycle Date is set in the Preferences dialog. It is automatically maintained by MoneyWorks, and is updated when you Finalise your GST report—you can change it if it is wrong.

The processing of the transactions varies depending upon whether you are operating on a cash/payments basis or an invoice/accrual basis. You may need to talk to your accountant to determine which you are on.

Payments/Cash Basis: All eligible cash payments and receipts are processed, as well as any zero value invoices⁸. The GST is determined from the tax code of each detail line in each cash transaction. The amount of GST is as recorded in the GST column of the detail line.

If the payment or receipt relates to an invoice, the GST in the detail lines of the invoice are used. Partial payments on invoices are pro-rated.

Invoice/Accruals Basis: All eligible cash payments and cash receipts that are not part of the debtors and creditors system are processed as for cash payments above. All eligible invoices received and sent are similarly processed.

Journals: It is not possible to determine whether a journal entry that involves a GST account should be included in the GST report or not. Therefore any journals that involve the GST accounts will be summarised at the end of the report (or listed if the Show Transactions option is on). You will need to manually adjust the return if any of these need to be included. It is for this reason that we recommend that you do not journal through corrections to transactions involving GST: instead cancel the original transaction, and then create a new corrected one.

Partial payments of invoices: If operating on a payments basis, the amount of the partial payment is pro-rated across the invoice to determine the GST.

As an example, consider that you have received an invoice for \$210 similar to that shown at right.

Net	TC	GST	Gross
100.00	G	10.00	110.00
100.00	E	0.00	100.00

For some reason you paid only 50% of the invoice, i.e. \$105. Of this amount, \$5.00 is considered to be GST, being half of the total GST. If you decided to pay the non-taxable portion and not the taxable (i.e. \$100 only), MoneyWorks would assume that you had paid 100/210.00 of the entire transaction and calculate GST accordingly at:

$$100/210 \times 10\% = \$4.76.$$

This does not arise on an accrual/invoice basis: all the GST is claimable.

Overpayment by a Debtor: If a debtor overpays his invoices (perhaps he paid one twice by mistake), the overpayment cannot be allocated to any particular invoice. Nor are there any supporting Tax Invoices for the overpayment. Therefore it is considered to contain no GST.

If the overpayment is allocated to the Debtor's account (so he has surplus funds), and is subsequently used to pay off an invoice, the GST is calculated at that point. However if the amount overpaid is returned to the debtor, no Tax Invoice is generated and hence there is considered to be no GST in the repayment. This applies whether operating on an invoice or cash basis.

Purging Transactions: Transactions which have not been processed for GST will not be purged if you purge the period containing them (unless the *I need to Account for GST* preference option is off).

Reprinting a GST Report

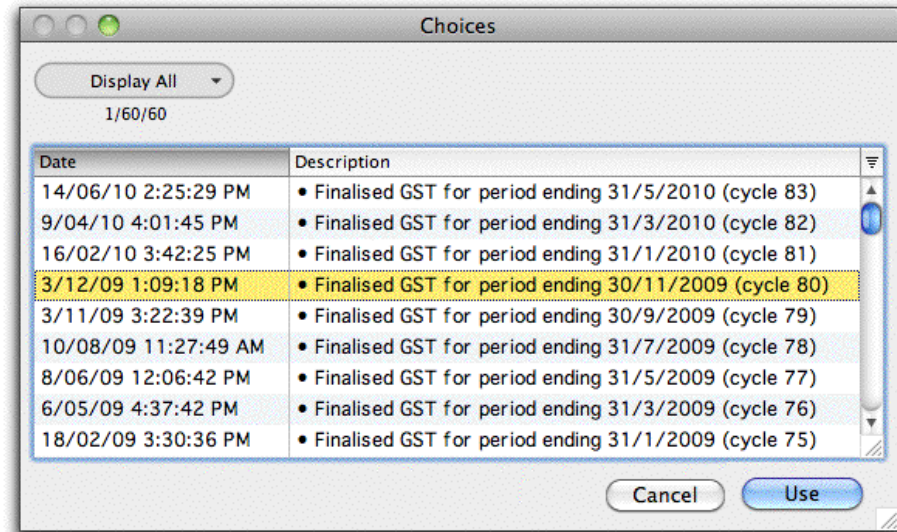
You can reprint a previous GST Report, provided the original report was finalised in MoneyWorks version 3 or later.

1. Choose Reports>GST Report

The GST Report settings window will open

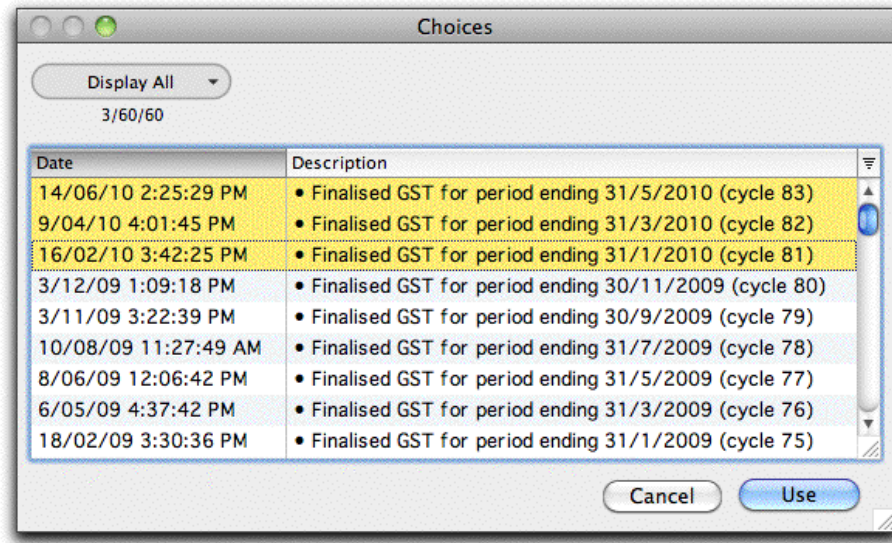
2. Click the *Old* button

A list of previous GST Reports will be displayed.



3. Double click the report you want to reprint

By shift-clicking you can highlight more than one old report, and reprint a single combined report, as shown below. This is handy if you inadvertently finalised your GST Report part way through a GST Cycle.



4. If you want to reprint the GST Guide Form based on this report, set the Use Reprint Figures for Guide Form option



Use Reprint Figures for Guide Form

5. Click the **Print** button

The GST report will be reprinted.

Note: When MoneyWorks determines that adjustments (cancellations, contras etc) will have no effect on your GST it will mark those transactions as having been processed for GST. They may therefore appear on a reprint of a GST report, even though they were not on the original. The final GST totals however will be the same.

Reprinting the GST Guide Form: You can reprint the GST Guide Form at any time by choosing GST Guide Form from the Reports menu. This will show the results of the last finalised GST Report, or the results of the last reprinted GST Report if the Use Reprint Figures for Guide Form option was set.

Changing the GST Parameters

You may change your GST cycle or even move from a payments to an invoice basis. The tax rates themselves might also change — see [Changing Tax Rates](#).

Change of assessment basis: If the way you are assessed for GST changes from an invoice/accrual to a payments/cash basis (or vice versa) your next GST calculation will be handled correctly — even the partially paid invoices. All you need do is change the GST settings in the Preferences dialog box.

Change of GST Cycle: If your GST cycle changes (e.g. from 3 monthly to 1 monthly), all you need do is change the GST cycle and the GST cycle date in the Preferences dialog box. Because each transaction is stamped when processed for GST, MoneyWorks will handle this correctly.

Filling out your GST Return

The GST Report provides a definitive audit trail of how your GST is calculated—this is handy for your accountant or any itinerant tax inspectors who may drop by, but is not in a form that can be used as part of your return.

The [GST Guide Form](#) will provide information from the GST Report in a form suitable for transcribing to your GST Return or BAS. This prints details from the last finalised GST Return (but is not available for all countries).

Journalling Out the GST Accounts

When you have finalised your GST return, the GST control accounts should be cleared by means of a journal. This journal will be created and posted for you automatically if you set the *Journal to GST Holding Account* option when you finalise your return.

If you choose to create it manually, the journal should be made out as follows see [General Ledger Journals](#) for information on creating journals:

- It should have the same date (and hence the same period) as the end of the GST Cycle
- The total GST received as listed in the report should be debited against the GST Received control account

- The total GST paid as listed in the report should be credited against the GST Paid control account.
- The difference between these is the amount of GST that you owe or will receive as a refund. You need to enter this in (as either a credit if you owe it or a debit if it is a refund, whatever balances the journal) against a GST Holding account.

Account	Account Name	Description	Debit	Credit
6800	GST Received	Tax Code: G	27,510.59	0.00
6805	GST Holding	GST to pay [Rate G]	0.00	27,510.59
5800	GST Paid	Tax Code: G	0.00	22,553.47
6805	GST Holding	GST to claim [Rate G]	22,553.47	0.00
Total:			50,064.06	50,064.06

The *GST Holding* is a normal Current Liability account (i.e. it is not set up as one of the special GST system accounts). It should have a tax code of “*”.

Paying your GST

Some time after your GST cycle end date, you will need to pay your GST to the Government—this varies from country to country. Do this using a normal payment transaction, with a single detail line containing the *GST Holding* code and the amount that was journalled in to this. When this transaction is posted, the balance in the GST Holding account should be zero.

Account	Account Name	Description	Net	TC	GST	Gross
6805	GST Holding		4,957.12	*	0.00	4,957.12
Total:			4,957.12		0.00	4,957.12

Receiving a GST Refund

If you are in the happy position of actually receiving a refund for GST, you should process the cheque when it arrives as a cash receipt transaction. It should be coded to the GST Holding account, and again, after the transaction has been posted, the balance in this account should be zero.

Taxable Payments Report (Australia)

Australian businesses in the building and construction industry are required to report to the ATO on the total amount they've paid contractors each year for building and construction services. This is done on the Taxable payments annual report.

Setting up the Information in MoneyWorks

The first step is to identify and tag the relevant suppliers in MoneyWorks. This is achieved by using one of the category or custom fields for the tag, and selecting a suitable tag value (such as "TPR").

For example if you elect to use *Custom2* and the tag of "TPR", then each supplier that needs to be included in the report should have "TPR" entered into the *Custom2* field. We suggest that you label the selected field in the [Document Preferences>Fields](#).

Tip: If you have a lot of suppliers, highlight them in the list and use the [Select>Replace](#) command to bulk update.

The ATO are very specific in the data layout requirements for the report. In particular make sure that in your company details (in [Show>Company Details](#))

- The ABN Number has no spaces
- Phone and Fax numbers are of form 01 2345 6789
- Your suburb is entered into address line 3 of the postal address

For your suppliers, ensure that:

- The ABN Number has no spaces
- Phone and Fax numbers are of form 01 2345 6789
- Their suburb is entered into address line 4 of the mailing address

The following are the valid ATO codes for states:

ACT	Australian Capital Territory
NSW	New South Wales
NT	Northern Territory
QLD	Queensland
SA	South Australia
TAS	Tasmania
VIC	Victoria
WA	Western Australia
OTH	Overseas addresses

Running the Taxable Payments Report

To run the report:

1. Choose [Reports>Taxable Payments \(Aus\)](#)

The report settings window will open.

2. In the *Value* field, enter the tag value that you have used to identify relevant suppliers

For example, if you tagged the suppliers with "TPR", you would enter "TPR" here.

3. Select the field that was set to this value from the *in field* pop-up menu

For example, if you tagged the suppliers in the *Custom2* field, you would select *Custom2* here.

If you want to create a file to upload to the ATO portal:

4. Set the *Export to ATO* option

5. Enter the *Reference* and *Prepared by* values

6. Select the financial year to run the report

7. Click *Preview* (or *Print*)

If you are creating a text file for the ATO, you will be prompted for a name and location for the file in the standard File Creation dialog.

WET Tax (Australia)

MoneyWorks will handle the Australian Wine Equalisation Tax (WET) tax, provided the Locale is set to Australia and a tax code of WET is correctly created.

Changes to the General Ledger for WET

It is a good idea to keep the WET collected separated from your normal GST. For this reason the first step in setting up to handle WET is to create three new tax accounts as follows:

1. A new *WET Tax Holding* Account

This is a current liability account with a "*" tax code.

2. A new *WET Received* Account_

This is of type *GST Received*

3. A new *WET Paid* account

This is of type *GST Paid*

Changes to the Tax Table

You will need two new taxes, one for WET (which you probably won't directly use), and a composite tax for "WET with GST lumped on top", which is the one you will use.

In Show>Tax Rates:

1. Create a new tax with a code of WET (it must be a code of WET)

The TAX Paid and Received accounts should be the new WET Paid and Received accounts as created above.

The current percentage is 29%.

2. Create another new tax code WG

This is because GST is applied on top of WET.

This is a "composite tax". The first tax **must** be WET, with the second being your normal GST code (normally G, but you might have used something else). Make sure the *Mult* (multiplicative) check box is set (otherwise the taxes will be added, which is wrong).

Code: WG Name: WET plus GST

Tax Type: Composite tax

Enter the component taxes that make up this composite tax

Code	Name	Rate	Mult
WET	WET Tax	29%	
G	Normal GST	10%	☒

Effective rate: 41.9 %

Previous Next Cancel OK

Accounts for handling sales and purchases involving WET

You should create new General Ledger accounts to account for transactions that use the WET tax.

You will need one for Sales, one for Cost of Sales, and, if you are running inventory on items subject to WET, one for Stock.

The tax code on these accounts **must** be set to WG (not WET, as you will be paying WET with GST on top).

Create the new products

Assign the income, expense and stock accounts to the appropriate ledger accounts that are set to GW.

Special Requirements for Invoice

You will need to format your invoice to show the WET at the bottom. The *Traditional Invoice* form does this, or you can modify your existing invoice layout.

GST Report and WET

When the WET tax is correctly set up, a second column will appear in the GST Report which lists the WET tax on each transaction. This is summarised at the bottom, the same as for other tax rates.

When the report is finalised, an additional field is available for the WET holding account (which is where your WET tax will be journalled into). Enter the code of the previously created *WET Holding Account* into this.

The BAS Guide will configure to show the WET in the appropriate boxes.

Sales Tax and PST

Sales tax is a consumer tax that is charged at the end of the supply chain. It is used in many US states, and also in some Canadian provinces.

If you are collecting Sales Tax, you will need to add the tax to any sales you make (except where the customer is exempt from sales tax). Although purchases may have sales tax added to them, you will not be able to reclaim these (instead the sales tax portion needs to be included into the purchase price, which MoneyWorks can do automatically for you).

When you first set up MoneyWorks, you therefore need to make sure that the tax rates in the tax table — see [Tax Codes](#) are set up for your location. MoneyWorks comes pre-loaded with the sales tax rates for PST in Canada, but not for the myriad of possibilities in the US.

Sales tax on a transaction line is determined by the tax code on the line, and this in turn is normally determined by the settings in the general ledger (although this can be overridden for specific customers and suppliers). Thus your *sales* general ledger codes will normally all have a tax code on them to make them taxable — see [Tax Code](#).

Although you pay sales tax on purchases, you have to include it in the cost of the item. In MoneyWorks, if there is a sales tax on a purchase/expense transaction, the sales tax portion will automatically be allocated to the general ledger code used on the line. It is therefore possible to have a sales tax code on purchase/expense codes, which can dramatically streamline the entry of these transactions (because each line of the source docket is normally recorded net of tax, with the total tax given at the bottom).

The Sales Tax Report

The sales tax report is used to itemise and summarise your sales tax liability. You will run this at the end of each period for which you need to report on sales tax. To run the report:

1. Choose Reports>Sales Tax

The Sales Tax report settings will open

Settings for "Sales Tax Report (US)"

Options

Mode: **Sales**

From: **Oct:2009/10**

To: **Oct:2009/10**

☐ Show Details

Preview

Cancel

Output to... **Preview**

Title: **Sales Tax Report (US)**

2. Set the Mode pop-up to Sales

If Mode is set to Documentation, the report (when run) will produce a description of the output it would normally produce.

3. Set the From and To pop-ups to the periods that encompass your reporting cycle

If you are reporting on just one period, these will be set to the same

Show Details: If this option is on, each transaction line will also be shown on the report. This will make the report longer, but it may be useful if you find that your sales tax figures don't seem to make sense.

4. Click the Preview (or Print) button to view the report

The report will list every posted Sales transaction (i.e. debtor invoice, and receipts that are not paying invoices) in the nominated reporting period, along with its sales tax. The report will also list any sales transactions from prior periods that were posted in the reporting period, allowing prior period adjustments to be automatically included.

At the end of the report, the total sales tax is broken down into its component parts (e.g. State and County).

Note: Transactions entered prior to MoneyWorks 5.2 are shown in blue (the sales tax handling was different in older versions). The sales tax on these cannot be broken down into its component parts, so the total is listed at the end of the report.

20/02/10	000002	DI	Mrs Smith (Widgets)	45.00	0.00	3.85	48.85
20/02/10		CR	Mr Brown (Bronze Widgets)	300.00	0.00	25.65	325.65
22/02/10		CR	Widget Warehouse (Various)	3,200.00	0.00	273.60	3,473.60
Total of Current Period Transactions				3,545.00		303.10	3,848.10
				3,545.00		303.10	3,848.10

Summary of Sales Tax Collected from 1/02/10 to 28/02/10

Tax Code	Current Rate	Tax Collected	
		Current	Total
CTY Cty Tax	2.55%	90.40	90.40
STA State Tax	6.00%	212.70	212.70
		303.10	303.10

Individual sales are listed at the top of the report, and the total sales taxes collected are summarised at the bottom (by tax code).

Sales Tax Report and Purchases

The Sales Tax report has a Purchases mode. If set to this, the report will look at purchase transactions (i.e. creditor invoice and direct payments) that were made in nominated time period using versions of MoneyWorks prior to 5.2. Sales tax on these transactions was not automatically "expensed", and you needed to put through a journal at month end to adjust for this. The report will list the transactions, and the required journal.

Refunds and Sales Tax

Because the Sales Tax report only considers “Sales” transactions (i.e. Debtor Invoices and direct Receipts that bypass the Debtors system), it will not recognise refunds that you have put through as payments.

Refunds in MoneyWorks should always be done by applying a [Return Refund to Debtor](#) on a previously raised credit note (i.e. negative debtor invoice). Apart from ensuring this will be picked up correctly for Sales tax purposes, it will also ensure that any associated inventoried items on the sale are returned to stock at the correct valuation⁹. Refunds can also be achieved by using a negative Receipt (although counter-intuitive, this is a sales reversal, and the inventory and tax will be handled correctly).

Paying your Sales Tax

Having determined your sales tax liability, you just need to pay it.

This will be a payment coded to the appropriate Tax Received accounts (you can have different control accounts for different component taxes if you wish). So to pay the tax in the above report, my transaction would be something like:

Account	Account Name	Description	Net	TC	GST	Gross
6800	Tax Received		303.10	*	0.00	303.10
Total:			303.10		0.00	303.10

Tax Codes

MoneyWorks has a built-in table of tax codes and rates. These tax codes are associated with Accounts or Names, and the corresponding rate is used to calculate the GST or sales tax whenever a transaction is entered. You can modify the standard codes (except *) if you wish, or add new codes for special situations (e.g. special rates for rest homes, out of state sales, beverage and accommodation taxes etc).

To see the tax table:

- 1. Choose Show>Tax Rates

The Tax Rates table will be displayed:

Code	Name	Rate
*	System (Tax n/a)	0.00
A	All GST	-
E	GST Exempt	0.00
G	GST	5.00
P	PST	8.00
T	GST and PST	13.00
Z	GST Zero Rated	0.00

Note: You can only modify tax codes if you are the only user on the system. If there is more than one user, the *Modify* button will show as *View*.

Adding a New Tax Code

1. Click the *New* toolbar button or press Ctrl-N/⌘-N

The Tax Code entry window will be displayed.

2. Type the code that will identify the new rate into the *Code* field

This can be up to five characters long, and must not be already in use.

3. Type a brief description of the rate in the *Name* field

4. Set the *Tax Type*

A tax can be either *GST or VAT*¹⁰, a *Sales Tax* or a *Composite Tax* (a combination of other taxes).

New tax rates need to be associated with accounts specifically set up to deal with the tax. Unless you have set up additional GST/TAX accounts in your Chart of Accounts you will only have access to the two standard system accounts that MoneyWorks automatically sets up.

5. Enter the *Tax control account codes* for the accounts that handle incoming and (if required) outgoing Tax into the *Tax Paid Account* and *Tax Received Account* fields

Simply tabbing through the fields will automatically insert the default codes. If more than one code is available, tabbing through the fields will display the Account Choices list.

6. Enter the tax rate into the *Rate 2* field

Unless you know details of a change to the tax rate, leave the Changeover and Rate 1 fields as they are.

If the rate is for 100% Tax

You will normally never come across 100% Tax transactions unless you are an importer. In this case you may get a bill for Tax from Customs.

7. Set the *All GST/TAX* radio button if this rate represents 100% GST

8. Click *OK* to accept these entries

Clicking Cancel will put the dialog box away without storing any of the changes that you have made.

Composite Taxes

The Composite Tax option allows you to specify a tax that is calculated from other predefined taxes¹¹.

To include a tax in the calculation:

1. Click the New icon

A new line will be added



Click the *New* icon to add a new line

2. Enter the code of the tax to include in the Code field

The name and rate will be displayed. Note that this must not be the code for another composite tax.

3. If the tax is multiplicative (i.e. is also levied on the previous taxes in the composite tax calculation, such as QST in Quebec, or PST in PEI), set the Mult check box

If this is not set, the taxes will be simply added, i.e. each tax is calculated on the Net amount.

4. To delete a tax from the calculation, click the Trash icon

When a composite tax is used in a transaction, an additional (hidden) detail line is added for each component tax used (unless the tax is a Sales Tax and has been “expensed” as part of a purchase).

There are some rules and restrictions for composite taxes:

- If a tax is based on a GST/VAT tax, these must be the first taxes in the calculation. For example, GST + PST is allowed, but PST + GST is not;
- A maximum of two GST/VAT taxes can be used in a composite tax;
- Composite taxes cannot be modified once they have been used. You can change the rate of the components, but not the structure itself;
- Composite taxes are calculated strictly top-down. Thus:

Code	Name	Rate	Mult
G1	Base tax	6%	
G2	Another Tax	1%	☐
CTY	Cty Tax	2.55%	☒

is calculated as $(G1 + G2) * CTY$, and not as $G1 + (G2 * CTY)$.

Note: MoneyWorks Express and MoneyWorks Gold let you create your own forms (invoices, statements etc). Special fields are available in your invoice design to isolate the GST and PST amounts:

- For the GST content on a transaction line use detail.tax1amt
- For the balance of the tax content on a transaction line use detail.tax2amt

Changing a Tax Rate

MoneyWorks allows you to enter the details of a change to the Tax rates at any time and uses a specific change-over date to determine which rate to apply to particular transactions. Transactions dated before the changeover date will attract the Rate 1 rate, while those on or after that date will attract the Rate 2 rate.

If the tax rates change, you will need to alter the tax rate table.

1. Choose Show>Tax Rates

The Tax Rates dialog box opens.

2. As the current rate is stored in the Rate 2 field, you will need to move the current rate into the Rate 1 field

3. Enter the date on which the rate changes into the Changeover field for the tax code

4. Enter the new rate into the Rate 2 field

Repeat steps 2, 3 and 4 for all of the tax codes that need to be changed. If you only have the default tax codes, you only need to change the G tax code.

5. Click *OK* to store the changes and close the dialog box

For example, the GST rate in New Zealand increased from 12.5% to 15% on 1st October 2010. This would be represented in the tax table as:

☒ **Percentage Rate**

Rate 1:	12.50	%	Rate to be used on transactions dated before changeover date.
Changeover Date:	1/10/2010		
Rate 2:	15.00	%	Rate to be used on transactions dated after changeover date.

A subsequent change in the GST rate can be made by putting the current GST rate (still in the Rate 2 field after the previous change) into the Rate 1 field and adding the new change over details as before.

Note that a composite tax will respect the dates of rate changes in its components.

1099 Forms (US)

A template 1099 form is included as a MoneyWorks statement. This calculates all (posted) payments made in the calendar year, and puts the total into box 3. To print the 1099:

1. In the Names list, highlight those vendors/suppliers who require a 1099

You can use one of the category fields to easily identify who needs a form (e.g. put "1099" into Category4 on the name record, then search for Category4 is 1099).

Category4 is

1. Choose Command>Print Statements

1. Select the "1099 Form (US)" in the Use Form popup list

If you need to amend the form (tweak the alignment or layout), you can at this point open the form in the [Forms Designer](#) by clicking the Layout button, followed by the Edit this form in the Forms Designer button.

1. Enter the last day of the calendar year for which you are preparing the form in the *Statement Date* field

This should always be 31st December. The form will print for all payments made from the 1st January of that year to the date specified.

2. Click Print (or Preview) to print the forms (one page per supplier)

¹ The US version of MoneyWorks can only handle Sales Tax. You need the international version to handle GST/VAT, or a mix of GST and Sales Tax. [↩](#)

² Strictly speaking, it is the balance of GST collected and GST paid that is remitted. [↩](#)

³ Normally quarterly in Australia, two-monthly in New Zealand, quarterly or annually in Canada [↩](#)

⁴ The reminder messages will only show when MoneyWorks is running. If you do not use MoneyWorks regularly the reminder message may not show in time. [↩](#)

⁵ Not available in all countries. [↩](#)

⁶ This particular example can only occur if the GST amount in the transaction was explicitly changed by the operator. [↩](#)

- ⁷ Had you finalised the previous return, these corrections would have appeared automatically on the next one, so in the normal course of events they wouldn't be an issue. ↩
- ⁸ A 100% deposit on an order for example will generate a zero valued invoice when the items are shipped. These will affect on your GST if the deposit was coded to an exempt GST account. ↩
- ⁹ If you use a payment transaction (as might seem logical), you are effectively buying the inventory back but at the price for which you sold them. This will upset your inventory valuation. ↩
- ¹⁰ Not available in the US version ↩
- ¹¹ This replaces the "Two-Tier GST" option in versions of MoneyWorks prior to 5.2 ↩

Of Budgets, Balances & Reminders

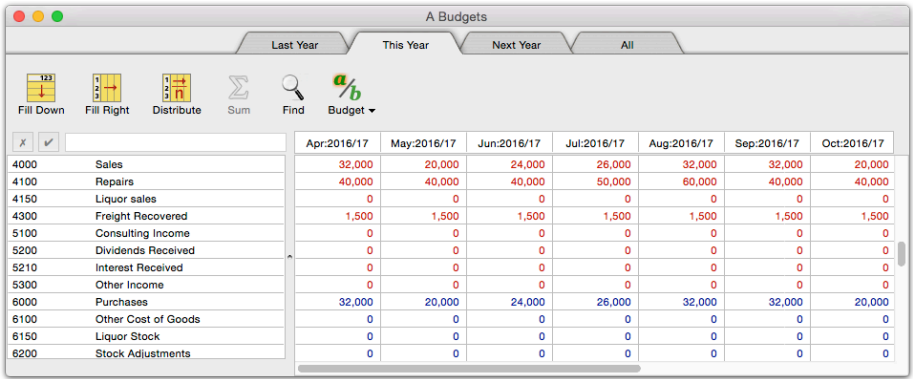
If you are heavily into budgets, you will be pleased to know that MoneyWorks supports two alternate budgets, A and B. Budget information for each of these can be entered for the Previous, Current and Next financial years, and is used to generate variance data in your account enquiries and reports. Budgets are normally done on an accrual basis (e.g. invoiced sales); use the Cash Forecast report to convert an accrual budget to a 15 month cash flow forecast.

Budget data can be entered directly into MoneyWorks, it can be copied out of a spreadsheet (or from the MoneyWorks historic actual or budget data) and pasted into the MoneyWorks budget editor, or it can be imported from a text file ([import](#)).

Entering Budget Data

1. Choose Show>Budgets or press Ctrl-6/⌘-6

The Budget data appears in a grid of account codes and periods. This is called the Budget Editor.



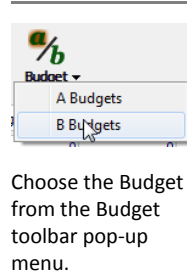
The screenshot shows the 'A Budgets' window in MoneyWorks. It features a toolbar with icons for 'Fill Down', 'Fill Right', 'Distribute', 'Sum', 'Find', and 'Budget'. Below the toolbar is a table with account codes on the left and budget periods on the top. The table contains numerical values for each account code across the specified periods.

	Apr:2016/17	May:2016/17	Jun:2016/17	Jul:2016/17	Aug:2016/17	Sep:2016/17	Oct:2016/17
4000 Sales	32,000	20,000	24,000	26,000	32,000	32,000	20,000
4100 Repairs	40,000	40,000	40,000	50,000	60,000	40,000	40,000
4150 Liquor sales	0	0	0	0	0	0	0
4300 Freight Recovered	1,500	1,500	1,500	1,500	1,500	1,500	1,500
5100 Consulting Income	0	0	0	0	0	0	0
5200 Dividends Received	0	0	0	0	0	0	0
5210 Interest Received	0	0	0	0	0	0	0
5300 Other Income	0	0	0	0	0	0	0
6000 Purchases	32,000	20,000	24,000	26,000	32,000	32,000	20,000
6100 Other Cost of Goods	0	0	0	0	0	0	0
6150 Liquor Stock	0	0	0	0	0	0	0
6200 Stock Adjustments	0	0	0	0	0	0	0

2. Choose whether you want to work with the A or B budgets

By default, the editor will open showing the A budget. Choose the B Budget from the toolbar menu. The window title shows the currently used budget.

The B Budget is available as an alternate budget in custom reports. The A budget is used in all the supplied reports, as well as in the Account Enquiries ([see Account Enquiries](#)).

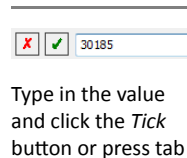


Choose the Budget from the Budget toolbar pop-up menu.

3. Click on the cell containing the budget figure you wish to alter

4. Type in the new value

It will appear in the edit area at the top of the window as you type.



Type in the value and click the *Tick* button or press tab

5. Click the *Tick* button or press tab or Enter

If you do not want the changed value to be entered into the cell, click the *Cross* button.

Budgets are normally entered as positive values¹. Income and liability budgets will appear in red to indicate that they will be treated as credits.

Note: You can use the *Undo* command in the Edit menu to undo the last change to the budget spreadsheet.

Note: If you only wish to enter annual budgets instead of period by period budgets, you should enter these into the first period of the financial year. For example, if your financial year runs from April to March, you should enter your annual budgets into the April period².

Navigating in the Budget Editor

If you are familiar with using a spreadsheet you will have no trouble in finding your way through the budget editor, as it operates in much the same manner.

To view different years: Select the appropriate year from the year tabs.

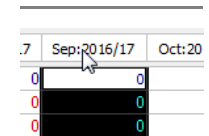
Alternatively all the available budgets can be selected by choosing the *All* tab.

To view different periods: Use the horizontal scroll bar to scroll to the left and right, bringing different periods into view. The account code column does not scroll so that you can still see which account is which.

To view different accounts: Use the vertical scroll bar to scroll up and down. The period names are fixed so you can see which period you are looking at.

To select a single cell: Click on the cell—a frame will appear around it

To highlight an entire column: (period): Click in the period heading of the column, and the whole column will highlight. The column becomes the current selection. The current cell will be the topmost cell in the column and will be framed.



Click on the column heading to highlight all cells in the column.

To highlight an entire row (account): Click on the row heading, and the entire row will be highlighted, becoming the current selection. The current cell will be the leftmost cell in the row and will be framed as shown above.

To make a rectangular selection of cells: Click on the top-left cell and drag the mouse to the bottom-right cell. The selection will follow the mouse as you move it. The current cell will be the first cell that you clicked on.

To select several columns: Hold down the shift key and click in the column heading for the first column. Drag the mouse (with the shift key held down) to the last column to be selected. All columns in between will be highlighted.

To select several rows: Hold down the shift key and click in the row heading for the first row. Drag the mouse (with the shift key held down) to the last row that you want to select. All rows in between will be highlighted.

To select all cells:

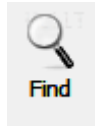
Choose Select All from the Edit Menu.

If you have started entering a new value into a cell, you need to complete this before Select All will work.

Moving through the cells: You can move the current cell using the keyboard. If you have made a selection, the current cell moves inside that selection rectangle. If you try to move outside the selection rectangle, the current cell will wrap-around to the other side of the selection.

- The arrow keys move the current cell in the direction of the arrow;
- The tab key moves the current cell to the right. Shift-tab moves the current cell to the left;
- The enter or ↵/return keys move the current cell down the selection, or up the selection if the shift key is held down.

To work with a subset of the budget: Click the *Find* icon (or press Ctrl-F/⌘-F) to work with a defined subset of the budget, such as just income accounts, or just accounts for a nominated department. For more information on the Find command see [Finding Records using the Search Box](#).



Click the *Find* icon

To see the annual budget: The annual budget is the sum of the monthly budgets for the year, and is displayed to the right of the account name. You may need to widen the left-hand pane to display these—to do this drag the vertical divider to the right as shown.

		Apr:2016/17	May:2016/17	Jun:2016/17	Jul:2016/17	Aug:2016/17	Sep:2016/17	O
4000	Sales	32,000	20,000	24,000	26,000	32,000	32,000	
4100	Repairs	400,000	40,000	40,000	50,000	60,000	40,000	
4150	Liquor sales	0	0	0	0	0	0	
4300	Freight Recovered	13,500	1,500	1,500	1,500	1,500	1,500	
5100	Consulting Income	0	0	0	0	0	0	
5200	Dividends Received	0	0	0	0	0	0	
5210	Interest Received	0	0	0	0	0	0	
5300	Other Income	0	0	0	0	0	0	
6000	Purchases	337,926	32,000	20,000	24,000	26,000	32,000	32,000
6100	Other Cost of Goods	0	0	0	0	0	0	0
6150	Liquor Stock	0	0	0	0	0	0	0
6200	Stock Adjustments	0	0	0	0	0	0	0

Manipulating Data

MoneyWorks provides basic spreadsheet-like functions for manipulating information. These are represented by the toolbar buttons on the left of the toolbar.



Fill Down: Copies the value in the top-most cell(s) of a highlighted rectangle into the cells that have been highlighted under it.

Fill Right: Copies the value(s) in the left-most cell(s) of a highlighted rectangle into the cells that have been highlighted to the right of it.

Distribute: Distributes the value in the left most column into equal parts across the number of highlighted columns. For example, if you highlight a whole year and click *Distribute*, the value in the left hand column will be divided into twelve and spread across each period. Note that there are rounding issues in spreading a budget in this manner. For example:

Before

100	0	0	0	0
39	0	0	0	0
52	0	0	0	0

After

20	20	20	20	20
8	8	8	8	7
11	11	10	10	10

Sum: To total the highlighted cells, click the *Sum* toolbar button or use the *Sum Selection* command in the Select menu (or press Ctrl-=/⌘-=).

Copying and Pasting Data

You can copy and paste cells in the Budget editor. When copying, the current selection is copied to the clipboard. You can paste the copied cells into another application (Excel or Numbers for example) or into another part of the budget spreadsheet.

To Copy Cells:

1. Highlight the cells to be copied
2. Choose Edit>Copy or press Ctrl-C/⌘-C

You cannot copy row and column headings.

To Paste Cells:

1. Click on the cell at the top left hand corner of the area you want to paste over
2. Choose Edit>Paste

The cells on the clipboard are pasted in beginning at the current cell. Cells to the right and below the current cell will be replaced by data from the copied selection.

Importing Budgets

MoneyWorks allows you to import budget data from a text file created in another application. This is not available in Cashbook.

To import budgets from a text file, the text file must be in tab-separated format with the account codes in the first column, followed by budget data in subsequent columns.

1. Choose File>Import>Budgets

The Import Budgets dialog box will be displayed.

2. Type in the number of periods of budget to import
3. Choose the first period for which there is budget data from the pop-up menu

You can import budgets for the previous, current or next financial years.

4. If the credit balances in your spreadsheet were not negative values, click the Positive radio button

Budgeted income will (normally) be represented as a credit balance. If the income in your spreadsheet has been entered as positive values, you need to check the *Credit is Positive* radio button. Budgeted expenditure in the spreadsheet should have the opposite sign to income (because it is normally a debit).

5. If the first line of the file contains headings, set the *First Line of Text File Contains Headings* option
6. Click the *Continue* button

The standard file open window will be displayed.

7. Select the text file to be imported and click the *Open* button

The text file will be checked and any errors detected they will be listed on the screen. You will need to correct these and try the import again.

If no errors are found you will be asked if you want to continue and import the information.

8. Click *Continue*

The budget information will be imported.

If Cancel is clicked, the budgets will not be imported

Printing Budgets

Budgets can be printed, saved as text files or emailed in the same way as other printouts. Unless you want to print the entire budget spreadsheet, you should highlight the cells you wish to print before printing.

1. Highlight the cells that you wish to print

If you wish to print the budget for an entire year, click the appropriate year tab and choose Select All from the Edit menu.

2. Choose **File>Print** or press **Ctrl-P/⌘-P**

The Print Budget Settings window will be displayed

3. Click *Print* to print the selected cells

The cells are printed with the account codes down the left hand side of each page, and the period headings across the top. If there are more cells than will fit on a page, extra pages will be printed.

If you are printing monthly budgets for an entire year, it would be a good idea to set the page setup to landscape.

You can also print budgets out in reports— see [Fin Year Budgets](#) for an example.

Account Balances

You can view account balances and movements in a similar manner to budgets.

Note: To see account balances and their underlying transactions it is far easier to use the [Account Enquiry](#) command.

To view account balances

1. Choose **Show>Balances**

The Balance window will be displayed.



		Apr:2010/11	May:2010/11	Jun:2010/11	Jul:2010/11	Aug:2010/11
1000	Sales	47,859.50	95,139.28	97,515.45	97,515.45	
1100	Repairs	0.00	0.00	0.00	0.00	
1300	Freight Recovered	0.00	0.00	15.00	15.00	
1500	Consulting Income	0.00	0.00	2,173.69	2,173.69	
1800	Dividends Received	0.00	0.00	0.00	0.00	
1810	Interest Received	274.14	274.14	274.14	274.14	
1820	Other Income	0.00	0.00	4,000.00	4,000.00	
2000	Purchases	47,515.56	68,769.08	68,769.08	68,769.08	
2300	Freight	256.53	396.97	- 3.03	- 3.03	
3010	Accounting Fees	0.00	0.00	0.00	0.00	
3020	Audit Fees	0.00	0.00	0.00	0.00	

This operates in an analogous manner to the budget editor, except that you cannot make changes to it.

Click the *Movements* radio button to show period movements instead of account balances. These can be copied from here and pasted into the Budget Editor—a handy way of setting next years budgets to the current years actual results.

To work with a subset of the ledger balances, press **Ctrl-F/⌘-F** to open the standard [Find dialog](#).

Off-Ledger Values

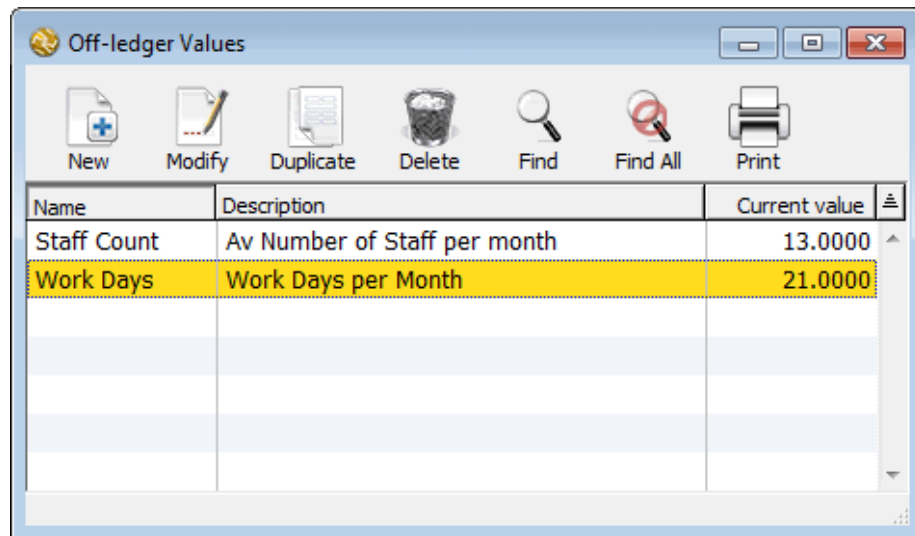
MoneyWorks allows you to store time series (period) information that is not necessarily financial-related. Examples might be average number of staff members per month, working days in a period, consumer price index figures etc.

These values are stored in the “Off-ledger” file, and can be used in reports for showing key performances indicators (KPI) or other derived values.

To view the off-ledger values:

1. Choose Show>Off-Ledger Values

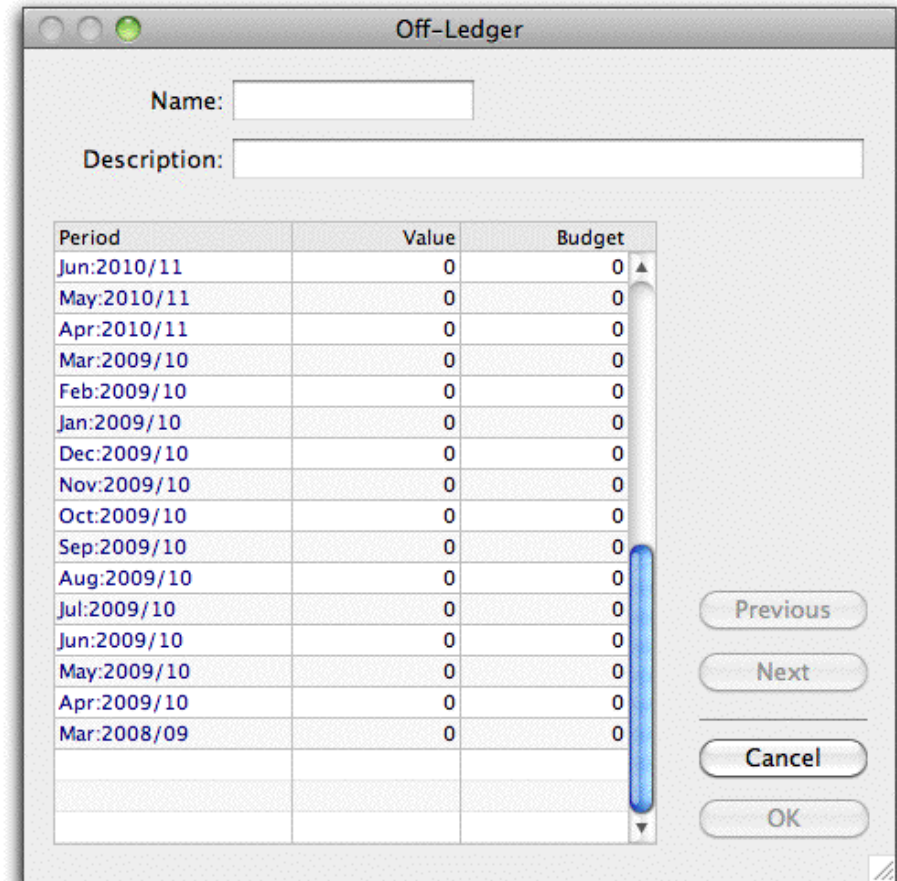
The Off-Ledger Values list window will open.



To create a new Off-Ledger series:

1. Choose Edit>New Record, or click the *New* toolbar button, or press Ctrl-N/⌘-N

The Off-Ledger entry window will be displayed.



2. Key a unique name (up to 15 characters) into the *Name* field

3. Enter a description into the *Description* field

4. Enter the actual values per period into the *Value* column, and budget values into the *Budget* column

5. Click *OK* to save the information

Notes:

- Use the Up and Down arrows to move up and down the list

- Use the keypad-enter key to enter values and move to the next period
- Future periods for entering budgets can be accessed by scrolling the list up
- There is only one budget for Off-Ledger items
- To access an off-ledger value in a report, see [GetOffBalance \(searchExpression, dateOrPeriod \[, doBudget\]\)](#)
- You can use the [Lookup](#) function to access the off-ledger file. The key is a composite of KIND/NAME. User entered data has a kind of “USR”; currency information is also stored here and has kind “CUR”.
- No audit trail of the Off-ledger is maintained: records can be modified or deleted at will (subject to user privileges).

Reminder Messages

MoneyWorks allows you to set up reminder messages. As with recurring transactions, you can set up extremely flexible date patterns for the messages—reminding you that your Tax return is due on the last working day of every second month, that Fringe Benefits Tax needs to be paid every quarter, or that Rowan needs to be sent a bottle of single malt every 21st of February³.

Reminder messages are system wide, and will be displayed when you next open MoneyWorks. You can also create [Sticky Notes](#) to act as reminders for specific customers, products, transactions etc.

Message	Next	Keep
Call White Contractors	-----	☐
Tax due today :-(	30/07/10	☐
There are 69 overdue debtor invoices to the value of \$34809.19.	-----	☐
One recurring transaction was created.	-----	☐



The day's messages (and any messages due since you last opened MoneyWorks) will be displayed when you open your MoneyWorks document. Use the *Today's Messages* command in the Show menu to view them again at any time during a work session.

You can click the Keep check box to bring up the message on subsequent days. Uncheck the Keep box to stop the message from appearing until it is next due.

System Messages

In addition to reminder messages you have put in, the following is displayed:



If there are any Name records that are due to [follow up](#), a single message will be displayed with a telephone icon next to it. Double clicking on this reminder will display a list of the contacts needing follow-up.



If any recurring transactions have been generated (or should have been generated), there will be a message to that effect.



If the [Overdue Warnings at Startup](#) Document preference item is on, a notification of any overdue creditor or debtor invoices. Double clicking these warnings will display the recalcitrant transactions in the Payables and Receivables list respectively.

Use the left and right arrow keys to view the messages for (respectively) the previous and next day. When the message has served its purpose, it can be deleted.

Adding Reminder Messages

1. Choose Show>Reminder Messages

The Reminder Messages list is displayed.

2. Choose Edit>New Message or press Ctrl-N/⌘-N to add a new message, or double click an existing one to change it

The Reminder Message dialog box opens.

Setup

Reminder Message...

☒ Regular

Every: ☒ 18th ☐ Last Day ☒ of every 1 months

Next Recurring on: 18/02/11

☐ and finishing:

☐ and recurring: 11 more times

☐ Avoid Weekends

☒ never finish

☐ Once Only

On or after: 22/02/11

Preview

Cancel

OK

Message:

GST due in a couple of days

3. Enter or change the message frequency

The Reminder Message specification box works in the same way as the Define Recurring Transaction box— see [Recurring Transactions](#). Use the *Once Only* option if you only want the message to appear once on a specific date.

4. Enter the text for the message into the Message box at the base of the dialog box

5. Click OK to enter the message

The message will appear in the Reminder Messages window.

Reminder Messages

New Modify Duplicate Delete Print

Message	Start
There are 17 overdue creditor invoices to the value of \$13250.01.	31/01/11
There are 96 overdue debtor invoices to the value of \$53259.24.	31/01/11
Call White Contractors	31/01/11
One recurring transaction was created.	31/01/11
GST due in a couple of days	18/02/11
Tax Due Tomorrow	3/03/11

Deleting Reminder Messages

1. Choose Show>Reminder Messages

The Reminder Messages list will be displayed.

2. Highlight the message that you would like to delete

3. Choose Edit>Delete Message

You will be asked for confirmation.

- Click Delete to delete the message

¹ This is not how it was done in versions of MoneyWorks prior to 5.0. ↩

² You can use the *Fill Right* command to spread it out over the whole financial year ↩

³ Laphroaig ↩

Users, Privileges & Security

For MoneyWorks Gold/Datacentre users, even if you have only one computer, you may have more than one person who will have access to the accounts data. In this situation it is probably desirable to control the privileges of each person. For example, you may want to have your sales reps entering quotes and sales orders, but you probably don't want them to be able to pay your suppliers, or see your payroll transactions.

MoneyWorks Security

In MoneyWorks Gold/Datacentre you can:

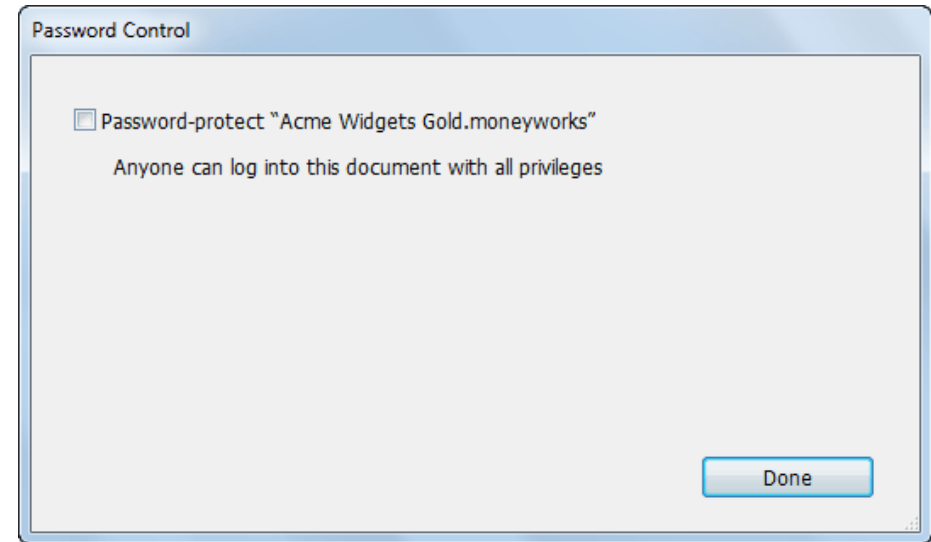
- Set up multiple user names, each with its own password and privileges. People can only access your accounts if they have a user name and password. Their privileges control what types of data and what MoneyWorks functions they can access.
- Allow only specified users to access nominated reports and forms (invoices, purchase orders etc) by the use of [Signing](#) , and, in reports, by the [Check Privilege control](#).
- Set up *roles*, each role having its own set of privileges. You then assign a user to a role, and they will get the privileges given to that role. For example, you might have a role called "Payables", and you would assign this role to each member of your accounts payable team.
- Set up *Security Levels* on your general ledger accounts and users, so that users cannot access certain accounts (and transactions) unless they have the required security level.

Password Protecting your File

The first step in securing your accounting data is to password protect the file, so that only people who know the user and password can access it. To password protect your file:

1. Choose *Users and Security* from the File menu

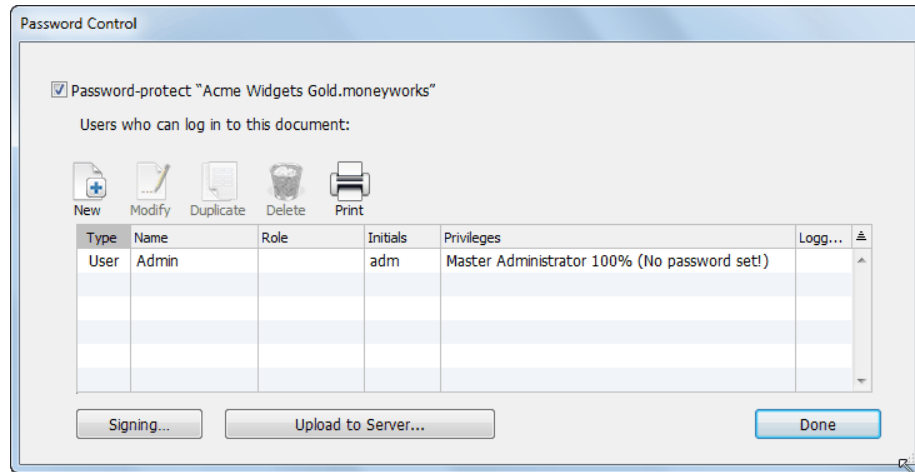
The *Password Control* dialog box will appear



Note The Users and Security command is only available to a user with administrator privileges. Other users will see the command as Change Password.

2. Turn on the *Password Protect "Document Name"* check box

The dialog box will expand to show the user list.



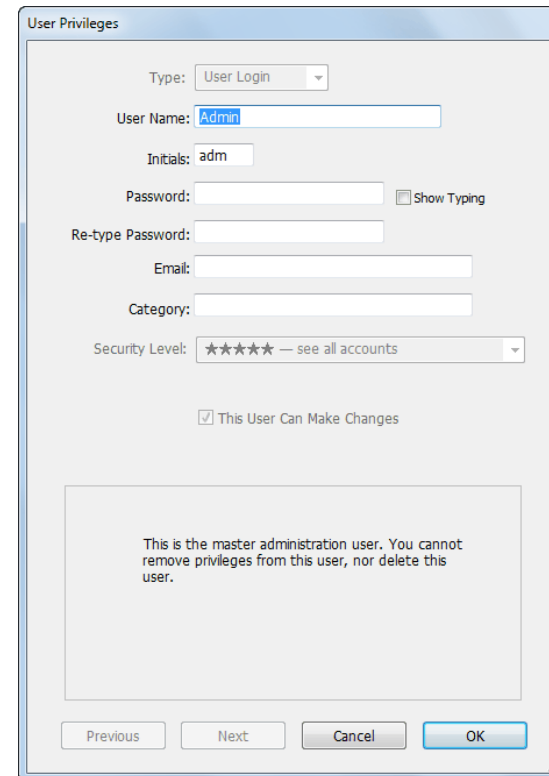
MoneyWorks has already inserted a user called Admin who has all privileges. The first thing you should do is assign a password to this user. You may also want to change the user name and initials from Admin/adm to something else.

3. Double-click the user Admin in the list

The User Privileges dialog box for *Admin* will open. Admin is the Master Administration User who always has access to everything (you can't change Admin's privileges). You should at least assign a password for this user, and you can also change the name and set the initials.

4. Change the *User Name* and *Initials* if desired

The initials may be up to 3 characters, and can be used in place of the *User Name* when you log in. The initials of the currently logged-in user are permanently recorded against every transaction or job sheet entry that user enters and/or posts. When sharing on the network, the initials are also recorded for the purposes of the [Rollback command](#).



Note: Each user must have a unique name and set of initials. This if both Joan Smith and Jack Straw are set up as users, they cannot both have their initials as "JS".

5. Type a password into the *Password* field

The password you type will show up as bullets (••••) or asterisks (****).

6. To make sure you got it right, type the password again into the *Re-type Password* field.

If no-one is looking, you can turn on the *Show Typing* check box which will let you see the password instead of •••• or ****

Note: User Names and passwords are case-insensitive in MoneyWorks.

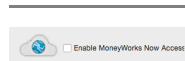
7. Specify the user's email address in the Email field

This will be used as the Reply To email address for emails created from MoneyWorks (and for the BCC address for emails sent via the inbuilt SMTP)—see [Emailing](#).

8. If you are connected to *MoneyWorks Now* (the MoneyWorks cloud service), and want this user to also be able to access the file, turn on the *Enable MoneyWorks Now Access* check box

An email will be automatically sent to the user inviting them to access the file. They must click the *Activate MoneyWorks Access* button in the body of the email to be able to access the file.

Note: The check box is only available if you are connected to a *MoneyWorks Now* file.



The *MoneyWorks Now* access checkbox is only available when connected to a *MoneyWorks Now* file

9. Specify an optional category for user in the *Category* field

This field is intended to provide information about the user that can be accessed from reports and scripts. For example, a report may self-configure depending on whether the user category is "SalesPerson" or "Manager".

The category can be up to 31 characters long, allowing you to overload the data in the field. For example, you might use a convention of "branch:reportsTo", so a report or script knows that user "JOE", who has a category of "NY:ANN", is in the New York office and reports to "ANN". Thus a sales report that Joe runs could automatically print out just for New York. Similarly a script could check that any purchase orders raised by Joe have been approved by user ANN.

10. Click *OK*

The Master Administration User is now secured with a password. Now we can set up additional users who will probably have different privileges.

Setting up Roles

Before you set up additional users, it might be an idea to consider setting up roles for each of your types of users (e.g. sales, payables, receivables). A role can be assigned to different users, so if you have four sales staff for example, you don't need to set up their privileges separately.

To create a new role:

1. In the Users and Security dialog box, click the *New* toolbar icon above the users list (or press Ctrl-N/⌘-N)

A new User Privileges window will open.

 A screenshot of the "User Privileges" dialog box. It has a title bar "User Privileges". Inside, there are fields for "Type:" (set to "User Login"), "User Name:", "Initials:", "Password:", "Re-type Password:", "Email:", and "Category:". Below these is a "Security Level:" dropdown menu set to "see unprotected accounts only". There is a checkbox "This User Can Make Changes" which is checked. Below that is a "Privileges or Role:" dropdown menu set to "Select individual privileges". A list of privileges is shown with checkboxes: Administration, Sharing & Users (Administrator), Period Management, Auto Open Period, Document Preferences, Signing and Using Unsigned Forms and Reports, Revert/Rollback, Remote Save, and Diagnostics. All are checked. At the bottom are "Previous", "Next", "Cancel", and "OK" buttons.

2. Set the *Type* pop-up menu from "User Login" to "Role"

The contents of the window will change to show the role information.

The 'User Privileges' dialog box is shown with 'Type' set to 'Role'. The 'Role Name' field contains 'Purchasing'. A list of privileges is displayed, with 'Enter Creditors Invoices' selected. The 'Previous', 'Next', 'Cancel', and 'OK' buttons are at the bottom.

3. Enter a unique name for the role into the *Role Name* field

This is the name that you will see in the user/role list. It should be something descriptive to indicate the type of users who should be assigned to the role.

4. Set the appropriate privileges for the role

These are the operations that users with the role can perform. A table of privileges is provided [here](#).

5. Click *OK* to save the role

Tip: If the role is largely the same as a previously created role, just duplicate the other role, assign a new name and turn on/off the appropriate privileges.

To set up an additional user

1. In the Users and Security dialog box, click the New toolbar icon above the users list (or press **Ctrl-N/⌘-N**)

A new User Privileges window will open.

The 'User Privileges' dialog box is shown with 'Type' set to 'User Login'. Fields for 'User Name', 'Initials', 'Password', 'Re-type Password', 'Email', and 'Category' are present. The 'Security Level' is set to 'see unprotected accounts only'. The 'Privileges or Role' dropdown is set to 'Select individual privileges', and a list of privileges is shown with 'Administration' and 'Sharing & Users (Administrator)' selected. The 'Previous', 'Next', 'Cancel', and 'OK' buttons are at the bottom.

This is a normal user. You can either assign a role (with its associated privileges), or you give this user their own, unique privileges. A table of privileges is provided [here](#).

2. Ensure the *Type* pop-up menu is set to “User Login”

3. Type a user name, initials and (if required) a password for this user (remember the password needs to be typed twice)

Note: It is possible to leave the password for a user blank. If security is not a concern then feel free to do this.

4. If this user is only going to be allowed read-only access, turn off the *This User Can Make Changes* check box

5. If necessary, set the user’s [security level](#)

This determines what general ledger accounts and transactions they can view. Users cannot see accounts or transactions which have a higher security level (more stars).

Note: The category and the security are assigned to the user, not the role. So different users with the same role can have different categories and/or security levels.

If you want to assign a role to this user:**6. Choose the role from the *Privileges or Role* pop-up menu****If you want this user to have their own privilege set:****7. Turn off any privileges that are to be denied this user****8. Click *OK* to accept the changes**

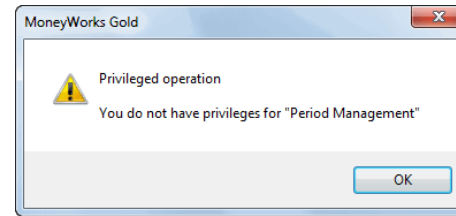
Note: The first privilege under the Administration heading is *Users and Security*. If you are denying any privileges to a user, this must be one of the ones you deny. Otherwise the user can simply grant themselves any privileges they want.

Another important privilege to consider is the *Form & Report Signing* privilege. If access to any form or report is to be denied to a user, this privilege must be turned off for that user. You can then use [Signing](#) to allow particular forms or reports to be used by the user .

Typically you will allow privileges according to the job description of the user. Someone whose responsibility is limited to entry of sales orders should probably have all privileges denied except those under the Sales heading, and possibly Enter Invoices. Such a user may require a signed invoice form in order to be able to print invoices for sales. See [Protecting Reports and Forms by Signing](#) for further information.

Tip: You can turn off or on all of the check boxes under a heading in the list by clicking the checkbox next to that heading. If, under any particular heading, some of the privileges are allowed and some denied, the check box for the heading will show a dash (Macintosh) or a grey tick (Windows).

Note: If a user attempts to access a command for which they do not have privileges a message will be displayed.

**To change a user's privileges or role**

- 1. Double-click the user in the Users list**
- 2. If the user has been assigned a role, change the role in the *Privileges or Role* pop-up menu**
- 3. If the user has individual preferences, click the check boxes to change privileges**
- 4. Click *OK* to accept the changes to the user**

If the user is currently logged in over the network, their privileges will be updated pretty much immediately. If you have changed their user name or initials, these changes will not take effect until they next log in—their old initials will still be recorded against transactions they enter/post.

To change the privileges for a role

- 1. Double-click the role in the Users list**
- The privileges set for that role will be displayed
- 2. Change the privileges as required**
 - 3. Click *OK* to save the new privilege set**

When users with that role next log in, they will get the altered privileges.

Note that you can also change the name of the role without affecting the membership of that role.

To delete a user or role

1. Highlight the user/role in the Users list and click the *Delete* toolbar icon

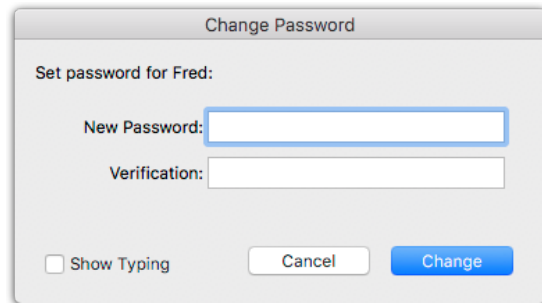
The Master Administrator user cannot be deleted.

A role can only be deleted if there are no users assigned to it.

To change or remove a password

As a user: You can change your own password by choosing *Change Password* in the File menu. This displays the Change Password dialog described below.

As an administrator: Provided you have the *Users and Security* privilege on, you can change or remove other user's passwords by clicking the *Change Password* button in the User Privileges window—this displays the Change Password dialog.



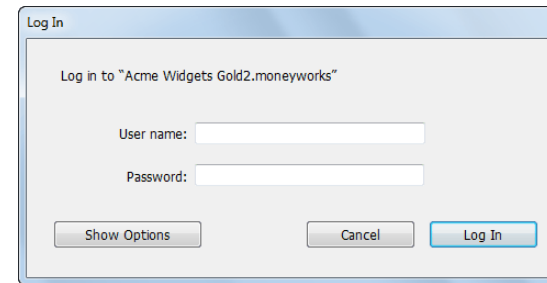
1. Enter the new password in both the *New Password* and *Verification* fields, and click *OK*

The password you enter must be the same.

To remove an existing password leave these two fields empty.

Logging in when you Open a document

When a document has the Password Protect option set you must supply a user name (and password, if one has been specified), every time you Open or Connect to the document. In this situation, the *Log In* dialog will appear



1. In the *User Name* field type your user name or initials

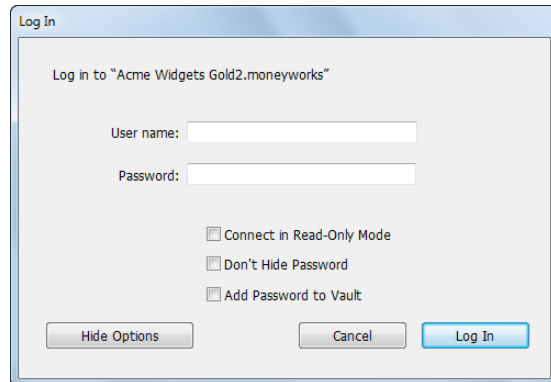
MoneyWorks will remember the last user name you logged in with on this computer and enter it for you.

2. In the *Password* field, type your password

Note: User Names and passwords are case-insensitive in MoneyWorks.

Note: If your password is stored in your keychain (Mac) or your Vault (Windows) and this is unlocked, your password will be entered for you when you tab out of the *User name* field. If your keychain/vault is locked, MoneyWorks will invite you to unlock it. If your User Name was also pre-entered for you then there's nothing to do - just click Log In.

Additional options are available if you click *Show Options*



Connect in Read Only Mode This opens or connects to the document with read-only privileges. You will not be able to make changes. Note that this is not the same as opening a read-only document (one that is locked or stored on a read-only volume), since the file will still be updated and some changes may be made automatically by MoneyWorks—such as creating recurring transactions.

Don't Hide Password This makes the text in the Password field readable (instead of •••• or ****). Use this option to check that you are typing what you think you are typing, for example if a log in fails due to an incorrect password. If you get unexpected characters showing when you try to type your password, check carefully that there is not a book resting on your keyboard and that none of the keys on your keyboard are stuck down.

Add Password to Keychain/Vault Click this if you want to store the password you have typed in your keychain (Mac) or vault (Windows). The password will be associated with the document you are opening and the user name you have typed.

3. Click *Log In*

The document will open.

Now that you are logged in, MoneyWorks will enforce any privileges, or rather, lack of privileges that you might have. If you try to perform any operation that is not allowed in your privileges list, you will get a message informing you that you do not have privileges for the operation.

Protecting Reports and Forms by Signing

Since MoneyWorks allows so much customisability of reports and forms, to the extent of being able to include information from pretty much anywhere in the database, it is necessary to be able to secure this avenue of data extraction.

The administrator can restrict access to reports and forms for particular users by a mechanism known as *signing*. This is controlled by the *Signing and Using Unsigned Forms and Reports* administration privilege. If you do not want a user to have access to reports and forms, you should turn this privilege off for that user. You can then make specific reports and forms available to that user (for the current document) by signing them for that user.

Note: Forms and Reports are signed to be used by particular users with a particular document.

Note: A user who does have the *Signing and Using Unsigned Forms and Reports* privilege may print any report or form without it having to be signed first, provided the report is not subject to a [Check Privilege](#) control.

Where do custom forms and reports go?

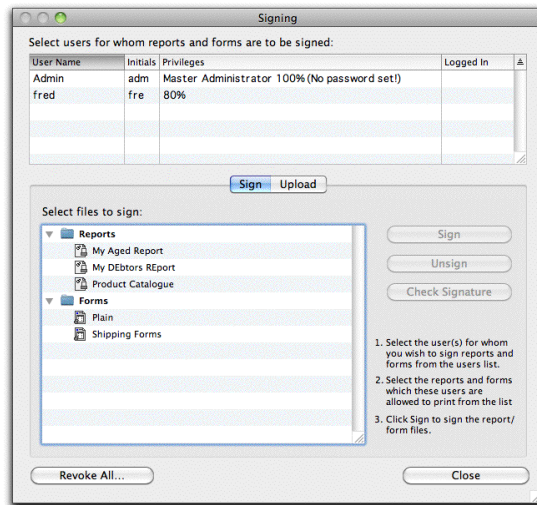
With single-user MoneyWorks, customised forms and reports are stored in a folder called MoneyWorks Custom Plug-Ins that is in the same directory as the MoneyWorks accounts data file.

With multi-user MoneyWorks, the accounts data file resides on the server, and cannot be seen from a client computer. Therefore, for clients who connect to a shared MoneyWorks document, MoneyWorks will provide access to custom reports and forms that it finds in the MoneyWorks Custom Plug-Ins folder—see [Managing Your Plug-ins](#) for information on this). If you are logging into a document hosted by MoneyWorks Datacentre, the server will deliver any custom plug-ins automatically.

To Sign Forms and Reports

1. On the users computers, log in to the document using your administrator user name, and choose **File>Users and Security**

2. Click the *Signing* button to display the Signing dialog box



3. Select the user(s) for whom you wish to sign files

4. Select the report and form files that you wish to sign.

The list will show all of the custom and standard forms and reports residing in the MoneyWorks 7 Standard Plug-Ins and *MoneyWorks Custom Plug-Ins* folders on the computer that you are sitting at.

5. Click the *Sign* button

To see which users of the current document the form/report is currently signed for, select the file and click *Check Signature*.

Note: The form is signed on the local machine only. You will need to upload it to Datacentre ([Uploading Reports and Forms](#)) or manually copy it to Gold workstations.

To unsign a document You can unsign a document for particular users by following the steps for signing, but click *Unsign* instead of *Sign*.

If you are doing the signing on a computer other than the one that will be used by the unprivileged user, you will need to copy the files that you have signed into the MoneyWorks Custom Plug-Ins folder on that user's computer.

If you are using MoneyWorks Datacentre you can use the *Upload* tab to upload the signed file to the server for automatic distribution to clients the next time they log in. See [Uploading Reports and Forms](#).

The *Revoke All* button will revoke all signatures ever issued for the accounts document.

Note: If changes are made to forms and reports (even using an earlier version of MoneyWorks which does not know about signing) this will invalidate the signature. They will need to be re-signed before they can be used by unprivileged users.

MoneyWorks Security Levels

Privileges protect functional areas of your MoneyWorks file from being accessed by unauthorised users. So for example a purchasing officer might be able to only view/modify purchase orders, purchase invoices and payments.

But payments encompass more than just purchases. For example a payroll transaction is normally recorded as payment, and you don't necessarily want your purchasing officer to have access to your payroll.

This is where security levels come in. They "cut across" the functional parts to provide an additional layer of protection to general ledger accounts and to any transactions that use them. Thus a user with a security level of:

Security Level: ★★ — see level 2 and lower accounts ▼

cannot see or access accounts with a higher security level (more stars), such as:

Security Level: ★★★ — only level 3 and higher users can see ▼

The account's security level is also stamped onto each line of each transaction, and the transaction's security level is set to the highest security level of the *entered* lines. This means that a user cannot see transactions that use accounts with a higher security setting.

Note: The security check on transactions applies to entered lines only, not the contra account (bank account, payable/receivable control account), or any lines added automatically by MoneyWorks, such as GST/VAT/Tax lines, stock adjustments and currency lines.

Security levels for accounts (and hence transactions) are set and maintained in the [Account List](#).

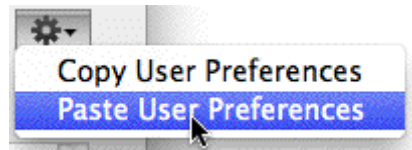
Important: When you change the security level on an account, MoneyWorks needs to update the security level on all detail lines that use that account, and their corresponding transactions—depending on the size of your data file, this may take some time to apply the changes.

MoneyWorks Privileges

The table below lists the privileges.

Tip: You can set up “generic” users, and duplicate these, so (for example) users in the same department have the same privileges.

Tip: If you are connected to Datacentre, use the action menu in the User Privileges window to copy and paste user Preferences (such as column settings) between users. Privileges should not be confused with Preferences.



Note: If you are converting from MoneyWorks 4, you will need to set up your privileges again.

Privilege	Notes
Administration	

Users and Security (Administrator)	This gives access to the privileges setup, and hence should be turned off for all users except administrator.
Period Management	
Auto Open Period	User can open a period while entering a transaction by entering a date beyond the current period.
Document Preferences	
Signing and Using Unsigned Forms & Reports	Users without this privilege can only print forms and reports that are signed to them.
Revert/Rollback	
Remote Save	This privilege controls ability to Save on Datacentre (i.e. commit changes).
Diagnostics	
Auto Allocations	This disables the ability to define auto-allocations—they can still be used.
Backup	Controls the ability to save a backup. Both this and Remote Save are required for backup to client on Datacentre.
Reminders	This controls access to creating reminders; not seeing them. The ability to see Overdue debtors/creditors auto messages is controlled by the “Debtors” and “Creditors” privileges.
Execute External Scripts	Turn this on for users who need any COM/AE interaction, such as communicating with FileMaker or Excel, or starting Scripts in the Command menu. Note that external scripts can export any information in the database, and hence for maximum security, this privilege should be denied unless it is really needed.
Importing	
Exporting	
Company Details	
Log File	
Customise List Views	
Customise Validation Lists	
Purchases	
Enter Orders	
Process Orders	
Creditors	
Enter Invoice	
Pay Invoices	

Payments History	
Change Bank Account	Controls the capability of changing the electronic bank account details (for creditor payments).
Sales	
Enter Orders	
Process Orders	
Process Partial Orders	
See Margins	Turn this off if you don't want the user to see product margins when entering transactions.
Debtors	
Enter Invoices	
Receipt Invoices	
Payments History	
Statements and Ageing	
Cash	
Enter Payments	
Enter Receipts	
Banking	
Bank Reconciliation	
Change Opening Balance on Bank Rec	
Accept Unbalanced Bank Rec	
Clear Bank Recs	
See Balances in Bank Popup	Turning this off suppressing the bank balance display in the bank pop-up menu
Load Bank Statement	
Edit Currencies	
General Ledger	
View Accounts	
Create Accounts	

Modify Accounts	
Delete Accounts	
Budgets & Balances	
Enter Journal Adjustments	
GST/VAT/Tax Report/ Finalisation	
Account Enquiry	
Change Tax Table	
Jobs	
View Jobs	
Create Jobs	
Modify Jobs	
Delete Jobs	
Enter Job Sheet Items	
See All Job Sheet Items	If this is off, the user will only be able to see the job sheet entries that they themselves have made.
Bill Jobs	
Use Completed Jobs	
Products	
View Products	
Create Products	
Modify Products	
Delete Products	
Build Products	
Stock Journals	
Stock Enquiry	
Sales Enquiry	
Purchases Enquiry	
Names	
View Names	

Create Names	
Modify Names	
Delete Names	
Sales Enquiry	
Purchases Enquiry	
Adjustments	
Elective Posting	If this is Off, the user will not be able to post transactions (except those automatically posted, such as adjustments).
Expression Evaluation	If this is off, the user cannot enter an expression (i.e. something starting with =) into a MoneyWorks field, or customise a list using a calculated value.
Delete Unposted Transactions/Orders	
Print Unposted Invoices	
Make Changes to Posted Transactions	
Use `Replace` Command	
Unlimited Write-offs	If this is off, the amount that the user can write-off when processing an invoice is limited to the Limit on the fly write-off amount specified in the Terms panel of the Document Preferences.
Override Pricing and Terms	If this is off, the user will not be able to override discounts and terms when entering transactions (discounts on imported transactions can still be overridden).
Edit Off-Ledger values	
Detail Lines List	If this is off, the user will not be able to access the Detail Line list in the Show menu.
Select Filters	If this is off, the user will not be able to change filters, and thus will be constrained by whatever filters are in operation when the user was set up.
User Privilege 1...6	These are for your own use, and can be used to control access to reports and scripts using the <i>Allowed()</i> function.

Sharing your Document over a Network

If you want simultaneous access to your MoneyWorks file by more than one user, you will need to install MoneyWorks Datacentre. MoneyWorks Datacentre runs in the background on a server or workstation and provides high-performance network access to one or more MoneyWorks databases.

Note: Prior to MoneyWorks 8, MoneyWorks Gold itself could act as a server for the currently open document. In MoneyWorks 8, network services are provided by MoneyWorks Datacentre, either in multi-company or single company configurations. This means that all network users can have access to the higher performance, Internet availability, and greater flexibility of a dedicated server.

MoneyWorks Datacentre allows simultaneous access to an accounts database for multiple users. This actually means two different things:

- Multiple users can work on the same set of accounts simultaneously, either over a local area network, or remotely across the internet provided their router is configured correctly.
- You can set up multiple user names, each with their own password and [privileges](#). Privileges control what data and procedures an individual user can access.

You can use the multiple user name and password functionality even if you are not sharing the data across a network. Likewise you can share data across a network without employing the enhanced security of multiple user names and passwords. Normally, however, the two go hand in hand, for obvious reasons.

What you will need

MoneyWorks Datacentre This is the serving technology that enables fast, secure networking. There are two versions: a “single company” version, that allows a single company file to be shared, or a “multi company” version, that allows a number of company files to be shared simultaneously to different users.

A designated “host” computer This is the machine onto which the Datacentre software will be installed. It can be either a server or a desktop machine running recent versions of Windows or Mac OS X. It does not need to be a dedicated computer—Datacentre is invisible and runs in the background. If you want 24/7 access, then the computer will need to be running all the time.

Licenses In order for users on different computers to access the shared document, each of those users will require a MoneyWorks license. This can be either a full MoneyWorks Gold license, or a server-based concurrent license. If you do not have the requisite number of licenses (i.e. one per concurrent user), you will first need to contact your MoneyWorks reseller or visit the Cognito website to obtain the necessary licenses. Note that you only need to have licenses for the maximum number of users at any one time.

A network You will need to have your computers networked. We strongly recommend that the server computer has a wired connection to your network switch.

What you will not need

You don’t need a domain controller, a dns server, or a directory server

MoneyWorks uses Bonjour™ network service discovery to make it easy to connect to a MoneyWorks server on a local area network. MoneyWorks Datacentre does not require dedicated server hardware; it does not require a server OS — plain macOS or Windows is fine; it has no other software requirements (database software, directory server etc).

Accessing a shared document

When you are sharing a document, you never open it directly (this is the job of the Datacentre server), but always *Connect* to it. This is true even if you are on the “host” computer.

The first time you attempt to access a document on a Datacentre server you will need to do it by *connecting*, as described below. The connection will thereafter be remembered and displayed in the Recent Documents list on the MoneyWorks Welcome screen—provided you have opted to have your user and

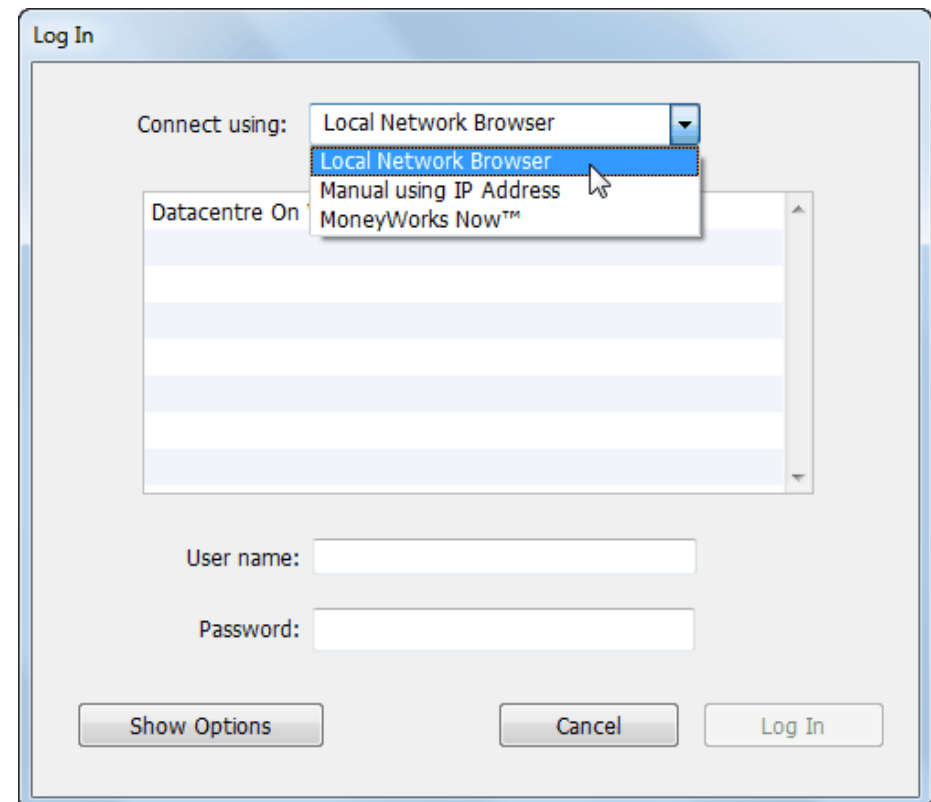
password stored in your keychain/vault, you can simply double-click to reconnect.

Note that you can mix Macintosh and Windows clients and servers on the same network. It makes no difference if you are using a Mac and the server machine is running Windows, or vice versa.

To connect to a shared document

1. Choose File>Connect or click *Connect* on the MoneyWorks welcome page

The *Log In* window will open. How you use this depends on where the MoneyWorks file you wish to access is located, and is determined by the *Connect Using* pop-up menu at the top of the window, as shown below:



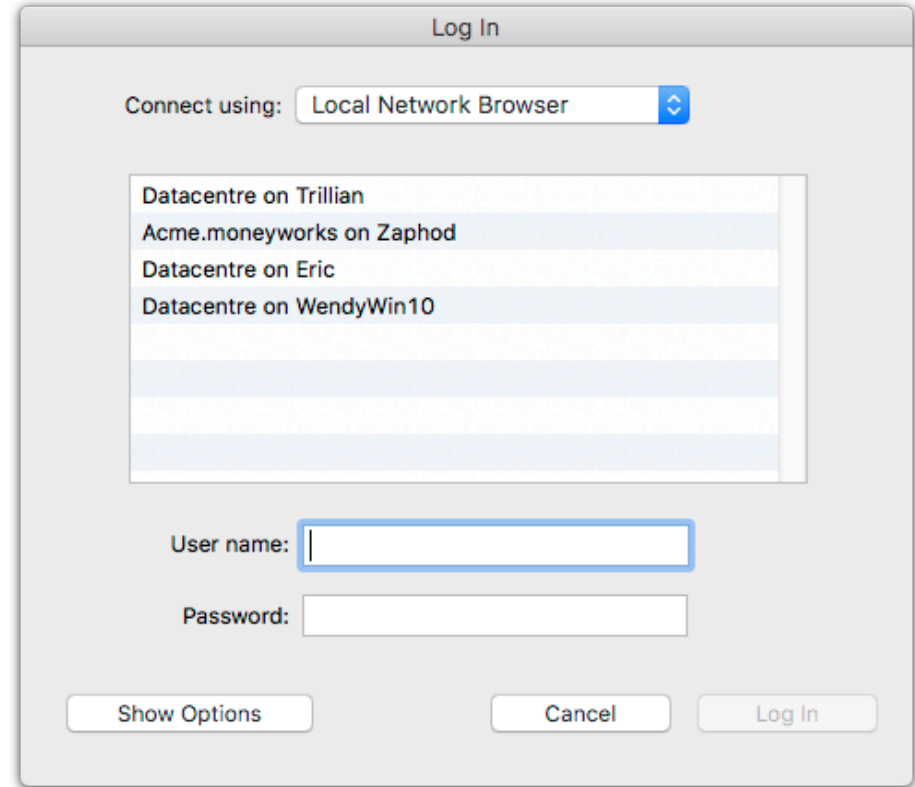
If your server is on the same local network: choose *Local Network Browser*. This is discussed in [Connecting to the local network](#).

If your server is on a different network: (for example, you are accessing it remotely over the internet), choose *Manual Using IP Address*. You might also need to use this if you are on the same network but Bonjour browsing has been blocked/disabled on your computer or the server by a [network administrator](#). See [Connecting to a document on another network](#) for further details.

If you are using the *MoneyWorks Now* cloud service: choose *MoneyWorks Now*. See [Connecting to MoneyWorks Now](#).

Connecting to the local network

Setting the *Connect Using* pop-up menu to *Local Network Browser* will display a list of the MoneyWorks servers or documents available on the local network. The list will show the MoneyWorks document hosted by a single-company server, or the server name(s) of multi-company server(s).



The screenshot shows a 'Log In' dialog box. At the top, there's a title bar 'Log In'. Below it, a 'Connect using:' dropdown menu is set to 'Local Network Browser'. Underneath is a list box containing four items: 'Datacentre on Trillian', 'Acme.moneyworks on Zaphod', 'Datacentre on Eric', and 'Datacentre on WendyWin10'. Below the list box are two input fields: 'User name:' and 'Password:'. At the bottom of the dialog are three buttons: 'Show Options', 'Cancel', and 'Log In'.

2. If you see your MoneyWorks document in the list, just select it, enter your User and Password, and click the *Log in* button

This will be the situation if you have a single company server. The file should open for you when you click *Log in*.

3. Otherwise select the **Datacentre Server name** in the list

Generally there will only be one Server available, but some sites run multiple Datacentre servers.

4. If you have been given a user name and password to log into the **Datacentre Server** itself, type these into the appropriate fields

Usually no user name or password is required for the initial connection and document listing for a local Datacentre Server (the username and password fields will be disabled), but if the username and password fields are enabled, you will need to supply these.

5. Click *Log In*

The list of accounts documents on the selected server will be displayed.

6. Select the document you want to access

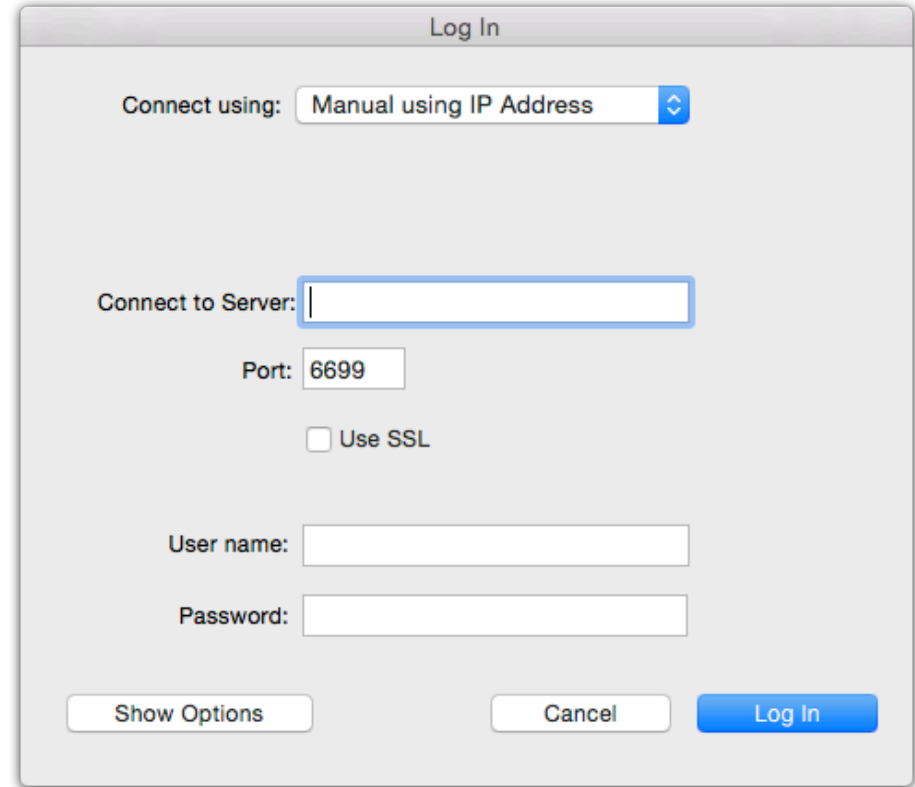
If the document has users/passwords, you will need to supply your user name and password for this document.

7. Click the *Log in* button

You will be connected to the MoneyWorks document.

Connecting to a document on another network

Setting the *Connect Using* pop-up menu to *Manual using IP address* will display the following:



The image shows a 'Log In' dialog box with a title bar. Inside, there is a 'Connect using:' dropdown menu set to 'Manual using IP Address'. Below this is a 'Connect to Server:' text field. To the right of the text field is a 'Port:' field with '6699' entered. Below the port field is a checkbox labeled 'Use SSL' which is unchecked. At the bottom are three buttons: 'Show Options', 'Cancel', and 'Log In'.

If you want to connect to a MoneyWorks server running on another network or at another location, you will not see the server in the Local Network Browser (Bonjour only looks on the local network, and some Windows networks may have Bonjour browsing blocked by [overzealous network admins](#)).

1. Enter the network address of the computer running Datacentre server

This may be an IP address (four numbers separated by dots e.g. 123.456.78.9), a local computer name (e.g. Accounts-Server), or a fully-qualified domain name (cloudserver.hostingprovider.com).

2. If you know that the server is running on a different TCP port from the default (6699), enter the port number in the port field

Normally you leave this unchanged.

3. If the Datacentre has a security certificate installed, set the *Use SSL* check box

Note: if you connect using SSL with an IP address instead of a server name, the veracity of the security certificate will not be checked (but the connection will still be encrypted). If you connect with a server name, the server name must match the security certificate of the server.

4. If your Datacentre has been password protected, enter the Datacentre *User name* and *Password*

By default, Datacentre servers are not password protected, so you would normally just leave these blank.

5. Click *Log In*

A list of available MoneyWorks documents will be displayed.

If you provided a username/password in step 3, you will only see the documents relevant to those credentials.

6. Select the desired document by clicking on it

7. Enter your user name and password for the document

8. Click *Log in*

The document will open.

Connecting to MoneyWorks Now

MoneyWorks Now is a distributed cloud service that provides MoneyWorks hosting in multiple locations worldwide, and also provides a single sign-on to access accounts for multiple companies so that you don't need to remember usernames and logins for all of them (if you are an accountant, you may have logins to many companies on MoneyWorks Now).

Setting the *Connect Using* pop-up menu to *MoneyWorks Now* will display the following:

Log In

Connect using: MoneyWorks Now™

☐ I have a MoneyWorks Now account

User name:

Password:

Enter your email address and a password to create your MoneyWorks Now account. If you are not the only user of this computer, or if your account on this computer is not protected by a password, turn OFF the Add Password to Vault checkbox.

☐ Don't Hide Password

☒ Add Password to Vault

If you have a MoneyWorks Now account:

Ensure that the *I have a MoneyWorks Now account* check box is ticked, and enter your MoneyWorks Now user name (your email address) and password, and click *Log in*. Double-click the file you wish to access from the list presented in the next screen and it will open for you.

If you don't have a MoneyWorks Now account:

Enter your email address as the user name for the account you will create and your desired password and click *Create*. You will receive an email which you need to action to complete the account creation. Having done this, the administrator of the MoneyWorks document will be able to grant access to you, after which you will be able to connect to the document as described above. Note that the password must be at least nine characters long, and should be one that you are not going to forget (The MoneyWorks Now password is used to secure your access to all MoneyWorks Now documents that you have access to. Forgetting the password will require document admins to regrant access).

Important: By default, your password will be stored in the Keychain/Vault of the computer that you create the account on. If it is not your computer, deselect the *Add Password to Keychain/Vault* checkbox.

Common Connection Errors

If your network is set up correctly, things should “just work”. However issues may arise when people tinker with firewall or network settings. Often if a computer is replaced by a new one, the settings on the new computer might be different.

The server refused the connection: Your version of MoneyWorks Gold is too new for this server. The server should be updated. Your client version of MoneyWorks has been updated and no longer works with the server version. You need to update the Datacentre server software.

The server closed the connection: Connection closed by remote host: The most likely cause is that the SSL settings connection settings are incorrect. Toggle the SSL checkbox and try again.

The server refused the connection: Incorrect password for Datacentre user: The Datacentre is password protected and you have provided an incorrect username and/or password. See your system administrator to get a correct password.

Could not connect to server: The connection to <ip address> got the following error: The server is not responding. Either there is no server running at the address/port specified, or a FIREWALL may be blocking network traffic to this port. Means what it says. Check that the IP address provided was

correct, that there is a Datacentre running on the computer at that address, and that there is not a firewall blocking access.

Closing a connection to a Server

When you are logged in as a client, you log out using the Disconnect command rather than Close.

1. Choose Disconnect from the File menu

You will be disconnected from the server.

Or you can just Quit/Exit MoneyWorks.

If you sleep your computer while connected (by closing your laptop lid, for example), MoneyWorks will try to log you out before the computer goes to sleep. If this fails, it will take 5 minutes or more for the server to notice that you have gone away, during which you'll still be consuming a login to the server. It is best to avoid sleeping your computer while connected.

To see who is connected

If password protection is turned on, any user who has Administrator privileges can use the *Users & Security* command to see who is logged in. This can be done from any client.

User Name	Initials	Privileges	Logged In	
Admin	adm	Master Administrator 100% (No p...	192.168.1....	
fred	fre	80%	GRANTB047/1	

The user list in *Users & Security* shows the machine name or IP address of any computers that are connected. The example above shows that two people are logged in—User Admin from a computer at IP address 192.168.1.14 and user Fred from a computer called GRANTB047/1.

Sending a Broadcast Message to Other Users

When logged in to a shared document, an administrator can send a short message to all other users who are currently logged in to that document.

1. Choose **File>Users & Security**

The Password Control window will open.

2. Click the **Broadcast** button at the bottom of the window

The *Broadcast Message* window will open.

3. Type your message and click **Send**

Other MoneyWorks users currently connected to the document will have the message displayed as an alert.

Uploading Reports and Forms

You can create or modify reports and forms on your local computer, and, once they are completed, upload them to the Datacentre server. Other users will then receive the modified forms/reports the next time they connect. You can upload either a single report or form, or the entire custom plug-ins folder.

To upload:

1. Choose **File>Users & Security**

2. Click the **Signing** button at the bottom left of the *Password Control* window

Note that users who do not have the Signing privilege will need the reports and forms to be signed for their use. See [Protecting Reports and Forms by Signing](#)

3. Click the **Upload** tab in the Signing Dialog box

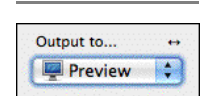
4. If uploading a single report or form (e.g. one you have just signed), select it in the list, and click the **Upload One** button

5. Click **Upload All** to upload the entire Custom Plug-ins folder

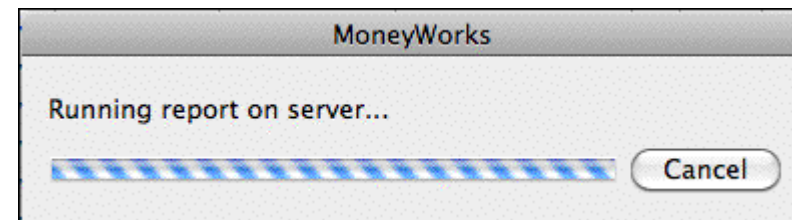
Server-Side Reporting on Datacentre

If the network latency is high (i.e. higher than a wired network), most reports will attempt to run on the server instead of the client when using Datacentre¹. In general this will be much faster because it saves a great many database requests from having to run over the network.

When a report is running on the server the following progress window is displayed. Click *Cancel* to safely stop the report preparation.



A double-arrow is displayed above the *Output* pop-up menu if the report is going to be prepared on the server instead of the client.



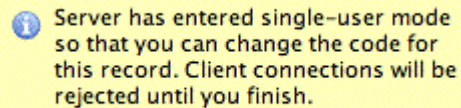
What's different when you are Sharing

A multi-user database management system has to do rather a lot of work behind the scenes to maintain the integrity of the database in the face of multiple users all trying to change things at once. Fortunately, you don't need to worry about this as Datacentre will do all the hard work without any guidance from you. You might, however, see the effects of this when MoneyWorks won't let you do something that always would have been allowed if you were the only user.

Indeed for some operations that involve extensive updates to the MoneyWorks database, you **must** be the only connected user, and other users will not be able to connected until the operation is complete—this is referred to as being in "single-user mode".

Single-User mode operations

When you are the only user and commence an operation that requires Single-user mode, the following coachtip will be displayed to warn you:



Server has entered single-user mode so that you can change the code for this record. Client connections will be rejected until you finish.

While you are in single-user mode, other users will not be able to connect. You should therefore complete the operation as quickly as possible—in particular you should not wander off for morning tea or lunch half way through, as this will lock other users out, possibly resulting in some unpleasantness.

While the database is locked in single-user mode, you will get a warning every 15 seconds or so. This is intended to be moderately annoying.

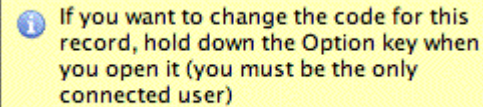
The following can only be done when there is only one user connected.

Opening a New Period: You cannot open, close or lock periods if there are other users connected. If you are the only user connected, choosing Command>Open/Close Period will force the database into single-user mode for as long as the Period Management window is open.

Provided you have the [Auto-open new period when opening file Startup preference](#) turned on, and it is not the start of a new financial year, MoneyWorks will automatically open a new period (if required) the first time any user connects.

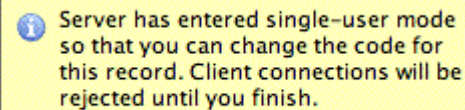
Changing “code” fields: Changing the code in a Product, Account, Name, Job or other master records can be done from any (authorised) user, provided there are no other users connected. This is because a change to any code may also involve modifying thousands of other records in the database, and the process might fail if another user is modifying one of those records.

In this situation when you double-click a record, the code field is disabled; if you click on it, the following coach tip is displayed



If you want to change the code for this record, hold down the Option key when you open it (you must be the only connected user)

To alter the code field you must hold down the Option key (Mac) or the Ctrl key (Windows) and when you click the toolbar Modify button or double-click the record, the server will enter single-user mode allow you to alter the code field. A coach-tip is displayed to this effect.



Server has entered single-user mode so that you can change the code for this record. Client connections will be rejected until you finish.

Other users will not be able to connect until you have closed the record (using *OK*, *Next*, *Previous* or *Cancel*).

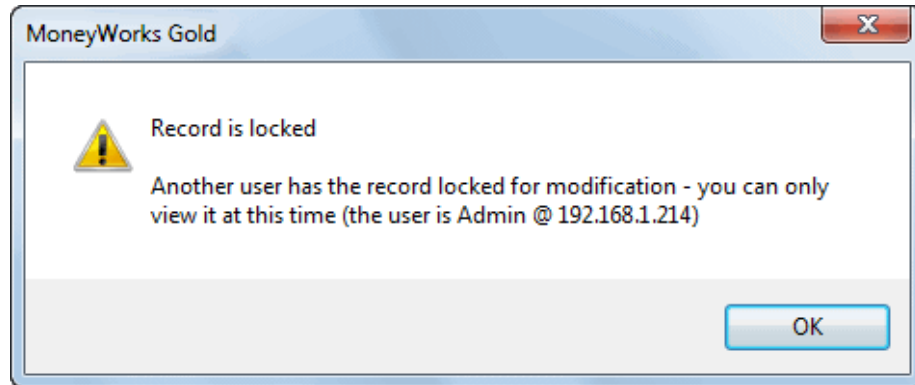
Deleting Accounts, Names, Jobs etc These records cannot be deleted in multi-user mode as it may invoke a major database update. However if only you are logged in, it will temporarily enter single user mode to do this.

Changing Account Types: The type of an account cannot be changed in multi-user mode. Likewise departmentalisation of accounts etc.

Operations that may be affected by other users

When more than one user is using MoneyWorks, their actions may affect what you are trying to do. In particular:

- Only one user can modify a given record at a time. It does not make sense for more than one user to make changes to the same record at the same time. If you try, you will see something like this:



The first person who opens a particular record or starts an operation that may require a record to be changed will automatically and invisibly obtain a server lock on that record, preventing anyone else from making changes to it. If this were not the case, the first user's changes might get obliterated by another user, comprising the database integrity. The server lock is automatically released when the first user is finished with the record.

- You can't delete any record (even an unposted transaction) if another user is looking at it. The definition of "looking at" in this case is actually rather technical (for example, the record might be in another user's list view), so we won't bore you with it. Suffice to say, if you try to delete a record and MoneyWorks tells you it is locked, just try again later or ask other users to log out or close list windows.
- If you are running a report, and someone else posts a transaction, the report will offer to abort. Why? Because the ledger balances have just changed, so the report may not balance—reports need to run to completion without critical ledger data changing.

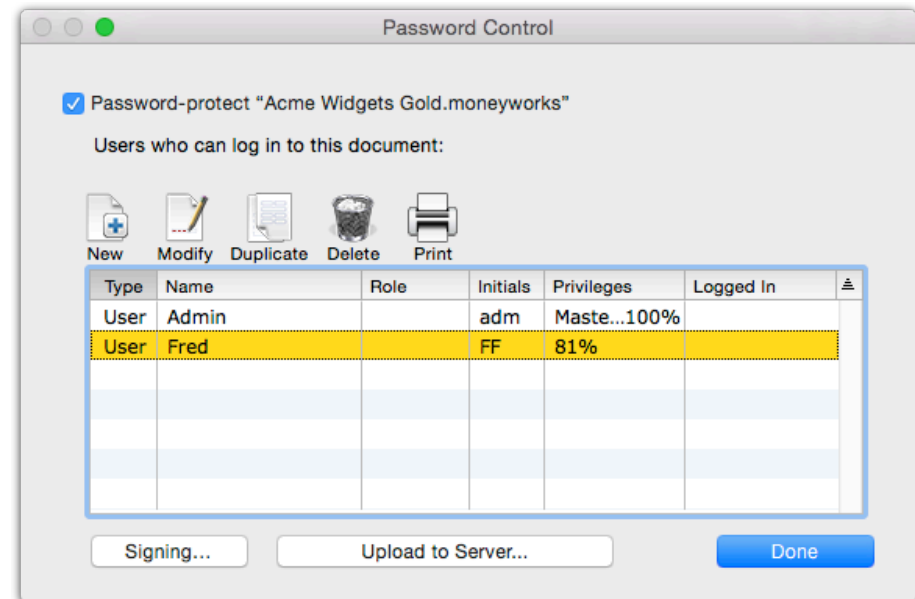
Uploading a File to Datacentre or MoneyWorks Now

To upload a MoneyWorks file stored locally to either your Datacentre or MoneyWorks Now:

1. Open the file using the *Open* button on the MoneyWorks Welcome page

2. Choose File>Users & Security

The *Password Control* window will open



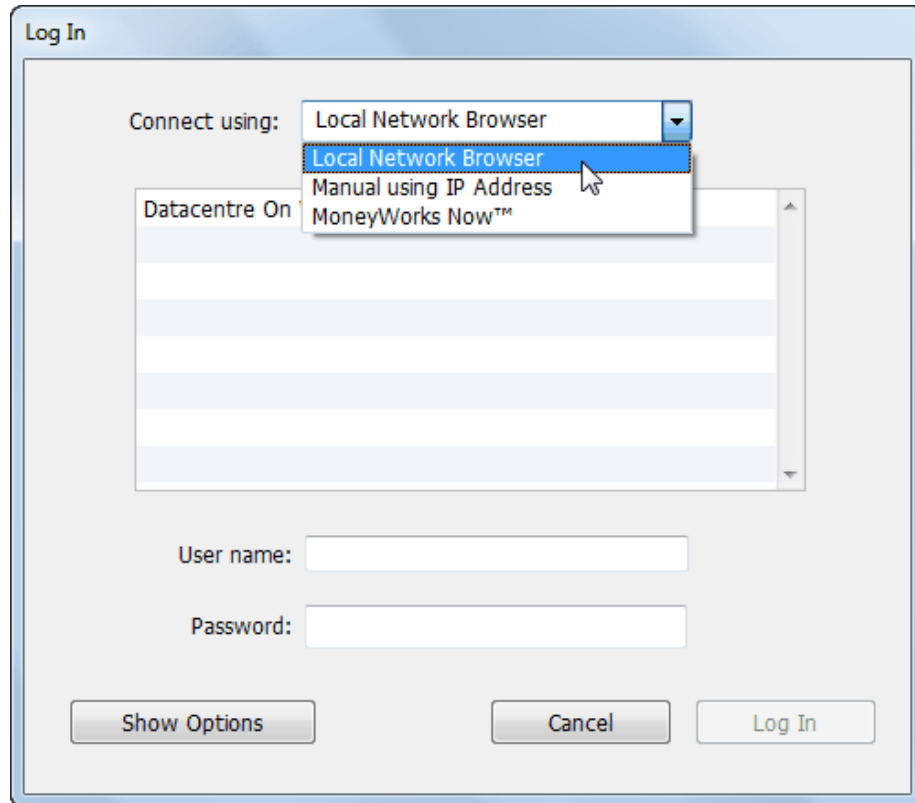
3. If the file is not password protected, you will need to **password protect your file** by turning on the Password Protect <Document> checkbox.

You will also need to ensure that the user you are logged in as has a password (a blank password is not allowed).

4. Click the *Upload to Server* button

If your username does not have a password, set up a password first. To do that, double-click your username (**Admin** if you have only just enabled password protection) and set a password.

The standard MoneyWorks network login window will open



If uploading to a MoneyWorks Datacentre on the local network

- Choose *Connect using Local Network Browser* and select the Datacentre from the list of available Datacentres (normally there will just be one).
- If the Datacentre is running in *ASP Mode*, you will need to enter the Datacentre User (Target directory) and Password.
- Click the *Log In* button and the file (and any custom plug-ins) will upload.

If uploading to a remote MoneyWorks Datacentre

- Choose *Connect using Manual using IP Address* and enter the IP address of domain name of the server.
- If there is a security certificate on the remote Datacentre, turn on the *SSL* option.

- If the Datacentre is running in *ASP Mode*, you will need to enter the Datacentre User (Target directory) and Password.
- Click the *Log In* button and the file (and any custom plug-ins) will upload.

If uploading to MoneyWorks Now

- Choose *Connect using MoneyWorks Now* and enter your MoneyWorks Now login credentials.
- A *Log In* window will be displayed showing you the list of folders that you own (you can only upload to a folder that you own). Choose the folder and click *Log In*. The file will upload.

Note: Before uploading a file to MoneyWorks Now, you should ensure that you have a sensible company name in Show>Company Details. This is the name that will be displayed when you log in to the file on MoneyWorks Now.

Notes on uploading files

It is a good idea to make sure that your file has a sensible name. Avoid names like "Backup of backup of XYZ Accounts [20170331].moneyworks" (rename the file before opening it for upload).

When you upload a file, it along with any custom plug-ins are compressed and uploaded to the selected server. If a file of the same name exists on the server, you will be asked if you want to replace it.

You should not upload two different documents with the same company name, but if you do, the second one will have the filename appended in your documents list so that you can differentiate them.

If you do not want to upload the Custom Plug-ins along with the file (these will replace any existing ones in the targeted directory on the server), ensure that there is no *MoneyWorks Custom Plug-ins* folder in the same location as the file you are uploading (it is often easier to move the MoneyWorks file to a new, empty directory prior to opening it for upload).

¹ This is controlled by the *Run on server if possible* option in the [report settings](#). ↩

MoneyWorks Datacentre Server setup

Here's the short version of the steps to setting up MoneyWorks Datacentre Server.

1. Install the Datacentre server software

Mac: Open the installer: Datacentre.pkg.

Windows: Open the installer: DatacentreSetup.exe.

Also install client software from the MoneyWorks Gold installer on your client workstations. One of these can use the full Gold serial number; the others will be installed as Datacentre Client only.

2. Configure the server

Use the MoneyWorks Datacentre Console application. The Windows installer will start this for you; on Mac you can find it in /Applications.

You need to enter your serial number(s), contact email addresses, and other configuration information. Then click Apply Changes

3. Place your existing MoneyWorks document(s) in the Datacentre's documents folder.

On Mac, you will also need to open the Console and allow it to set the ownership of the files so that the server can access them.

4. For a single-company server, you will need to select the company document to share in the Document tab of the Console.

If you are just getting started with MoneyWorks, you will first create your accounts document(s) using the full license install of MoneyWorks Gold, then use the Upload to Server function or place the document(s) in the server folder when you are ready to share them.

Upgrading a v7 Datacentre

Follow all the steps as for installing. You will need to enter the new serial number (and possibly user key) supplied with the upgrade.

File conversion

Once installed, open the MoneyWorks Datacentre Console application, select the Folders tab, and click "Upgrade Files to v8". This will convert files to v8 format. This may take some time if you have large files. Please be patient.

On successful conversion, the file extension (if any) will be .moneyworks. The old file will be renamed with "(archived)". Files with "(archived)" in the name will no longer be considered for conversion. You can remove these archived files if you wish. The server will no longer access them.

Datacentre v8 can work with MoneyWorks Cashbook 8 and Express 8 files as well as MoneyWorks Gold 8 files (they all use the .moneyworks file type).

Installation

Mac OS X

1. Download the Datacentre.pkg installer package.
2. Double-click the Datacentre.pkg icon.
3. Follow the on-screen instructions to complete the installation (you will need to be logged in as a user with Administrator privileges, and you will be asked to provide your password).

The Mac installation process installs the following:

- Datacentre is installed at: /Library/MoneyWorks/
- Console application at: /Applications/MoneyWorks Datacentre Console.app

Windows

1. **Locate the downloaded setup program (DatacentreSetup.exe)**
2. **Open DatacentreSetup.exe and follow the onscreen instructions.**

The Windows installation process installs the following:

- Datacentre support files and the Console application into: `C:\Program Files (x86)\MoneyWorks Datacentre\`

Note that the installation is the same for 32 or 64 bit Windows. 32- and 64-bit database server executables are both installed and the correct one will be used automatically. On 32 bit Windows, the directory will be `C:\Program Files\MoneyWorks Datacentre\`

- MoneyWorks Documents folder on the `C:\` drive. You can relocate this in settings.

3. **The MoneyWorks Datacentre Console will start automatically at the completion of installation.**

MoneyWorks Documents Directory

Mac: On installation, a server home directory is created at `/Library/MoneyWorks/`. This home directory contains a `Documents` subdirectory.

Windows: On installation, a data directory called `MoneyWorks Documents` will be created in the root directory of the `C:` drive.

This directory is where you should put the MoneyWorks document(s) that you want to share. It contains 2 subfolders called `Backups` and `Archives`. The Datacentre will automatically place backups and archives of your data in these. See the section Backups and Archives.

If you want to place your data files elsewhere, you can configure a different server data directory using the Console, but if you do this, it will require careful consideration of folder permissions.

Mac: The server's home directory has ownership `moneyworks_server:staff`.

You must be in the staff group to be able to add files to the Documents directory (all normal users are in the staff group by default). If you change the location of the Documents directory, you will need to ensure that the user `moneyworks_server` has access to the new location.

Windows: If you want to secure the files that you put in here, then you should adjust the permissions for this directory as appropriate (The Datacentre runs using the System account, so you do need to ensure that the System account has read and write privileges for this directory). Per normal Windows permissions rules, the directory cannot be on a mapped network drive.

Installing Client Software

The MoneyWorks Datacentre client software is MoneyWorks Gold. You can install this from the MoneyWorks Gold disk image or setup program.

The first time MoneyWorks Gold is opened on a particular computer (actually for a user account on the computer), it will ask for registration information.



One full MoneyWorks Gold installation

MoneyWorks Datacentre comes with one MoneyWorks Gold registration number to enable full standalone functionality (in particular for creating new accounts documents). You can enter this registration number on one computer (it will be in the form x8G-nnnnn-nnnnn). You can use that computer for creating new MoneyWorks accounts documents and setting them up before sharing them with other users by placing them in the Datacentre documents folder on the server. On this computer, choose Full MoneyWorks Gold Install in the Serial Number screen and type your company name and the MoneyWorks Gold registration number.

All other client installations

For all other computers that you install the client software on—for use only with the Datacentre server—no registration information is required: Simply choose Client for MoneyWorks Datacentre Server and click OK.

Updating client software

You only ever need to install the client software on a particular workstation once. Whenever the Datacentre software is updated on the server, software updates are delivered to clients automatically when they next log in (installing these client updates will typically require the user to have admin privileges on their computer).

Additional full MoneyWorks Gold Installations

If you have additional MoneyWorks Gold serial numbers, you can enable full standalone functionality on as many computers/user accounts as you have serial numbers. Every installation that has a full MoneyWorks Gold serial number will have the ability to create new MoneyWorks documents and continue to use them beyond the demo period (Clients without a serial number can create documents, which can be accessed for 45 days in standalone mode). Logging in to the server using these additional MoneyWorks Gold serial numbers does not consume a concurrent client login on the server.

Starting the Datacentre

Place your documents

MoneyWorks Datacentre will serve any MoneyWorks documents that it finds in its Document Folder. By default, this directory will be `/Library/MoneyWorks/Documents/` (on Mac OS X), or `C:\MoneyWorks Documents\` (on Windows).

You should move your MoneyWorks documents to this directory, along with your MoneyWorks Custom Plug-Ins folder if you have custom reports and forms. If you have several documents that use different custom forms and reports, you can create subdirectories in the documents folder and place a MoneyWorks document together with its particular MoneyWorks Custom Plug-Ins folder into each one. When clients log in to a document for the first time, the corresponding MoneyWorks Custom-Plug-Ins folder will automatically download to their workstation. See [Wither Plug-ins](#) for more information.

You can put documents created by Moneyworks Cashbook or MoneyWorks Express in the Datacentre Documents folder and these will be shared as if they were MoneyWorks Gold documents. If you wish to use the documents in future with MoneyWorks Express or MoneyWorks Cashbook, be sure to avoid using any features not supported by those products (e.g. Departments, Inventory, or extended Job Costing)

Don't file-share

Ideally, the document root directory should not be available to normal users via file sharing. This might tempt them to try to bypass the Datacentre server and open the files directly (Client-only installations won't allow direct opening of documents, but a user with a full Gold installation could do this). The MoneyWorks Datacentre service will open documents on demand when clients connect to the server.



Important: MoneyWorks Datacentre does not share data using the operating system's File Sharing facilities.

Don't open Datacentre-shared files directly using the Open command in MoneyWorks Gold.

Don't double-click files in the folder to open them. Opening files in this way will prevent the server from opening them and other users will not be able to access them.

Password Protection

You should, enable password protection before placing a document for sharing by the Datacentre. If you don't do this, users will be logged in anonymously and you will not be able to see who is logged in. Also, per-user settings will not be stored if users are not set up.

Start on reboot

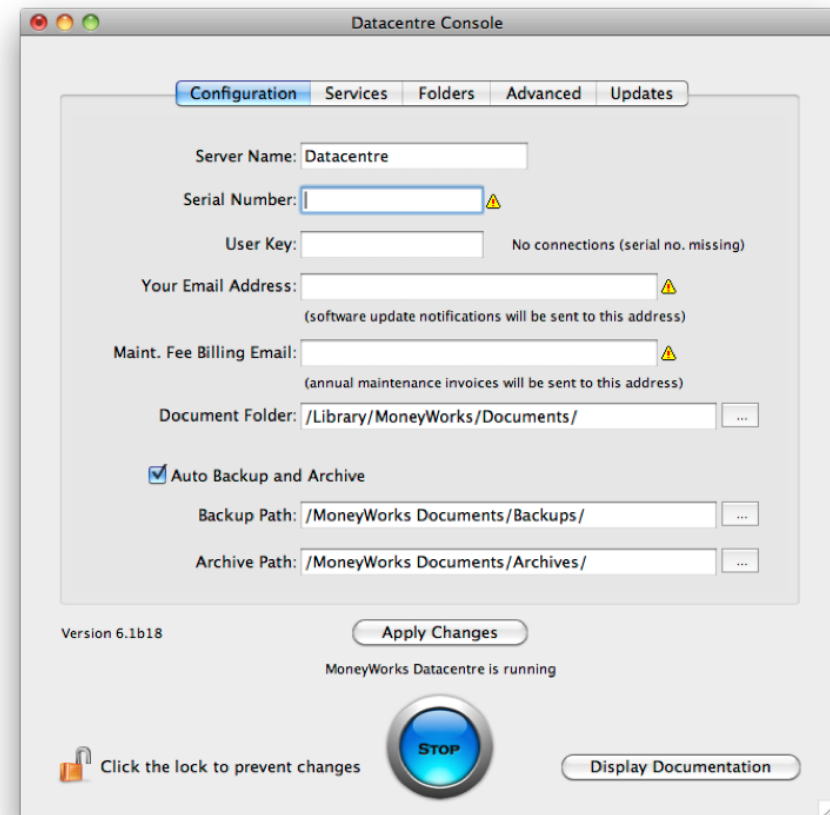
There is no need to reboot the server after installation. The MoneyWorks Datacentre is configured by default to start itself if the machine is rebooted.

The installer will start the server for you.

If you need to manually start (or stop) the server, here is how:

1. On the server, open the MoneyWorks Datacentre Console in Applications (Mac OS X) or in the Start menu (Windows)
2. On Mac you will need to authenticate as an Administrator by clicking the lock icon and entering the password for your user account.
3. Click the green Start button (if the button is a blue Stop button, the service is already running).

Configuration



1. On the server, double-click the MoneyWorks Datacentre Console icon in Applications (Mac OS X) or in Program Files\MoneyWorks Datacentre\ (Windows)
2. On Mac you will need to authenticate as an Administrator by clicking the lock icon and entering the password for your user account.

On Windows you may need to Run as Administrator (if you do not, and you are logged in without Administrator privileges, you will be invited to reopen the Console app with Administrator privileges)

3. Type a name for your Datacentre server in the Server Name field.

By default, the server name is Datacentre. This is the name advertised on Bonjour, and will also be used for the name of the folder into which custom plugins folders are downloaded to clients.

You should give your Datacentre server a unique name. (e.g. XYZ Corp Datacentre).

If you are a MoneyWorks consultant/support provider we strongly advise that you give each Datacentre you install a unique name. This will have the effect of keeping custom plugins downloaded from each site separate on your client computer.

4. Enter your Datacentre Serial number in the Serial No. field. Your Datacentre serial number looks like:

C8D-NNNNN-NNNNN or CRD-NNNNN-NNNNN

(C represents your country code, and the N's are digits. The third letter will be a 'D'). Note: The code in a retail box may begin with ACT—If you have an ACT code, type it in and click Fetch Serial Number to fetch your serial number from the Cognito activation server.

5. If you have a user key to extend the number of concurrent users, type it into the User Key field. User Keys look like:

C8U-NNNnn-NNNNN

The nn part specifies the number of additional concurrent users.

6. Enter email addresses for technical and billing contacts.

Cognito will email the technical contact address with notification of software updates.

Cognito will email annual maintenance fee invoices to the billing contact address.

Note: The MoneyWorks Datacentre Console is a program that configures and starts or stops MoneyWorks Datacentre—the Console application is not the server. Closing the Console application will not stop the server.

7. Consider changing the Backup and or Archive directories

Backups

It is very important that have a backup regime in place to protect you from:

1. **storage device failure (the SSD or hard disk in your server may fail)**
2. **fire, flood, theft, or other disaster (the whole computer may be destroyed or lost)**
3. **inadvertent or malicious deletion/corruption of data**

Auto Backup and Archive

You should have this option checked. If unchecked, no backups or archives are made automatically.

When checked, documents will get automatically backed up whenever they close. If a new period has been opened, then the backup goes into the Archives folder and is dated so that it will not get overwritten. Otherwise backups go into the backups folder and are stamped with the day of week (1-7). Week-old backups will therefore get overwritten.

If you open several periods in advance, you won't get archives for those periods. Don't open periods in advance.

These auto-created backup files offer some protection from scenario #3, above. What about #1 and #2?

By default, the Backups and Archive folders reside in the same location as the documents. This makes it easy to locate backups if you need to go back to an old version of a database for some reason **however it offers no protection against**

storage device failure or server destruction. You **must** set up some mechanism to back up data on another device, and in another location.

You can change the Backup and Archive paths to point to a location on another device, preferably on another computer. This will provide protection from disaster scenario #1 (storage device failure). However, on Windows, see [Network Backup paths on Windows](#),

Backup Path: Path to the directory where backups will be written. By default this is the Backups folder inside the MoneyWorks Documents folder.

Archive Path: Path to the directory where archives will be written. By default this is the Archives folder inside the MoneyWorks Documents folder.

Either of these can be changed. Click the  browse button next to the path field to select the desired location. If the path in the field is invalid, a warning icon will be displayed next to it.

Important: You must ensure that the Backup and Archive paths are valid and are writable by the service. Verifying this is especially important if you have chosen to write backups to a file server volume. Specifying a location on a file server that is not always available will probably result in failed backups. You will not get any notification of failure to write backups other than a log entry. With a Windows server, the Save a Backup As command will fail on clients if the Backup directory is not valid or writable.

Easy cloud backup using Dropbox, OneDrive or Google Drive

The easiest way to get a reliable off-site backup is to have the auto-created backups stored in a cloud-backed folder such as a Dropbox folder. These instructions apply just as well to OneDrive or Google Drive.

1. **Get a Dropbox account, if you don't already have one**
2. **Install and configure the Dropbox software on the server computer**
3. **Create Backup and Archive folders in a subfolder of your Dropbox folder**
4. **Set the Datacentre Backup and Archive paths to those folders**

This will be something like `/Users/you/Dropbox/MWBackups/Backups` or `C:\Users\you\Dropbox\MWBackups\Backups`. Likewise Archives.

5. **Make sure the cloud storage account you use has enough storage capacity for your backups (free accounts only have 2GB).**

Network Backup paths on Windows

Windows Services (such as MoneyWorks Datacentre) do not, by default, have access to network shares. Therefore if you want backups and archives to be written to a volume that is not locally attached to the server that Datacentre is running on, you will need to set MoneyWorks Datacentre to run as a user who has privileges to access the network volume to which you wish backups to be written.

In Services, right-click on the MoneyWorks Datacentre service, and click the Log On tab. Here you can specify a user name and password of a user that the service will run as. Note that this user must also have read/write access to the files that the Datacentre will be serving, otherwise it will of course not be able to access them.

In addition, any network paths should be specified in UNC format (`\\server\share\directory`), **not with a drive letter**. Note that there is no trailing `\` on the end of the path to the folder.

Restoring a Backup

To restore a backup, open the desired .MWGZ backup file in MoneyWorks Gold. You will be asked for the location to save the restored file. If restoring a backup for access via the server, save it back into the server's Documents folder. To ensure convenient access for clients using their existing Recent shortcuts, you should restore it using the original filename.

Firewall

On Windows, the installer will add MoneyWorks Datacentre to the Firewall exceptions list automatically.

Starting

1. On the server, double-click the MoneyWorks Datacentre Console icon in Program Files (x86)\MoneyWorks Datacentre\.

If you have just run the installer, the console app should have been started for you.

2. If you want to share documents from a directory other than the default one, type the path of the directory you want into the Document Folder field. Or you can click the browse button (...) to select a directory.

- 3. You must enter the Serial Number. Also the User Key if you have purchased additional users beyond the standard 3.**

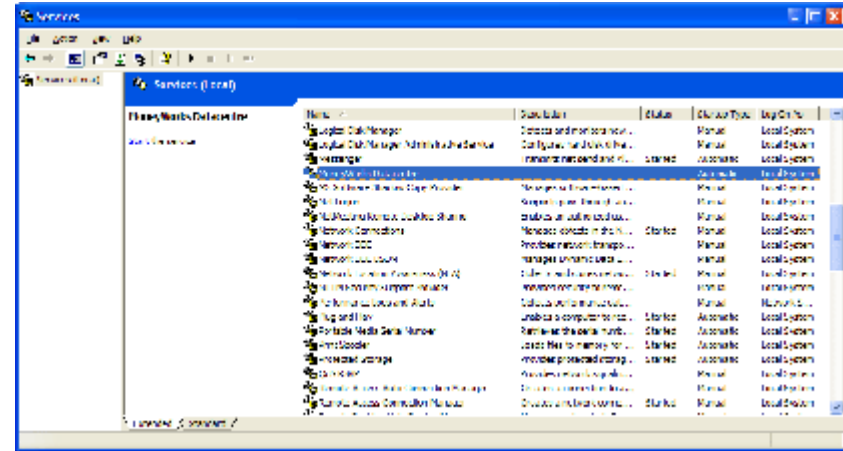
- 4. Enter email addresses technical and billing contacts.**

- 5. Click Start to start the Datacentre if it is not running.**

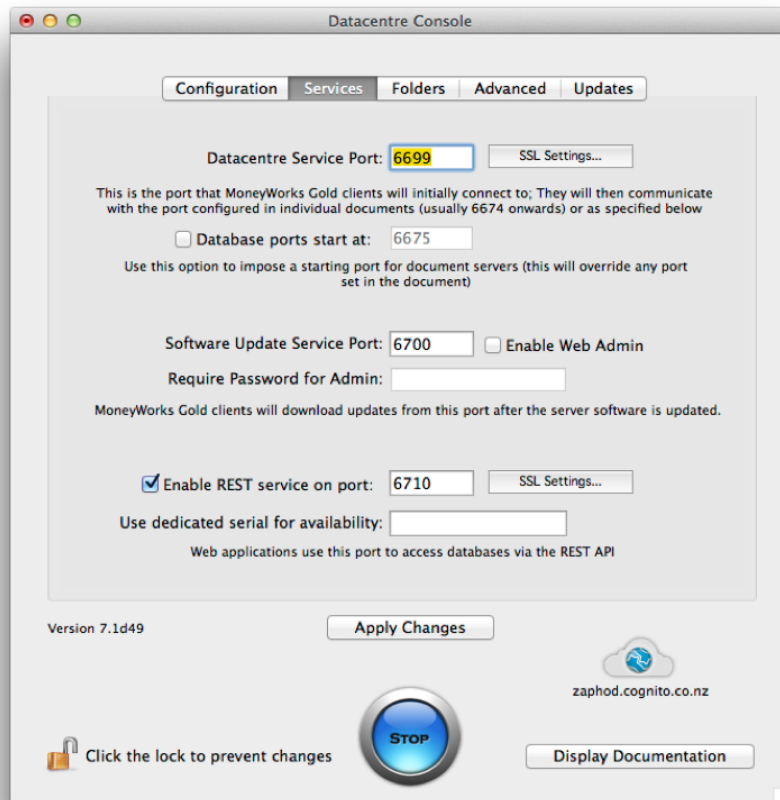
Service Control

You can also start and stop the service using the Window Services control panel.

1. **Open Start→Settings→Control Panel. Double-click Administrative Tools, and then double-click Services.**
2. **Find the MoneyWorks Datacentre service in the Services list.**
3. **Right click on the MoneyWorks Datacentre service and select Start from the contextual menu.**



Datacentre Services



Datacentre Service Port

This is the TCP port to run the Datacentre service on. Default is 6699.

If you want to use SSL security, you can supply a certificate and private key PEM block by clicking the SSL settings button. For more information see <http://cognito.co.nz/developer/datacentre-ssl/>

Database ports start at

Off by default. Datacentre uses a TCP port for each active (open) document that is being served. Datacentre will respect the sharing port set in a document by MoneyWorks Gold if it can. If that port is in use, the next port will be tried until a free port is found. You can override this and specify a starting port for the server to use if you wish. This can be useful if your LAN has multiple Datacentre servers and you need to configure incoming NAT redirection of port ranges to each server.

Software Update Service Port

This is the TCP/HTTP port that will serve client software updates. It can also optionally run a web admin interface for (limited) remote administration of the server. Default is 6700. Remote Web Admin is off by default.

REST Service

MoneyWorks Datacentre 6.1 and later can provide a REST API to allow programmatic access to databases from HTTP clients, as well as locally-hosted javascript web apps. Default port is 6710.

For developer documentation, see the manpage at `x-man-page//moneyworks-rest` (Mac) or on the web at <http://cognito.co.nz/developer/category/REST>

MoneyWorks Datacentre may also be accessed from a local command line client. For developer documentation, see the manpage at `x-man-page//moneyworks` (Mac) or on the web at <http://cognito.co.nz/developer/cli-manual/>

Note that logging in via CLI or REST will consume a concurrent login. If all concurrent logins are currently in use, any additional connection will be refused. If you wish to guarantee that you can log in via these interfaces, you can supply a unique Gold serial number (other than the one supplied as standard with the server), that is not used by any other user. Special REST-only serials are also available.

Enabling SSL encrypted connections

To enable SSL encrypted connections, you will need to install an SSL certificate on the server.

Obtaining an SSL certificate

Generate a private key for your server, and a Certificate Signing Request.

If you're on a Mac, here are the commands that you can enter into Terminal to generate these using openssl.

1. Create a directory for the files

```
mkdir MyCertFiles
cd MyCertFiles
```

2. Generate the private key and csr.

You will need to fill out the details for your certificate, the most important one being Common Name. This will be the Fully Qualified Domain Name for your server (e.g. yourserver.yourcompany.com). If you just hit return, the default value in [] will be used.

```
openssl genrsa -out private_key.pem 2048
openssl req -out mydomain.csr -key private_key.pem -new

Country Name (2 letter code) [AU]:US
State or Province Name (full name) [Some-State]:California
Locality Name (eg, city) []:San Francisco
Organization Name (eg, company) [Internet Widgits Pty Ltd]:My
Company
Organizational Unit Name (eg, section) []:
Common Name (e.g. server FQDN or YOUR name) []:
yourserver.yourcompany.com
Email Address []:

Please enter the following 'extra' attributes
to be sent with your certificate request
A challenge password []:
An optional company name []:
```

This will generate a private key that is not password protected, so it will be installable in the server as-is.

3. Open the directory in the Finder

```
open .
```

4. Submit the CSR file to your chosen Certificate Authority

They will provide a .crt certificate file. If asked what kind of server you have, just specify apache/openssl (this should get you a .crt pem format certificate).

Installing the SSL certificate

Your certificate should be in the form of a PEM text block (starts with `-----BEGIN CERTIFICATE-----`)

Your private key is in the form of a PEM text block (starts with `-----BEGIN RSA PRIVATE KEY-----`)

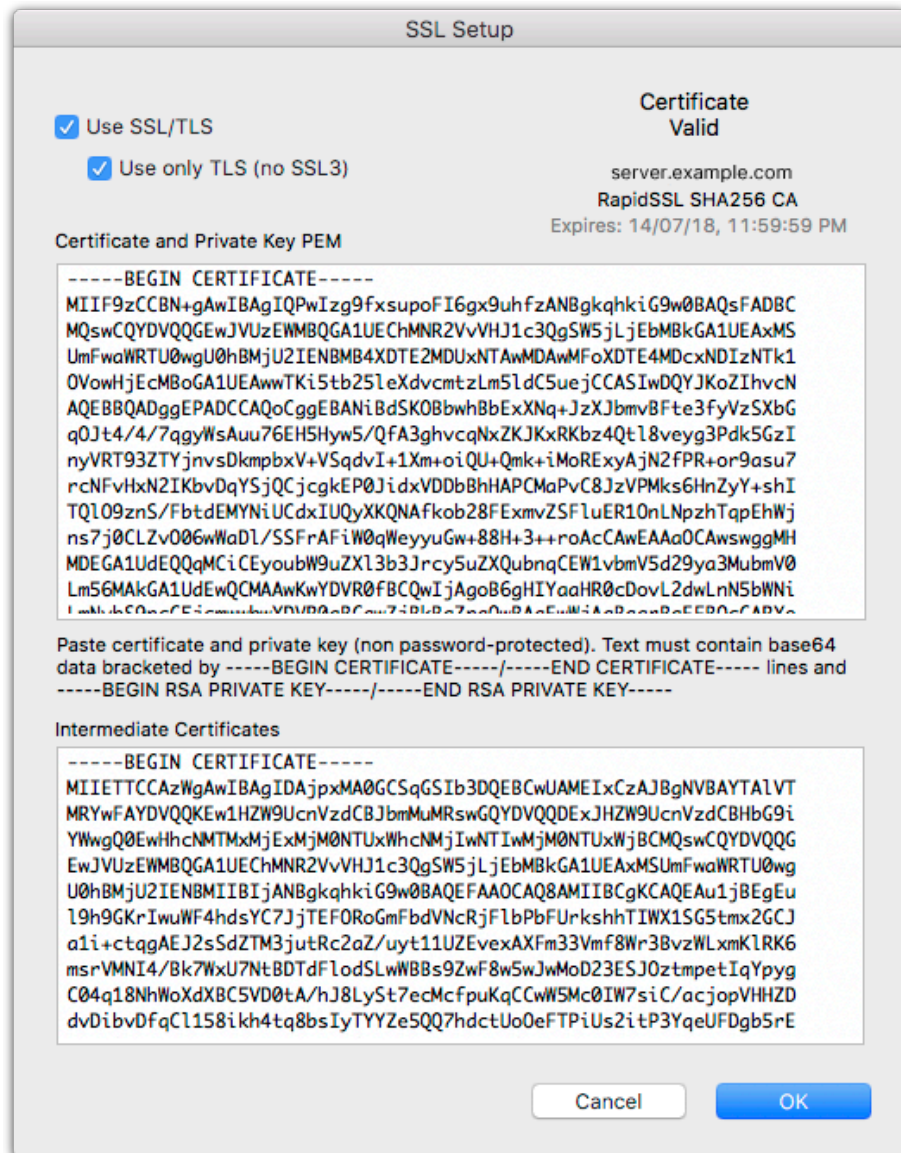
1. Open the certificate file in a text editor and copy and paste the text from the into the Certificate and Private Key PEM field of the SSL settings
2. Open the private key file in a text editor and copy and paste the private key after the the certificate block in the Certificate and Private Key PEM field of the SSL settings

Installing the intermediate certificate

Certificates from most Certificate Authorities will also require one or more Intermediate Certificates to complete the Chain of Trust to a trusted root known to the operating system that clients are running. These certificates will be downloadable (or copyable) from your Certificate Authority's website. You should have received a link to them along with your certificate.

1. Open the intermediate certificate bundle in a text editor and copy and paste the text into the lower field of the SSL Settings dialog box.

The SSL Settings dialog should display "Certificate Valid", along with the issuer and expiry date for the certificate.



Web Apps

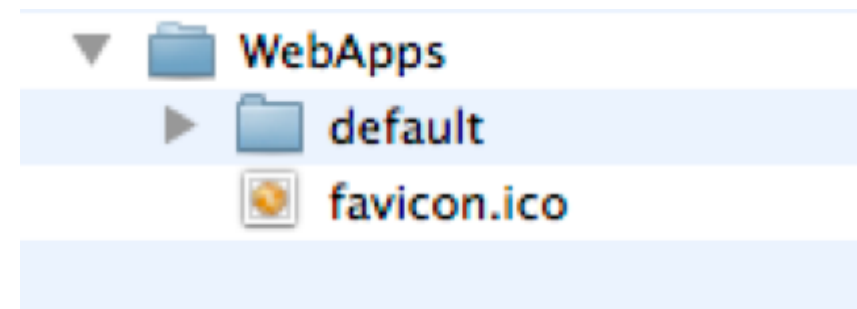
When the REST service is enabled you can access the supplied default web app(s) or your own custom web app using a web browser pointed at the REST port of your server.

```
http://myserver:6710/
```

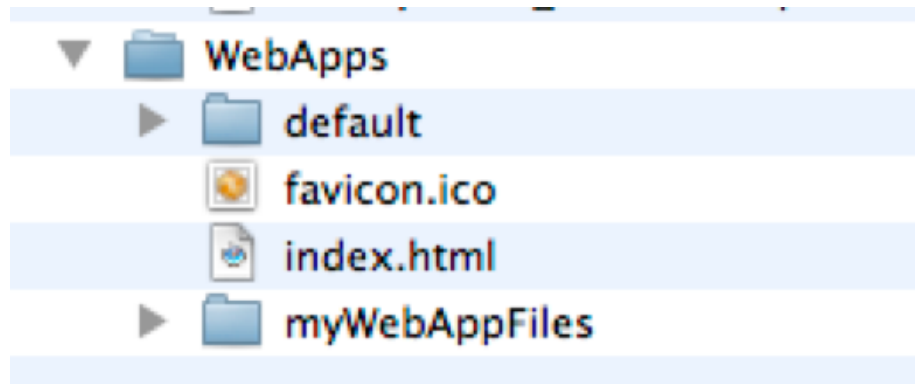
or

`https://myserver:6710/` (if SSL is enabled)

WebApps are served from the WebApps subfolder at `/Library/MoneyWorks/Library/WebApps` (Mac) or `:\Program Files\MoneyWorks Datacentre\WebApps\` (Windows). The default installation is shown below. Accessing the root of the server (as above) will automatically redirect browsers to the `/default/` directory (via a 302). You can disable the default web app by creating a blank `index.html` file in `WebApps/`. Likewise you can override the default web app by implementing your own webapp in `index.html`. You can place any number of support files in `WebApps`. Just keep in mind that the update installer will overwrite the “default” directory and `favicon.ico`. Any other files will be untouched by the installer.



default install



installing your own custom web app

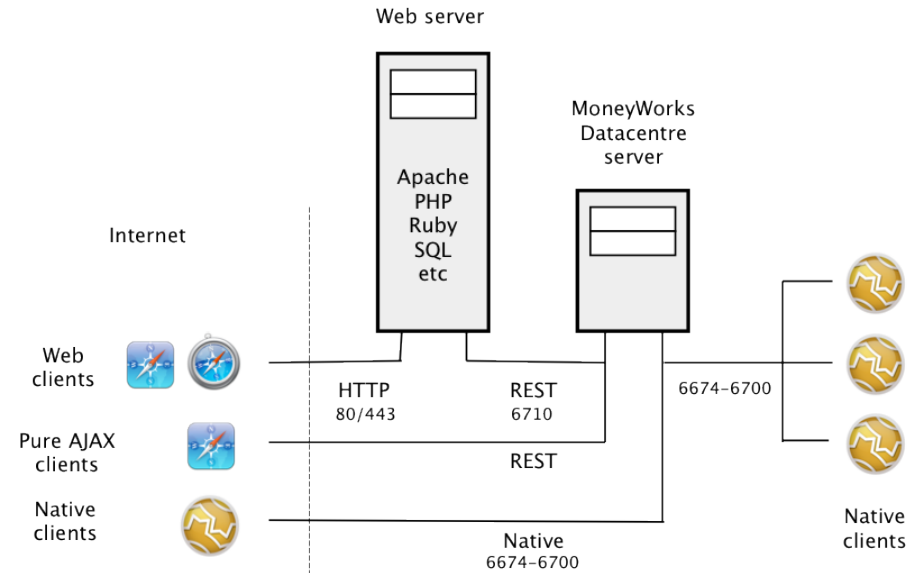
Note that on Mac, you must set the ownership of files to moneyworks_server.

Unless you require compatibility with old clients that do not support TLS, you should leave the **Use only TLS** option checked. This disables older and not very secure SSL2 and SSL3 protocols and enables Perfect Forward Secrecy in TLS which is required for iOS 9 and later clients to access REST services.

More complex web apps

The built in web app server is the same simple HTTP server that drives the REST interface. It is capable of serving simple javascript web apps. If you wish to develop and deploy a web app using a server-side scripting engine (PHP etc) then of course you can do that, but you will need to deploy the app on a separate web server. Your web app can communicate with the REST interface of MoneyWorks Datacentre from its back end.

Your web server can be quite remote from the Datacentre server, but if your web app will make frequent calls to the REST interface, then it would be desirable to have as little network latency as possible between the servers. You may even mix and match the various ways of accessing your Datacentre server. e.g:



Advanced settings

You should not normally need to change any of these

Server startup timeout seconds

Don't change this except under the direction of technical support. Default is 30.

Idle time before close: seconds

This is the time to wait after the last client logs out of a document before the document should be closed (and possibly backed-up). Default is 60 seconds. If all clients log out, and then somebody logs in again within this time, then the document will not need to be reopened, and rollback will still be possible.

Login grace time: seconds

Don't change this except under the direction of technical support. Default is 30.

Disconnect idle clients after: minutes

Defines how long the DC should let a client remain idle before forcibly disconnecting them. A client is considered to be idle if the network connection is good but they make no requests of the database. Default is 120 minutes.

Close stale connections after: minutes

Defines how long we should let a stale client stay connected before forcibly disconnecting them. A client can be stale if either they crash (in which case we want a short threshold) or if their network connection goes down. Default is 5 minutes.

Verbose Logging

Logging Verbosity. Default is off.

Moneyworks Datacentre writes diagnostics to its own log file. On Mac OS X, diagnostics are also written to the system log. Further diagnostics may also be written to log files named after MoneyWorks documents that you open.

The Verbose logging option will cause Datacentre to write many more diagnostics (rather than just errors) to the logs. This can put more load on the server, so should not be used unless you need it.

Log file locations

Mac:

```
/Library/MoneyWorks/Library/Logs/moneyworks_datacentre.log
/Library/MoneyWorks/Library/Logs/document.log
```

Windows:

```
C:\Documents and Settings\All Users\Application Data\Cognito\
  MoneyWorks Datacentre\moneyworks_datacentre.log
C:\Documents and Settings\All Users\Application Data\Cognito\
  MoneyWorks Datacentre\Logs\document.log
```

Use the **Show Log File** and **Show Logs Folder** buttons in the Advanced tab of the console to easily display log files. If you need to send log files to Cognito Support for troubleshooting purposes, you can use the Send to Support... button.



Important: You should leave this option off unless you are experiencing problems with the service. Verbose logging can significantly degrade performance.

Troubleshooting

Can see server but connection fails

- Check the firewall on the server
- If you can see the Datacentre service when you connect from a client using the local network browser (Bonjour), but the connection fails, this almost certainly means that the server computer is running a firewall that is blocking access to the service (You can see the service because the firewall is allowing access to standard services such as Bonjour on port 5353). You will need to allow connections to the same ports as for the Remote Connections

Can't see server in the Local Network Browser (Bonjour)

- Is the service running? Look in the MoneyWorks Datacentre Console on the server.
- Is your client on the same LAN subnet? Bonjour browsing does not normally work across subnets. In this case you would need to use the Manual connection method and type in the server name or address. Also see the note above about server firewall.
- Check the firewall on the server
- Is port 5353 (UDP) blocked by the firewall? This is the multicast DNS port and is required for network browsing.

Can't connect from a remote client over the internet

- See the Remote Connections section

Software Update for clients fails with “Could not contact Software Updates Server”

- Check the firewall on the server
- Your server's firewall is blocking access to port 6700

Error -54 or -49 when trying to log in

- Transient errors: If a client attempts to connect to a document that is in the middle of closing down/backing up, the client will see a -54 or -49 error. This is normal. In this case, the client should just wait for a minute, then try again.
- Persistent error: The Datacentre service cannot open the file because it is already in use—probably someone is using a local MoneyWorks Gold on the server to open the file directly.

Using the Folders tab

The folders tab can be used to examine/modify the folder/document hierarchy and set passwords on folders.

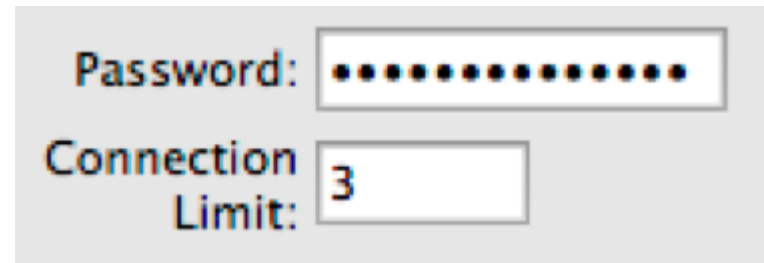
Partitioning Users

When using MoneyWorks Datacentre as an ASP solution, you can partition users so that they only see one subfolder of the Datacentre documents folder.

The name of the subfolder will be the username with which the user will initially log in to the Datacentre.

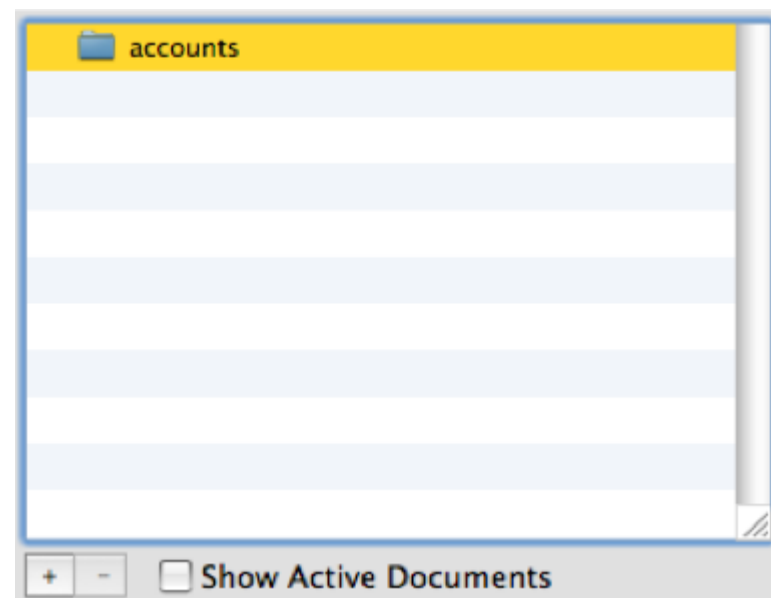
To set this up:

1. Set the Require Folder Name and Password to Connect checkbox in the Folders tab of the Console.
2. Set a password for the root folder by selecting it and typing a password in the password field.

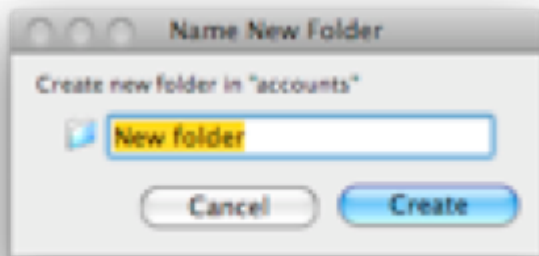


The screenshot shows two input fields. The first is labeled "Password:" and contains a series of dots, indicating a masked password. The second is labeled "Connection Limit:" and contains the number "3".

3. Create subfolders within the document root folder by selecting the root folder in the list and clicking the + button below the folder list.



Name the new folder



4. Type a password for the new folder in the password field.

You can also set the maximum number of concurrent connections allowed across all documents in that folder.

5. Click the Show Folder button to reveal the folder so that you can place documents in it.

You can also create folders within folders.

Note: Folder settings (including the plaintext password) are stored in a file named folder.conf file inside the folder (another reason you don't want end users having file share access to the documents folder).

Removing empty folders

You can remove an empty folder by selecting it and clicking the "-" button.

Show Active Documents

Displays a red "active" indicator on documents that are currently active



After all users have logged out of a document, the document will close and the activity indicator will be removed.

You can use this facility to check that all documents are inactive before installing a software update. **Note:** It is best **not to leave this option turned on** as it continuously polls the server for status information and may degrade server performance.

Show All Documents

Displays the documents within the folder hierarchy.

URL shortcuts

When MoneyWorks Datacentre is set up to require login itself (ASP mode), you will need to pass the document username and password as part of the ?doc= part of the URL. e.g.:

```
moneyworks://UserA:userA_pass@server:6699?doc=Doc1User:Doc1Pass@UserA/Some%20Document.moneyworks
```

If you just supply the folder login and no document, e.g.:

```
moneyworks://foldername:folderpass@server:6699
```

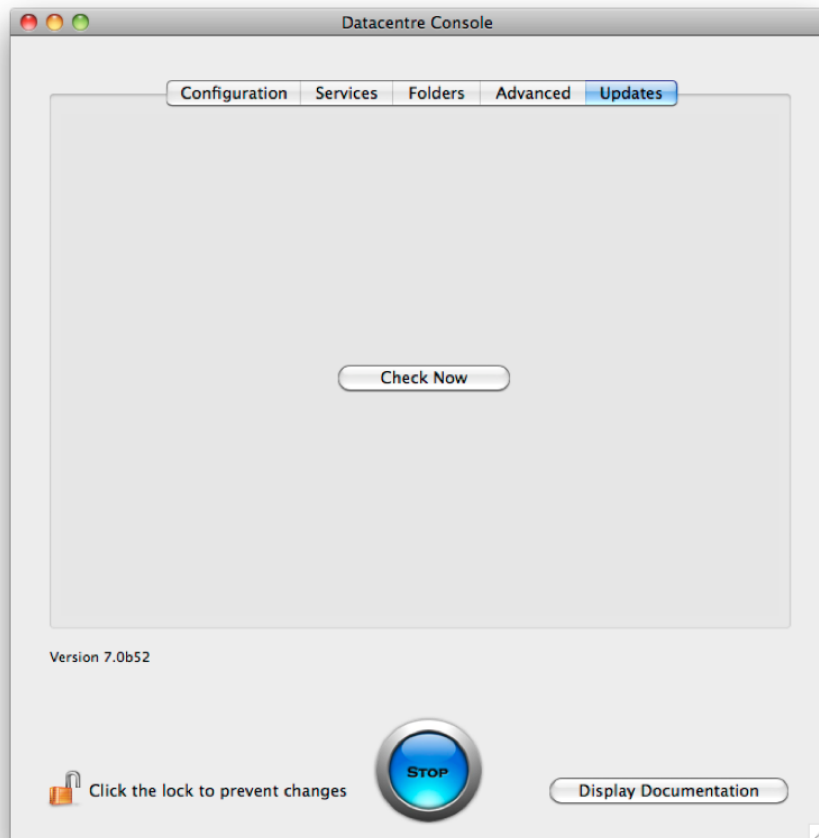
MoneyWorks will immediately log in to the folder and display the documents list. The user can then just supply their username and password for the document that they are logging in to.

Updating the Datacentre software

To update the Datacentre software, use the Updates tab in the MoneyWorks Datacentre Console application.

First, make sure that all users are logged out and that no documents are active. You can check whether documents are active by looking in the Folders tab, with the Show Active Documents option selected. Active documents will be shown with a red active indicator. Get all users to log out and wait until all documents are inactive (will take 1-2 minutes after last user logs out).

1. Select the Updates tab and click Check Now



If there is an update available, it will be shown:

Updates are available only if your software maintenance subscription is up to date.

2. Click Install to install the update. This will stop the service and restart it after installing (and will restart the console application).

On Mac OS X, the install will just proceed; on Windows, you will see a standard installer interface. You should follow the on screen instructions.

Note: You should ensure that all connected users have logged out before updating.

Client updating Gotcha (Windows)

On Windows, it is easy to run multiple instances of an application (a new one may start every time you choose the program from the Start menu—depending on the Multiple Instance preference in the MoneyWorks Preferences). If you are running more than one instance of MoneyWorks Gold on a client, and you connect to the Datacentre and it wants to update your client software, you must quit from any other instances of MoneyWorks Gold running on your machine (such as ones that have local files open), otherwise the client update cannot proceed.

Using MoneyWorks Datacentre

1. **Start up MoneyWorks Gold and click Connect on the navigator welcome page.**
2. **Provided that the Datacentre server is on the same subnet as you, and you do not have firewalls blocking DNS-SD (Bonjour), it will appear in the Local Network Browser servers list. Select the Datacentre you want to connect to and click Log In.**

If the Datacentre server is on a different subnet, you will need to connect manually.

Select Manual Using IP Address from the Connect Using popup menu, and type in the server's DNS name or IP address. Then click Log In. If the server is configured to use SSL, you must use the servers fully qualified domain name rather than its numeric IP address and you must set the SSL checkbox.

If the Datacentre server itself is configured to require log in, you will first need to type your Datacentre user name and password. If you found the server using the Local Network browser, the user name and password fields will have been enabled only if the server requires them.

A list of documents available on the server will be displayed.

From this point the login process is the same as for connecting to an ordinary MoneyWorks Gold server (see the section Connecting to a shared document in the MoneyWorks Gold User Guide).

3. Select the document you wish to connect to

4. Type your user name and password for that document

If the document is not password protected you can leave these fields blank. They will be ignored.

5. Click Log In

If you are the first user to connect to the document, the server will need to open it first, in which case there will be a slight delay while this happens.

Saving and Rollback

With MoneyWorks Datacentre it is (usually) not necessary to manually invoke the Save command to permanently update the database. This is because the Datacentre will normally close any open documents once everyone has logged off (and, by default, will forcibly log them off once they have been idle for 2 hours).

With Datacentre, sufficiently privileged remote clients can manually invoke the Save and Rollback commands (you must be the only user logged in to the document to use Rollback). With MoneyWorks Gold, only the server operator can do these.

Backups and Archives

If the auto backup option is on, documents will get automatically backed up every time they close (or the Save command is used).

If a new period has been opened, the automatic backup goes into the Archives folder and is dated so that it will not get overwritten. Otherwise backups go into the Backups folder and are stamped with the day of week (1-7). Week-old backups will therefore get overwritten.

Clients can download a backup to their workstation using the Save a Backup command (provided that they have the Backup and Remote Save privileges). This means that they can also use the Accountants Export command to "export" in MoneyWorks format. A side effect of using either of these at a client is that a save and backup is forced on the server at that time. This backup will include/exclude custom plugins for that document as requested by the client.

Off-site backups

Your general server backup system should back up the Backups folder and Archives folder. The .mwgz backup files created by MoneyWorks are generally 20-25% the size of the original documents, thus saving space on the removable backup media, plus the DC will only have the backup files open for writing when it is actually creating them.

Tip: For super-easy off-site backups, set your Backup Path to be in a DropBox, Google Drive, or OneDrive folder.

If you want to, you can manually delete elderly items in the Archives folder if/when you feel you no longer need them and you need the disk space.

Important: The automatic backups and archives made by the DC should be further backed-up to external removable media. At the very least, back up to a different device to protect against failure of the main storage device (hard disk). Back up to removable media and remove the media to an offsite location to protect against fire/theft. Rotate the removable media—one backup copy is not enough. All your backups should not be on-site at the same time.

Backing up to network volumes on Windows

Windows Services (such as MoneyWorks Datacentre) do not, by default, have access to network shares. Therefore if you want backups and archives to be written to a volume that is not locally attached to the server that Datacentre is running on, you will need to set MoneyWorks Datacentre to run as a user who has privileges to access the network volume to which you wish backups to be written.

In Services, right-click on the MoneyWorks Datacentre service, and click the Log On tab. Here you can specify a user name and password of a user that the service will run as. Note that this user must also have read/write access to the files that the Datacentre will be serving, otherwise it will of course not be able to access them.

In addition, any network paths should be specified in UNC format (\\server\share\directory), not with a drive letter (actually drive letters set up for the user may work). Note that there is no trailing \ on the end of the path to the folder.

Warning: DO NOT keep the live data files (MoneyWorks Documents folder) on a remote network volume. This will severely impact performance and reliability.

Document Maintenance

MoneyWorks Datacentre allows you to perform all day-to-day activities with your accounts data by logging in as a client, however there will be some activities that require direct single-user access using a full-license copy of MoneyWorks Gold.

Creating a new file

MoneyWorks Datacentre does not have a facility for creating new documents. To create a new file, use the New command in MoneyWorks Gold. We recommend that you do the bulk of the setup of a new file in single user mode. When your new set of accounts is ready for prime-time, use Upload to Server to upload it to the server.

Customising Forms and Reports

You can develop and test new forms and reports while logged in to the Datacentre as a client.

If there is no MoneyWorks Custom Plug-Ins folder on the server, you can make a local MoneyWorks Custom Plug-Ins folder on the client using the button in Index to Reports or in the Housekeeping section of the Navigator. A folder made this way may be uploaded to the server. A corresponding folder will be created on the server if it does not already exist.

When you have completed the changes you wish to make to your forms and reports, you can upload the entire changed MoneyWorks Custom Plug-Ins folder to the server using the Upload All button in the Signing window (in Users and Security). This will replace the folder on the server with a copy of your folder. Obviously, you require the Signing privilege to get to that command in the first place. The changes will be seen by other users next time they log in. You can also select a single file and click Upload One.

Note: If you manually change files in the Plugins folder on the server, these changes will not be seen by clients until the server closes down and starts up again (2 minutes after the last client logs out).

Whither Plugins

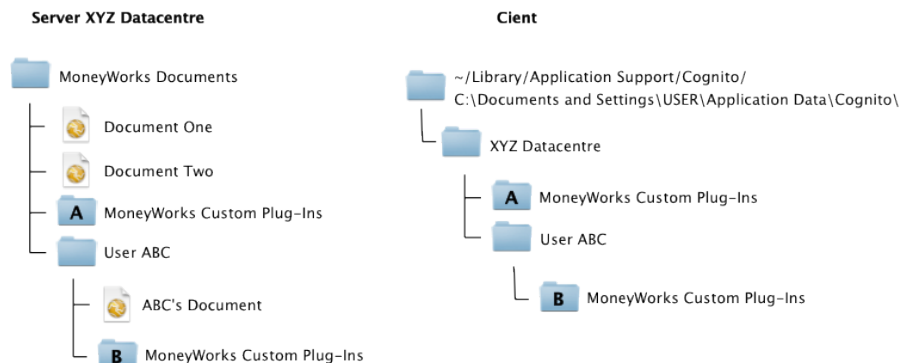
When you open a local document in MoneyWorks, Custom Plug-ins are normally loaded from a MoneyWorks Custom Plug-Ins folder located in the same folder as the document you open. This allows different sets of Custom Plug-Ins (reports, forms etc) to be used with different documents by putting the documents and their attendant plugins folders into different folders.

With MoneyWorks Datacentre, clients do not have direct access to the folder on the server from which documents are being served. Therefore when you log in to a document on Datacentre that has a Custom Plug-Ins folder residing in the same folder (on the server), then that Custom Plug-Ins folder will be automatically downloaded to the client workstation at login time. Note that the folder is not downloaded every time you log in—just the first time and any time thereafter if the contents of the folder on the server are changed.

Where does the downloaded Plug-Ins folder go?

The MoneyWorks Gold client will create a folder with the same name as the Datacentre (by default this is "Datacentre") in the user's Application Support folder (Application Data on Windows). Inside this folder it will place any downloaded Custom Plug-Ins folder(s). If the document that you log in to on the server resides in a subfolder of the MoneyWorks Documents folder on the server, and has a Custom Plug-Ins folder in that subfolder, then the client will create a subfolder of the same name within its own Datacentre folder and put the Custom Plug-Ins folder there. Thus you can maintain separate Custom Plug-Ins folders for every document if you wish. Also, portable clients who might log in to more than one Datacentre server will be able to keep the plugins for different Datacentres separate, provided the Datacentres have unique server names.

In the diagram below, you can see how the Custom Plug-Ins folders are replicated from the server to the client. When a client is using Document One or Document Two, plugins folder A will be used. When using Other Document, plugins folder B will be used.



If any files are changed in plugins folder B on the server, it will be replicated to clients the next time they log in to ABC's Document. Note, however, that if files are deleted from the plugins folder on the server, they will not be deleted on the client.

Standard Plugins are loaded from the folder "MoneyWorks Standard Plug-Ins" that is also expected to be in the Application Support/AppData directory (MoneyWorks recreates this folder if it is not found).

Non-MoneyWorks Gold files

MoneyWorks Datacentre will share MoneyWorks Gold 8, MoneyWorks Express 8 or MoneyWorks Cashbook 8 documents. Note that using product features not supported by Cashbook or Express will make documents no-longer openable in those products (e.g. using Inventory or Departments).

Uninstalling

If you need to remove the Datacentre server from a computer, this may be done from the command line.

Mac uninstallation

In Terminal.app, type (without line breaks):

```
sudo /Applications/MoneyWorks\ Datacentre\ Console.app/Contents/
Resources/uninstall
```

You will be asked for the admin password. This unix shell script will stop the server and delete the following items:

- /Library/LaunchDaemons/nz.co.cognito.moneyworks.datacentre.plist
- /Applications/MoneyWorks Datacentre Console.app

Note: The /Library/MoneyWorks folder is not deleted. You may delete this manually using Admin privileges, or to delete this folder and all of its contents and remove the `moneyworks_server` user from the system, use:

```
sudo /Applications/MoneyWorks\ Datacentre\ Console.app/Contents/
Resources/uninstall -k
```

Windows uninstallation

Use the Add/Remove programs facility

Remote Connections

Since it is “always on”, it is possible to connect to a MoneyWorks Datacentre server over the Internet. Performance will be somewhat dependent on the latency (round-trip message time a.k.a. ping-time) which on the public internet is typically up to 100 times higher than a local area network.

Requirements

If you will install the server on a computer in your office, you will need a static IP address for your connection. Talk to your ISP about this. They should be able to tell you what your IP number is. A domain name for the IP is not required unless you wish to use SSL.

Depending on their ISP, remote clients who want to connect may also need static IPs. Some ISPs rotate dynamic IPs very frequently (e.g. every 30 minutes). This has the effect of hanging any open connections.

Alternatively, you can install the server on a hosted Virtual Private Server or a colocated server. These always provide static IPs, and will generally provide remote desktop access and a control panel for setting up port forwarding, thus the setup will essentially be the same as for an on-premise server.

Setup

If your Internet router performs Network Address Translation or has a firewall, you will need to configure it to allow the following ports to be forwarded to the server running MoneyWorks Datacentre:

Port	Purpose
6674-6698	Data Ports. One port for each data file that is active
6699	The MoneyWorks Datacentre service port
6700	The MoneyWorks Datacentre software update http service
6710	REST API port plus web apps

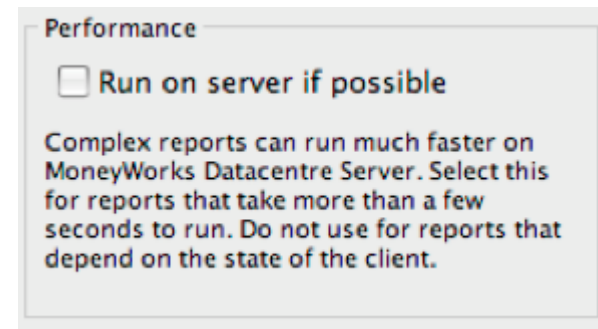
For simplicity, you should forward the entire range of ports 6674-6710.

The Datacentre ports can also be configured in the Datacentre Console. You should only adjust the port settings if you have a conflict with other server software running on the same computer.

Performance

For best performance over the Internet, a VDSL2 or Fibre connection or equivalent is strongly recommended (cellular or satellite connections will be higher latency). And the server should be located geographically close to the clients that will connect to it (locating your server in another country will not provide responsive performance).

Be sure to turn on the *Run on Server if possible* option in the Report Prefs of your custom reports. Note that reports that operate on a selection of records need to take measures to pass the selection to the server. All standard reports do this.



Security

If your server is accessible over the public internet, we recommend that you enable encryption (SSL/TLS). This requires an SSL certificate, obtained from a certificate authority. You can use the same SSL certificate for native and REST service.

Items, Products and Inventory

Often in business you purchase or sell the same product items or services over and over again. The MoneyWorks product/inventory system can help this.

An item is anything that you buy or sell on a regular basis. It may be something intangible, such as consulting services, or an actual physical product, such as a magazine. There are several different ways that items can be used, and an organisation may use some, all or none of these.

Consumables These are items that you purchase, but they are intended for (more or less) immediate consumption. This includes items such as electricity, photocopy paper, office supplies etc. When you purchase consumables, they are normally treated as an expense.

Saleables These are things which you sell. Sometimes you might sell an item (such as courier tickets), or it might be a service that you provide (consulting). In either case, these are normally treated as income items.

Counted Items These are items for which you just want to maintain a running count, so when you purchase three the count increases by three, and when you sell one it decreases by one. This is a very simple form of inventory, but without the inventory accounting.

Inventory Items These are items that you make or purchase and hold in inventory. Not only does MoneyWorks maintain a count of the items you have in stock (as for counted items), but it also maintains the value of these items. Crucially the fundamental accounting for inventoried items is different: when these items are in stock they are normally treated as assets, and only when sold will they be expensed.

If you keep inventoried items in several locations (for example, multiple branches or warehouses, or even as consignment stock), then you should consider using *Location tracking*.

Some inventory items, such as computers or phones, might also have serial numbers that you want to track, and others, like drugs (hopefully the good kind) or carpet, might have batch numbers and even expiry dates.

For more information see [Locations, Serial Numbers and Batches](#).

In MoneyWorks you can create these kinds of products and then use them in your normal accounting transactions. You can also use the Enquiries and Analysis features of MoneyWorks to determine what happened to these items (for example, which customers purchased which items).

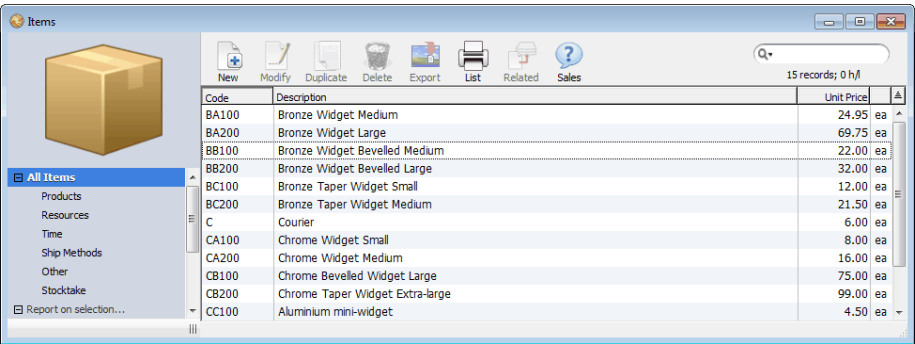
The Item File

Before you can use the item features of MoneyWorks, you need to define your items. At the least, each item requires a code, and it will probably also have a description. Depending upon what you want to do with the item (i.e. buy it, sell it and/or count or stock it) certain other information is also required. Included in this other information are the general ledger codes which MoneyWorks will use to account for transactions involving the item.

To display the item file:

- 1. Choose **Show>Items** or press **Ctrl-3/⌘-3**

The Items list window will be displayed.



The item file has views for the five different classes of product:

Products: This is the general case, and items under here can be bought, sold, inventoried and/or manufactured.

Resources: You can sell and/or buy resources, but not stock or manufacture them. Resources that are sold but not bought can have a standard cost.

Time: This is intended for the various types of time that you sell. Items used from here in the job costing will be flagged as time items in the appropriate reports.

Ship Methods: Ship methods are the standard methods by which you send or receive goods, and hence are items that can be bought or sold (but not inventoried). These are used in the freight lines of the order entry system.

Other: For (non-inventoried) items that you don't want to appear in the previous tabs.

A sixth view (Stocktake) allows you to easily manage the physical stock count.

Creating a New Item

Item records can be created from the item list, or “on the fly” by clicking the *New* button on the [Item Choices list](#). The item entry screen is a tabbed window:

1. Type in the product code

This can be up to 31 characters long. It may not contain spaces and it must be unique.

Comments on Invoices: Codes that start with an asterisk (“*”) are handled specially by the forms (purchase orders, invoices etc) provided with MoneyWorks. Specifically their code, quantity and price will not be printed, allowing you to have comments on your forms.

2. Type in the item name

This can be up to 255 characters long. It is transferred to the description in the transaction detail line when the item is used.

3. Set the Class for the item

This determines whether the item can be inventoried or manufactured, whether it can be used in the freight section of the order entry system, or will be flagged as “time” in job costing.

The class can be altered later, with the proviso that it can only be changed from a product to another class if it is not inventoried.

You can have up to four categories for each item. These are useful for searching, and are also used in the Analysis facility.

4. Enter any categories that you require

The categories can each contain fifteen characters.

It is a good idea to ensure that like categories are put into the same field. For example, if you are selling clothing, you might use category one for the size, category two for the colour and so forth.

Details

The Details tab (shown previously) allows you to specify information about how you use the item (e.g. you only buy it, you sell it or whatever). In addition you can provide general comments (up to 1020 characters) about the item, and there are eight custom fields available for your own use (the first two can contain up to 255 characters, the others up to 15).

1. Enter any comments or custom information about the item

Tip: If you are using forms designed with the Forms Designer, you can store long descriptions of each item in the comments field and use the “Lookup” function to insert it into your invoice when it is printed. In this way your MoneyWorks file will not be made large by storing redundant item descriptions.

If you buy this item

If you purchase an item, the *We Buy This* check box must be checked and a general ledger code provided against which the purchases can be charged (it should be an expense account). You must do this if you want to use the item in a purchase order, cash payment or creditor transaction. In addition, you can enter optional information about the supplier and pricing of the item.

1. Click the *We Buy This* check box if you purchase this item

The *Expense Account when Buying* field will be activated.

2. Enter the general ledger expense account code for recording purchases of this item

This control account is automatically used when you generate a purchase (a cash payment or a creditor invoice) for the item. It can be departmentalised. If the “Append Salesperson” option is set, the information in the salesperson field of the transaction is automatically appended (as a department) to the account code¹. This is useful if you want to monitor transactions by salesperson —see [Using Products with Departments](#). You should have a complete understanding of how this option operates before using it.

You can also set the expected purchase price and the usual supplier for items that are purchased. The purchase price will be automatically updated any time you buy the item.

If you sell the item: If you sell the item, the *We Sell It* check box must be set—you must do this if you are going to use the item in a cash receipt, debtor invoice or sales order. Whenever you sell an item, you generate

income. Thus if you are going to sell the item you need to specify the selling price and the sales (income) general ledger code.

1. If you are going to sell the item, set the *We Sell It* check box

The *Income Account When Selling* (the Sales control account) is enabled.

2. Enter the general ledger code for the sales control account

This must be an existing account, and should be of type Income. It can be departmentalised. If you use the *Append Salesperson* option, the information in the Salesperson field of the transaction will be automatically appended (as a department) to the account code when the item is sold.

You can also set the selling price(s) for items that are sold.

If you count the item: If you want to count the item, you need to set the *We Count It* check box. If this option is on, MoneyWorks will maintain a simple count of the item.

Count:	0
Ave. Unit Cost:	0.00 ea
Stock value:	0

The *Count* field

1. If you count the item, set the *We Count* it option

MoneyWorks will maintain a running total (visible and alterable in the item’s *Inventory* tab) of the quantity that you have. When you purchase an item the total will increase (normally by one, but possibly by a different quantity if the item has a Unit Conversion), and when you sell an item, the total will decrease by one.

This form of item counting is fairly “loose”. You can turn it on or off at any time, and alter the counted balance (in the *Inventory* tab). Unlike full inventory, counted items will be expensed on purchase and not appear on the balance sheet (unless an asset/liability account is used as the buying/selling account). No audit trails of counted items is maintained.

Note: the two options *We Count It* and *We Stock it* and treat inventory as an asset are mutually exclusive: only one can be set for an item. If you want to change from counting to full inventory, you will need to turn off the *We Count it*, and then turn on the *We Stock it*.

If you stock the item: If you stock (i.e. maintain full inventory accounting) the item, you need to set the *We Stock It* check box. If this option is on, MoneyWorks will maintain an inventory level and average costing for the item—you can only turn this option on if the class of the item is set to Product.

1. If you stock the item, set the *We Stock It* option

If you buy this item as well as stock it, you will purchase it into a current asset account (as opposed to an expense account).

If you sell this item as well as stock it, you will need to specify a cost of goods account. When you generate a sales transaction, MoneyWorks will automatically transfer the item from the stock account (which is an asset) into the cost of goods account (which is an expense account),

If you turn on this option after turning off the *We Count it* option, MoneyWorks will offer to do a stock creation journal to bring the counted total into stock when you click OK on the item record.

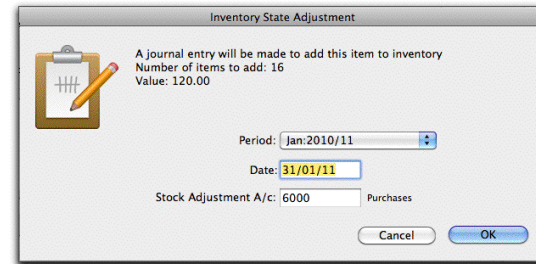
2. Enter the appropriate general ledger code into the *Asset Account for Stock* field

This must be a current asset account. The account can be departmentalised, but you need to specify the account-department code here as there is no option to append the department code at transaction entry time.

Note: If you turn on the *We Stock it ...* option after turning off the *We Count it* option when the count was non-zero, MoneyWorks will offer to do a stock journal to bring the counted total into stock when you click OK on the item record.

Similarly if you turn off the *We Stock it...* option when the stock on hand is non-zero, MoneyWorks will need to do a stock journal to bring the stock on hand value to zero.

In both cases you will be presented with the following dialog:



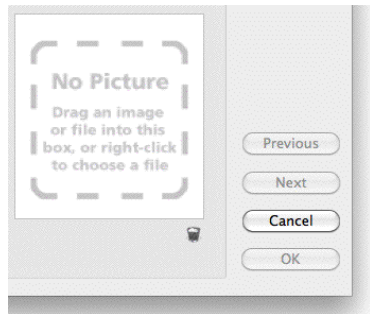
This indicates the quantity of the item and the value that will be created or written off. The Stock Adjustment account is normally the cost of goods sold account for the item. You must accept this journal to be able to turn inventory on or off.

Item's Barcode: You can store the barcode (or alternate product code) for the item in the Barcode field—this can be up to 19 characters long. Barcodes can be printed on forms and reports in either EAN13 (UPC) or Code128.

The barcode can be used as an alternate product code when you are entering transactions, provided it does not conflict with an existing item code. When an entry is made into the code field of a transaction, the item codes are checked to see if the entry matches; if no match is found the barcodes are checked. If a match is found, the entered barcode is replaced by the item code. If more than one match is found, the item choices window is displayed with just the items that have the same barcode.

Item Pictures

You can add an image of an item if you wish. These can be displayed on invoices and reports, such as the item Catalogue report. To add a picture:



1. Right-click on the empty picture field and select *Import Image*

The File Open dialog will be displayed

2. Locate the picture file and click Open

MoneyWorks will create an image based on that in the file you selected. The image will be resampled and recompressed to an optimal size², and saved into your custom plug-ins folder (and for networked versions, uploaded to the MoneyWorks server)³. The image will be displayed in the product window.

You can also just drag the image file and drop it into the picture box area

To delete the image:

1. Click the small Waste Paper icon under the image

The previously copied image file will be permanently deleted if you click the *OK* or *Next* button.

Note: Dragging the picture out of the item window will drag a copy of the picture only (and not delete it).

Buying Info

Information about the purchase of an item is specified in the buying info tab. This information includes the price and supplier details.

1. Enter the normal purchase price into the *Buy Price* field

This is the amount for which you will normally purchase the item. It should not include freight, duties or other costs which are accounted for separately. It can have up to four decimal places.

Note: If you are using more than one currency, you can select the currency of the purchase price from the Buy in currency pop-up menu.

Note: The buy price and currency are automatically update by the system to reflect the last buy price.

2. Enter the purchase units (up to 3 characters)

The units might be "Kg" for kilogram, "ea" for each and so forth.

If you both buy and sell the item, the units in which you purchase may be different from the units in which you sell. You can use the conversion factor to convert the units from buying to selling. This will affect the margin calculation.

3. Enter the sell units (up to 3 characters)

4. Enter the conversion factor if required

This can have up to four decimal places. As an example, if you buy in kilograms and sell in grams, the conversion factor will be 1000 (i.e. the number of sell units that is a single buy unit yields).

Note: For inventoried products, the stock-on-hand is always recorded in selling units. This conversion will happen when you buy the stock.

Update Price Whenever Purchased: Turn this option off if you do not want the last buy price to be updated whenever you purchase this item.

Plussage

The buy price represents your normal purchase price. However there may be additional costs, such as freight or labour, that you want included into your cost for calculating margins.

You can store this additional cost in the *Plussage* field. This is not an accounting cost (the actual charges will be accounted for elsewhere), but is added to your purchase price for the margin calculations when you enter the sell price(s).

1. Enter the plussage amount (if any) into the *Plussage* field

This can be up to four decimal digits.

Reordering Details

If you buy the item, you can optionally record your main supplier and their product code if you want. This will appear on the reorder reminder message and is used in the Reorder Products command —see [Batch Reordering](#). You can also access this information from the Report Writer and Forms Designer if you are designing a purchase order.

1. Enter the Normal Order Qty

This is the number of the item that you would normally purchase.

2. Enter the supplier code into the *Usual Supplier* field

The code must be that of an existing supplier.

3. Enter the supplier's product code into the *Supplier's Code* field

This can be up to 19 characters long, and is the code that the supplier uses. You can use the “Lookup” function in the Forms Designer to find this code in purchase orders.

4. Enter the normal lead time in days into the Lead Time field

Use this information to help you manage your stock ordering

5. Enter the purchase weight of the item into the Item Weight

You can use this to calculate shipping weights on purchase orders. The actual units (kg, lbs, methuselahs⁴ etc) are up to you, but you should maintain consistency otherwise you will be adding methuselahs to jeroboams, which would put you in a right pickle.

Sell Prices

The sell prices for the item are maintained under this tab. MoneyWorks supports single sell prices, multiple pricing based on the customer type, and quantity discounts.

The screenshot shows the 'Selling Info' tab in the MoneyWorks software. At the top, there are tabs for 'Details', 'Buying Info', 'Selling Info' (selected), 'Inventory', 'History', 'Costing', and 'BOM'. Below the tabs, there are checkboxes for 'Multiple Prices', 'Quantity price breaks', and 'Additional units only'. The 'Selling Prices' section has a warning icon, a 'Price' field with '0.00', a 'Unit' dropdown with 'ea', and a 'Tax Excl' button. Below this, there is a 'Discount' section with a text box for 'Optional discount (applies to Tax Incl and Tax Excl pricing modes only)', a 'Discount' dropdown set to 'None', and a percentage field set to '0.00 %'. There is also an 'Item weight' field set to '0'. To the right, the 'Margin' section shows 'Cost is: 0.00 ea', 'Plussage: 0.00 ea', and 'Markup: - %'. At the bottom right, there is a 'Warn if:' section with a 'Markup' dropdown, a 'less than' dropdown, and a percentage field set to '0 %'.

Single Price

With single pricing, there is only one selling price. This can be further discounted according to the discount settings.

1. Enter the selling price into the *Price* field

This is the amount that will automatically be placed in the Unit Price field of any debtor invoices, cash receipts or sales orders that you generate for the item. You can enter up to four decimal places. Note that, unless otherwise specified, this is a GST/VAT/Tax exclusive price.

2. If the sell price is GST/VAT/Tax inclusive, set the pop-up to *Tax Incl*

You should only need to do this if you sell items retail and their GST inclusive retail price results in an irrational exclusive price (e.g. it is impossible to represent accurately the Tax inclusive amount \$13.00 as a Tax exclusive figure at 12.5% Tax rate).

3. Enter the sell units in the *Unit* field

This can be up to three characters long, and represents the units (e.g. kg, ea) in which you sell the item. This is the same *Sell Unit* field as on the Buying Info panel—if you don't buy the item, you should set it here.

If you offer discounts for items sold, these can be calculated in one of three ways (or you can set the D, E, or F sell price to be a discount, as explained later):

By Customer Use the customer discount from the debtor's record;

Discount: By Customer 0.00 %

By Product Use the information in the discount field of the item;

Set the discount pop-up menu to apply additional customer or product specific discounts.

Add Add the product and customer discounts.

4. If you normally sell the item at a discount, set the *Discount* pop-up menu to the appropriate discount type

This determines how the default discount rate is calculated when the item is used in a sales transaction.

5. Enter the item discount (if any) into the *Discount* field

This is only used if the discount type is set to *Product* or *Add*.

Multiple Prices

The 'Selling Prices' window has a 'Multiple Prices' checkbox checked. It contains a table with the following data:

	Price	Unit	
Price A	15.00	per ea	Tax Incl
Price B	11.00	ea	Tax Excl
Price C	10.50	ea	Tax Excl
Price D	10.00	ea	Tax Excl
Price E	15.00	% markup	Cost Plus
Price F	20.00	% discount	Discount

Set the *Multiple Prices* option if you have different types of customer who each have a different price structure.

- The price names (Price A, Price B etc) can be changed in the Fields tab of the [Document Preferences](#).

- The sell price used in a transaction or job sheet entry is determined by the *Price Code* setting in the [customer record field](#).
- The prices are not in any particular currency. If you want (say) your E prices to be in Euros, change the field name to Euro and ensure that any customers in the Euro zone have their Price Code set to E.

Price Code: A

The *Price Code* setting in the customer record determines the price.

- Prices codes D, E and F can be set to either Cost Plus or Discount percentage amounts (or an absolute dollar amount) by changing the associated pop-up menu.
- A Cost Plus sell price is calculated by adding the specified percent to the last buy price **at the time the transaction is entered**.
- A Discount sell price is calculated by subtracting the specified percentage from the A Sell price **at the time the transaction is entered**.
- Discounts set in the discount section apply only to prices that are not set to *Cost Plus* or *Discount*.

A pop-up menu for a price code showing options: Tax Excl, Tax Incl, Cost Plus (selected with a checkmark), and Discount.

Quantity Price Breaks

The A and B price levels can also have up to five different price levels dependent upon the quantity purchased. This is activated by turning on the *Quantity Price Breaks* option.

In the example above, if I am a Price A customer and I purchase 10 or more of the item, I will pay \$14 for each one, not \$15. If I purchase 20 or more items, I will pay \$12 each. B Customers must purchase 20 units to get a special price.

Additional units only

If you set the *Additional units only* check box, the quantity break pricing is applied to only the additional units sold. This means that in the above example, if a Price A customer purchased 13 items, she would pay \$30 for the first 10, then \$28 for the next 3. If she purchased 40 items, she would pay \$30 for the first 10, \$28 for the next 10, and \$24 for the remainder (a total of \$1080, or \$27 per unit). In this situation MoneyWorks puts the weighted average price (\$27) into the detail line of the transaction as the unit price.

To set the quantity price breaks

1. Turn the *Quantity price breaks* option on

The *#Units* field will become visible

2. Enter the quantity into the *#Units* field at which the price break will come into effect

Price fields for Price Levels A and B will become visible, as will another *#Units* field (for the next price break).

3. Enter the sell prices for quantities that are greater than or equal to this number of units

4. If there are additional price breaks, enter another quantity in the next *#Units* field and repeat

You can have up to four quantities specified. If you want to have fewer price breaks, leave the last quantity field at zero.

5. Turn on the *Additional units only* option if you want the pricing to apply only on the additional units sold

A few points to bear in mind:

- The quantities specified in the *#Units* field should be increasing in value from left to right;
- The quantity break is applied based on an individual detail line in the order or invoice. It is not cumulative over the entire transaction, nor over previous sales to the customer;
- Any discounts specified by the *Discounts* field will be applied to the price break prices;
- You can override the pricing at the time of transaction entry.

Margins and Markups

The Margin section allows you to look at the margin or markup of the sell prices, and flag those that are below a specified threshold.

Selling prices below the designated markup or margin percentage are flagged.

For the margin/markup calculations, the following applies:

$\text{Purchase Price} = \text{Buy Price} + \text{Plussage}$
 $\text{Sell Price} = \text{Specified Sell Price} - \text{Product Discount}$
 $\text{Margin} = (\text{Sell Price} - \text{Purchase Price}) / \text{Sell Price}$
 $\text{Markup} = (\text{Sell Price} - \text{Purchase Price}) / \text{Purchase Price}$

If the *Tax Incl* option is set, the Specified Sell Price is adjusted by the GST/VAT/TAX amount in the nominated sell price.

Note: Prices are assumed to be in local currency for these calculations.

Item Weight

The weight of the item being sold. The units are not specified, but you should ensure they are consistent across items if you want to add them for shipping purposes.

Inventory

The *Inventory* tab provides information about items that are inventoried, including location and serial numbers and batches.

Note: For items that are only counted, the count is displayed instead of Stock on Hand. The Count

value is modifiable by the user, whereas the Stock on Hand requires an accounting transaction to be modified.

Count:

Ave. Unit Cost: ea

Stock value:

Stock on Hand: Reorder Level: ea

Ave. Unit Cost: ea ☐ Warning when stock falls below this level

Stock value: Normal Order Qty: ea

☐ Serial number tracking ☐ Batch number tracking ☐ Batches expire

Location	Serial No/Batch No	Expires	Qty

The *Stock on Hand*, *Average Unit Cost* and *Stock Value* fields display the current inventory status for the item. These are maintained by MoneyWorks and cannot be altered—they are automatically updated whenever a stocked item is purchased or sold. You can adjust the stock levels by using stock creation and write-off journals, and you can revalue stock by using a [stock revaluation journal](#).

1. Set the *Reorder Level* if required

This is the point at which you like to reorder stock.

2. Set the *Warning when stock falls below this level* check box if you want to be alerted when your stock is getting low

3. Set the *Normal Order Qty*

Any orders created using the Reorder command —see [Batch Reordering](#) will be made in multiples of this. This field is a repeat of the one on the *Buying Info* tab. If you manufacture the item, it is called *Normal Build Qty*

MoneyWorks can manage serial and batch numbers for inventoried items such as computers or medicines. Provided you have turned on this capability in the *Document Preferences*, you can enable serial/batch tracking for individual products. See [Locations, Serial Numbers and Batches](#) for more information.

4. If you want to track the serial numbers on this product, set the *Serial number tracking* option
5. If this product comes in batches that need tracking, set the *Batch number tracking* option
6. If the batches have expiry dates that need monitoring, set the *Batches expire* option

History

A transaction history for the product is available under the History tab.

Details Buying Info Selling Info Inventory History Costing BOM									
☒ Historic ☐ Pending									
Qty	J...	Name	Our Ref	Their Ref	Type	Date	Status	Description	Value
106		BSUPP	03	11025	CI	1/01/15	P	Beetle Supplier...	1,406.11
10	ea	SUMMER	1870	1005	DI	2/01/15	P	Summer Fashio...	244.08
10	ea	BROWN	1871	213406	DI	3/01/15	P	Brown Supplier...	244.08
7	ea	WHITE	1873	1045	DI	5/01/15	P	White Contract...	170.85
2	ea	SPRING	1877	211076	DI	10/01/15	P	Spring Cleaners...	48.82
5	ea	BROWN	1880	213449	DI	15/01/15	P	Brown Supplier...	122.03
9	ea	SPRING	1881	1074	DI	16/01/15	P	Spring Cleaners...	219.67
8	ea	SPRING	1881	1074	DI	16/01/15	P	Spring Cleaners...	195.26
10	ea	WHITE	1882	1056	DI	17/01/15	P	White Contract...	244.08
8	ea	ROSE	1885	10259	DI	25/01/15	P	Rose Tinted O...	195.26
8	ea	SPRING	1886	211146	DI	25/01/15	P	Spring Cleaners...	195.26
4	ea	WHITE	1888	3410	DI	29/01/15	P	White Contract...	97.63
5	ea	WHITE	1888	3410	DI	29/01/15	P	White Contract...	122.03
68		BSUPP	13	11058	CI	1/02/15	P	Beetle Supplier...	902.03
3	ea	WHITE	1889	1067	DI	1/02/15	P	White Contract...	73.23
10	ea	GREEN	1891	11071	DI	4/02/15	P	Green's Garden...	244.08
3	ea	BROWN	1892	213484	DI	5/02/15	P	Brown Supplier...	73.23

There are two views:

History: A list of posted transactions concerning the item;

Pending: Shows the stock status and outstanding orders.

Include Unposted: If set, the Effective Stock calculation in the *Pending* view includes the effect of any unposted transactions.

Note: On large data files, there is an option *Enable this panel (large data set may be slow)*. If it is taking a long time to see your history, turn this option off.

Costing

The costing tab is used to set the parameters that should be used with the product when using *job costing*.

Bill of Materials (BOM)

The *BOM* tab contains information on the components that make up an item that is manufactured.

Details Buying Info Selling Info Inventory History Costing **BOM**

☒ Manufacture this item according to bill of materials
 Minimum build Qty: (must build in multiples of this number)
☐ Auto-Build Whenever Necessary

Parts used to build ONE of these items...

Part Code	Qty	Part Name	Memo	Unit Cost	Cost
BA100	4	Bronze Widget Medium		13.26	53.06
BB100	2	Bronze Widget Bevelled Medium		9.78	19.57
BC100	1	Bronze Taper Widget Small		4.89	4.89
CA100	1	Chrome Widget Small		3.42	3.42
T60	0.25	Time @ \$60 per hour		30.00	7.50
				61.35	88.44

If you manufacture it

A product can be manufactured from other product items. You can build the product whenever you require it, or it can be automatically built whenever it is sold.

1. Set the *Manufacture this Item According to Bill of Materials* check box

The Recipe list will be enabled.

You need to specify how the item is manufactured. This includes the manufacturing batch size and the components or recipe for the item.

Minimum Build Qty Use the *Minimum Build Qty* field to specify the number of units that can be physically made at one time. For example an injection moulder may always make comedy plastic noses ten at a time, using 300g of plastic powder. In this case enter 10 into the *Minimum Build Qty* field. This tells MoneyWorks that it can't auto-build just (say) three noses, because the nose injection moulder just doesn't work that way.

Auto-Build Whenever Necessary Set this option if you want MoneyWorks to automatically build the item if it detects there is insufficient in stock to fulfil an order. The item will be built with a Make stock journal—this will be created (and posted) provided there are sufficient components in stock. Note that the margin display on the transaction window is for the old stock—the rebuilt items may have a different cost. If you have volatile component prices and thin margins, it is probably better to use the *Build* command to create the items so you can better track the actual margin.

Normal Build Qty The *Normal Build Qty* field contains the normal production run that you would make, and must be a multiple of the *Minimum Build Qty*. This is the quantity that MoneyWorks will suggest when you use the Build Product command to create a stock transfer to represent a production run. You probably make comedy plastic noses in runs of say 6,000, since the nose injection moulding machine takes a bit of work to set up, and you want to make the effort worthwhile.

2. Set the *Minimum Build Quantity* to the smallest number that can be manufactured

Note: The *Minimum Build Quantity* is equivalent to the *Minimum Order Quantity*. You cannot therefore both buy and manufacture the item using different minimum quantities.

3. If you want to Auto-Build the item, turn the *Auto-Build Whenever Necessary* option on

When you sell the item and do not have sufficient stock, MoneyWorks will automatically build the required number based on the bill of materials (even if there is insufficient stock of the components, which will just go into negative stock).

Note: You cannot auto-build items that require a serial or batch number (or whose bill of materials includes serialised products). This is because you need to specify the serial/batch numbers of the items involved at the point the item is manufactured.

Specifying the bill of materials

The bill of materials for the manufactured item is specified in the parts list. The parts in this list must be purchased or stocked⁵. Thus if you want to include a labour component in your product, that component must have the *We Buy This* option set.

[illegible]

To add a part to the list:

1. Click the *Add* button or press Ctrl-N/⌘-N

The cursor will be positioned in the next available part row.

2. Enter the qty required to build ONE unit, and the part code

The cost and sell fields are automatically filled out for you based on the information in the part's product record. The part code must be for an existing item that is stocked or purchased.

3. If required, enter a memo into the *Memo* field

This is for your own use, and might be some manufacturing instruction, such as where to position the part. It can be up to 255 characters long.

4. You can remove the current part from the list by clicking the *delete* button , or by choosing Delete Part from the Edit menu

To print the bill of materials:

1. Click the *print* button  at the bottom right of the list

The bill of materials is saved when the product record is saved.

Note: The *Bill of Materials printout* provides a listing of the bill of materials and current costing for a range of products. You can also use the *Find Related command* to find a product's components, or what products use this item as a component.

Modifying and Deleting Product Items and Resources

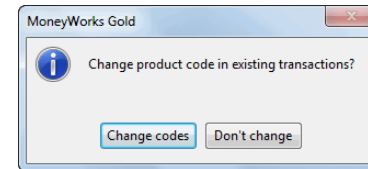
Product items can be modified by double-clicking in the normal manner.

You can delete a item record⁶ regardless of whether or not it has been used in transactions or job sheet items. However you will not be able to post any existing transactions that use it, and nor will you be able to select it for analysis⁷. Recurring transactions that use the item will recur correctly, but you will not be able to post them.

You cannot delete a product that is stocked (or make it unstocked) unless it has zero stock on hand⁸.

Use the *Class* pop-up menu to change the product's type (e.g. *Resource* to *Time*). Stocked items must be a *Product*.

Changing a Product Code



You can change the code for a product if you wish. What happens then is governed by the *Ask to alter existing transaction records* Preference option. If the option is on, the message on the right will be displayed when you click the *OK* or *Next* button:

If you click *Change Codes*, MoneyWorks will change the item code in all existing transactions to the new code—this means that your historical records concerning the transaction will still be linked to item record.

If you click *Don't Change* (or the Preference option was not set), then the old product ceases to exist, and the new product inherits all the attributes (except the code) of the old. Existing transactions that use the old product code are not changed, as is the case when changing the code for an Account or Name.

Note: In multi-user mode, you can **only** change a product code when no other users are connected—see *Changing "code" fields*.

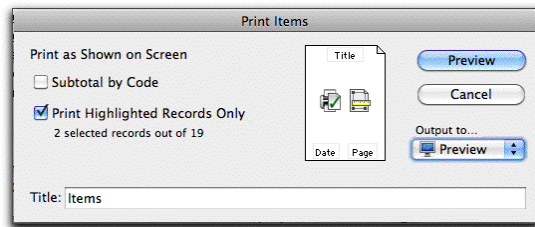
If you change the product code or delete a product that is a component of a manufactured item, the item will no longer be included when you build the manufactured item. No warning is given to this effect.

If you change the price or description for an item, any recurring transactions involving that product will use the new price, description and control accounts when they recur provided the appropriate preferences are set in the *Startup* document preferences.

Printing a Product List

The item list window can be printed by clicking the *Print List* tool-bar button, choosing Print from the File menu, or pressing Ctrl-P/-P. The list, or optionally just the highlighted records in the list, will print as shown on screen, including

any customised columns. If the list is sorted, it can be subtotalled by the sorted column.⁹



There are a number of reports in the list sidebar that will also print the items showing or highlighted in the list. These include:

Stock Valuation Report: This prints each product with its purchase price, quantity in stock, purchase valuation, sell price and sell valuation.

Reorder List: This prints each product with its current stock on hand, committed, ordered, effective stock on hand and re-order level. Use it to help decide what items and what quantities need to be re-ordered.

Bill of Materials: Prints the “bill of materials” for each highlighted item. The current stock on hand, average value and cost price of the components is listed, along with the quantity that can be built based on the current stock level of the components (ignoring any minimum build quantity restrictions

Stock History: Prints a complete history of all stock movements back to the start of a nominated date. As well as showing the quantities in and out, the report also shows the costings, inventory levels and valuation. The report should be printed in landscape.

Note: You can use this report to reconcile your stock levels back to a nominated point in time. However the calculations are based on the time the transaction was posted, not on the transaction date. If you have entered stock transactions out of order, the results will not necessarily be correct.

Price List: Prints a list of highlighted products with their sell price (either Tax exclusive or inclusive) for the nominated price level. The Tax is determined by the tax code of the sales account.

Individual Price List: This report, which is available in the sidebar of the Names list, prepares a separate price list for each of the highlighted records in the names list (or all names if none highlighted), for each of the highlighted items in the items list (or all items if none highlighted).

Product Catalogue: Prints the highlighted items as a catalogue, with prices for the selected price level, images, descriptions and barcodes.

Updating Inventory

For items that you stock, the stock information held in the item file is only updated when a transaction involving that item is posted.

Note: The result of posting a stock item is different if the *Enable Job Costing and Time Billing* preference option is set and the job code column is filled in the transaction line. These are discussed separately below.

Note: When you post any transaction that involves an inventoried item, the cost of goods and stock information within the transaction is updated to reflect the current stock valuation within MoneyWorks *at the time of posting*. This may be different from the valuation when you first entered the transaction.

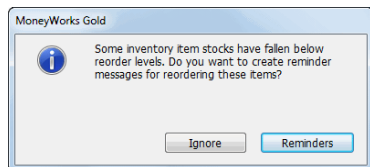
Note: When you purchase a stock item, the normal accounting transaction is to debit stock and to credit bank or accounts payable. However if you purchase an item that is in negative stock, MoneyWorks will also put in a correction to account for any difference in the estimated cost of goods when the item was sold, and the actual cost of goods when it was subsequently replaced. This is why you will see purchase transactions when you do an account enquiry on the cost of goods account.

Note: All stock values are held in the local currency.

Posting stock transactions without *Enable Job Costing & Time Billing*

When you post a transaction involving a product that you stock:

- The stock level is adjusted by the quantity in the transaction. If you are buying the product, the stock adjustment is the buy quantity multiplied by the conversion factor (since stock on hand is maintained in sell units).
- When you purchase stock items, they are treated as assets (they will be stored somewhere until used). Their value will not be expensed until they are sold. The stock account will increase (be debited) by the price of the stock items, and the stock quantity will increase by the quantity purchased multiplied¹⁰ by the conversion factor. The average price of the item will be recalculated.
- If you purchase a stock item whose current inventory level is less than zero, and the cost of that item is different to the nominal cost of the items in negative stock, MoneyWorks will automatically adjust the stock values to account for the discrepancy.
- Selling transactions involving stock items will generate additional accounting entries within MoneyWorks. Specifically when you sell an item your income increases, and so does your bank or accounts receivable account (in accounting terms, your income account is credited and your bank account or accounts receivable is debited). However at the same time the value of your stock has been reduced, and the amount that you had invested in the asset (i.e. the item sitting on your shelves) can now be treated as an expense (in accounting terms, the stock account is credited and the cost of goods account is debited). Thus there are actually four components to this transaction, not the normal two. However you don't need to worry about this, as MoneyWorks will look after it for you—you can see the extra detail lines when you print a transaction listing with the [Print Details](#) toolbar icon. Selling stock items will also reduce the number of items in stock.
- If the stock level falls below the reorder point and the reorder warnings check box is set, a warning is given.



If you click the *Reminders* button, a message is created to remind you to reorder the product. These messages appear automatically when you open the file, or you can view them using the Show Today's Messages command.

Warning: Never “sell” stock using a negative quantity on a creditor invoice (or payment). This will credit your stock account, and not your sales account. Also, unless the transaction sell value is the same as the average stock value, you will force your stock general ledger to be out of balance with the stock total as recorded in the product file. This does not apply to cancelled transactions, which MoneyWorks will handle correctly for you.

Posting stock transactions with *Enable Job Costing & Time Billing*

If you have set the *Enable Job Costing and Time Billing* in the Job preferences **and** you have entered a job code into the job column of a transaction detail line involving a stocked item, it is assumed that the item is being purchased for direct use in the job and is not going into stock. If the item is being sold, it is assumed that its use has already been accounted for in the job sheet file (where a stock requisition journal was created).

Therefore when the transaction is posted it is not put into stock. Thus:

- The product file is not updated in any way.
- If the item is being purchased, the *Expense Account when buying* general ledger account is debited. This expenses (along with other job expenses) can be transferred to a current asset by use of the [Work-In-Progress Journal](#) command.
- If the item is being sold, the *Income Account when Selling* general ledger account is credited.

Note: There is one exception to this. When a purchase order is made out to a job and the goods are received before the invoice, they will be placed into stock and need to be manually requisitioned —see [The goods are received before the invoice](#). A warning is displayed in the Process Order screen in this situation.

Negative stock

If you post a transaction involving inventoried items and if there is insufficient stock on hand to fulfil the transaction's stock requirements, the stock on hand for the item will become negative, and the following will apply:

- The value of the negative stock will be based on the current average value (or the buy price, if the stock level started at zero).
- When the stock is replaced, the transaction that replenishes the stock will also automatically adjust the cost (and stock valuation) for the out of stock items if the replacement price is different from the value used when they went out of stock.

The result is that when you once again hold non-negative values of the item, the correct accounting entries have been made by MoneyWorks.

Note: You can control who can put inventory into negative stock with a script.

Stock Valuation

The value of the items in stock will always be reflected in the balance of the stock account. Two “values” are held for each individual product: the buy price and the total stock value. Both these figures are automatically adjusted whenever you purchase stock. The buy price represents the latest price that you paid for the item, and the stock value is the total of what was paid for the stock. The average price is always the total stock valuation divided by the stock on hand. If you start off with no items, the average price will be the same as the buy price.

Example You buy 5 units of a new stock item for \$10 each. The buy price is \$10, the stock value is $(5 * 10) = \$50$, and the average cost is $50 / 5 = \$10$. You then purchase 5 more for \$12. The buy price is now \$12, and the stock value increases by $(5 * 12) = \$60$ to \$110. The average cost is now $110 / 10 = \$11$.

The average cost is used as the cost of goods when stock is sold. The buy price represents replacement cost.

Stock Journals

A stock system is always difficult to maintain. Unexpected things can happen. For example, some stock items may decay or be destroyed, some may vanish altogether, while some may spontaneously appear (presumably due to miscounting at stocktake time). The accounting for these is done by means of stock journals, of which there are five types:

Make: This builds the quantity of the nominated product from the specified components. If you use the Build command to create a product, or if a product is Auto-Built, a *Make* journal is created automatically.

Break: This is the opposite of a *Make* journal. The product is “disassembled” into its components.

Write-Off: This is used to write off stock. The value of the listed items will be written off to the nominated general ledger account (usually an expense account). Use this when your stock reduces through means other than sales (e.g. shrinkage, obsolescence etc.). Stock requisitions made through the job sheet file will automatically create a write off journal against the item’s cost-of goods account.

Create: This is the opposite of a write-off journal. It creates the specified products and puts them into stock. The nominated general ledger account code is credited—this will normally be an income account.

Revalue: This is used when the value of a stock item changes. The new value (per unit) is specified, and the stock account is debited (or credited if the value is reduced) with the difference. The nominated general ledger account is credited (or debited) with the difference.

Transfer: This is for fixing botch-ups in the handling of serial numbers, batches and location (e.g. stock is receipted into the wrong location; the serial number on an item is wrong). For further information see [Stock Transfers](#).

Entering a Stock Journal

1. In the Transactions list, select the Journals sidebar tab and click the **New** toolbar button or press **Ctrl-N/⌘-N**

The Journal entry screen is displayed.

2. Enter the transaction date and description

3. Click on the tab that represents the type of journal you need

The entry screen will change depending upon the type of journal.

The information required for a stock journal depends on the type of journal. Each journal type is discussed separately below.

Make Journal

A *Make* journal (shown above) manufactures a quantity of a stocked item from the specified components. This will increase the stock on hand of the product manufactured and decrease the stock of each stocked component.

1. Enter the product code of the item to make into the *Product* field

This must be a stocked item. If you enter an invalid product code the choices list will be displayed.

2. Enter the quantity you wish to manufacture in the *Qty* field

3. In the *Item Code* field of the detail line enter the code of the part that will be used

The part must be stocked or purchased. If it is out of stock a warning will be displayed (but you will still be able to post the journal).

4. In the *Qty* field of the detail line, enter the quantity required of the first component that is used in the product creation

You cannot alter the unit value or extension fields—these are determined by the value of the components you are using.

5. If other components are used, press ←/return to add another detail line and enter the additional details.

6. When all the details are correct, click *OK*

When the *Make* journal is posted, the stock quantity of the item being produced is increased by the amount given, and the quantities of the components are decreased. In addition, the stock general ledger code for the produced item is debited by the Total Transfer value. If a component is stocked, its stock account is credited, otherwise its cost of goods account is credited. The average unit value of the manufactured item is also recalculated.

Tip: The *Auto Make Journal* script, if activated, will automatically fill the journal with the components of a built item, potentially to several levels of componentry, if installed and activated. See [Scripts](#).

Note: If you are using location tracking, the stock will be built into , and the components taken out of, the default (empty) location. Use a [Stock Transfer Journal](#) if you want to specify locations.

Note: If the finished item, or any components, are serialised, you will need to use a [Stock Transfer Journal](#).

Break Journal

A *Break* journal is the opposite of a *Make* journal. It disassembles a quantity of a stocked item into specified components. This will decrease the quantity of the item being disassembled and increase the quantity of each stocked component.

Item Code	Qty	Description	Unit Value	Extension
	1		0.00	0.00

Tot. transfer: 0.00

1. Enter the code of the item you are disassembling into the **Product** field

This must be a stocked item. If you enter an invalid product code the choices list will be displayed.
2. Enter the quantity you wish to disassemble in the **Qty** field
3. In the **Qty** field of the detail line, enter the quantity of the first component that will be created
4. In the **Item Code** field of the detail line enter the code of the product that will be created

The product must be a stock item, or one that is purchased.

5. If other components are created, press ↵/return to add another detail line and enter the additional details.
6. When all the details are correct, click **OK**

When the *Break* journal is posted, the stock quantity of the item being disassembled is decreased by the amount given, and the quantities of the inventoried components are increased. In addition, the stock general ledger account for the disassembled item is credited by the Total Transfer value, and the stock accounts for the components are debited (or, for unstocked components, the cost-of-goods account). The average value of the components will also be recalculated.

Note: If any of the items are serialised, or you want to use a location different from the default location, you will need to use a [Stock Transfer Journal](#).

Write Off Journal

A *Write Off* journal removes items from the stock system, so they effectively cease to exist. This decreases the stock holdings for the items. The loss in the stock value is debited to the nominated contra account.

Qty Code	Description	Unit Value	Extension
1		0.00	0.00

Total: 0.00

1. Enter the account code (normally an expense) to be debited by the loss of the items
2. In the **Code** field of the detail line enter the product code of the product that is being written off

The product must be a stock item. The unit value and extension fields are determined by the value of the items being written off.
3. In the **Qty** field of the detail line, enter the quantity of the first item that is to be written off
4. If other products are to be written off, press ↵/return to add another detail line and enter the additional details.
5. When all the details are correct, click **OK**

When the *Write Off* journal is posted, the stock quantity of each item being written off is decreased by the amount given (based on the average unit value *at the time of posting the transaction*), and the stock general ledger account for the items is credited by the value. The nominated contra account is debited by the total amount written off.

Note: If you have Stock Location Tracking or Serial/Batch Number tracking turned on, additional columns will appear in the journal for recording serial/batch numbers and/or locations.

Create Journal

A *Creation* journal is the opposite of a *Write Off* journal. It creates quantities of stock, increasing the stock holdings for the nominated items and crediting the increase in stock value to the nominated account.

General	Make	Break	WriteOff	Create	Revalue
Contra Acct: ↕					
Items to add to inventory...					
Code	Qty	Description	Unit Value	Extension	
	1		0.00	0.00	▲
Total:				0.00	▼

1. Enter the account code which will be credited by the increase in the value of the stock into the *Contra Acct* field
2. In the *Code* field of the detail line enter the product code of the product that is being created

The product must be a stock item.

3. In the *Qty* field of the detail line, enter the quantity of the first product that is to be created
4. In the *Unit Value* field, specify the value of the item being created

By default, this will be the stored buy price of the item (if any).
5. If other products are to be created, press ↵/return to add another detail line and enter the additional details
6. When all the details are correct, click *OK*

When the *Creation* journal is posted, the stock quantity of the each item being created is increased by the amount given, and the stock general ledger account for the items is debited by the value. The nominated contra account is credited by the total amount of stock being created. The average unit price of the products are also recalculated.

Note: If you have Stock Location Tracking or Serial/Batch Number tracking turned on, additional columns will appear in the journal for recording serial/batch numbers and/or locations.

Revalue Journal

A *Revaluation* journal revalues the nominated stock items. The change in the value of the stock is credited or debited (depending on whether it is an increase or a decrease) to the nominated contra account.

General
Make
Break
WriteOff
Create
Revalue

Contra Acct:

Items whose value has changed...

Code	Description	Curr Unit Val	New Unit Val	Net Change
		0.00	0.00	0.00
Total Reval:				0.00

1. Enter the account code which will be adjusted by the change in the value of the stock into the *Contra Acct* field
2. In the *Code* field of the detail line enter the code of the product that is being revalued

The product must be a stock item—its description and current unit value will be displayed. You cannot alter the current unit value field. The net change is the difference (multiplied by the stock quantity on hand) between the old current unit price and the new unit value you enter.

3. In the *New Unit Val* field, enter the revised unit cost

The change in value in your stock for the item is calculated and displayed in the *Net Change* field. If you have no stock the net change is zero. Negative stock can be revalued.

- 4. If other products are to be revalued, press ↵/return to add another detail line and enter the additional details
- 5. When all the details are correct, click *OK*

When the *Revaluation* journal is posted, the average unit price of the stock items is altered to the New Unit Val (which is recalculated based on the stock valuation at posting time), and the new stock value is calculated. The difference in the new stock value is debited or credited to the nominated contra account.

Building Products

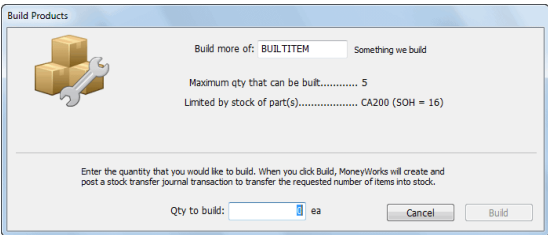
You can set up a product that can be manufactured from a set of components, known as a recipe or a bill of materials —see *If you manufacture it*. The components themselves must be stocked or purchased items. You can then manufacture the product either automatically whenever it is sold —see *Auto-Build Whenever Necessary*, or by using the *Build Product* command.

When a product is built, the stock level of any inventoried components is reduced, and the stock level of the item itself is increased. This is accomplished by means of a *Make* journal, which is created automatically.

To build a product using the Build Products command:

- 1. Choose **Command>Build Product**

The Build Products window will be displayed:



- 2. Enter the code of the item to be built and push tab

The maximum quantity of the item that can be built without putting any of the components out of stock will be calculated and displayed, along with the component parts that limit the production to this amount.

If you elect to build more items than the maximum quantity, one or more of the components will go into negative inventory.

- 3. Enter the quantity to build, and click the *Build* button

The Build Products window will close and a Make journal will be created and posted to build the specified quantity of the product.

Stock Enquiries

The Stock Enquiries window allows you to determine the status of any inventoried item. You can view historic sales, purchases and transfers of the item, ordered and backordered items, and (for stocked items) the current stock holding. You can also “build” manufactured items.

To display the Stock Enquiry window:

- 1. Choose **Enquiries>Stock Enquiry** or press **Ctrl-9/⌘-9**

The stock enquiry window will be displayed:

Product Code: BA100 Calculate Now

Bronze Widget Medium 24.95

Build more of this item...

Pending

Include Unposted

Stock on Hand: 33
Committed: 10
On Order: 45
On Transfer: 0
Effective Stock: 68

Committed On Order On Transfer

Page Setup Print Related Sum

Qty	unit	Name	Our Ref	Their Ref	Type	Date	Status	Description	Value
10	ea	SMITH	0007	SM965/2	SO	31/01/2016		J Smith & Sons Ltd (Bronze Widget Medium)	249.50

2. Type in the product code and press keypad enter, or click the *Calculate Now* button

The stock holdings of the item will be calculated and displayed, with the transactions affecting the stock holding displayed in the bottom portion of the window. The list can be sorted and summed, and you can double-click an item in it to view or modify it

If the product code is incorrect, the choices window will be displayed. Double click on an item to select it.

3. To view the status of another item, type in its code and press keypad-enter

The information about the new item will be displayed.

Effective Stock Calculation

The theoretical effective stock is calculated in the top right hand section of the window as follows:

$$\text{Effective Stock} = \text{Stock on hand} - \text{Committed} + \text{On Order} - \text{On Transfer}$$

Stock on hand The stock figure taken from the product record. This stock figure is automatically maintained by MoneyWorks whenever a transaction affecting the stock is posted.

Committed The total quantity of backordered/unshipped Sales Orders that involve the stock item. These are listed under the *Committed* tab.

On Order The total quantity of all backordered/unshipped Purchase Orders involving the stock item. These are listed under the *On Order* tab.

On Transfer The total quantity of all unposted stock journals involving the item. These transactions are listed under the *On Transfer* tab.

Note: If the *Include Unposted* option is on, unposted stock purchases and sales will be included in the Effective Stock calculation.

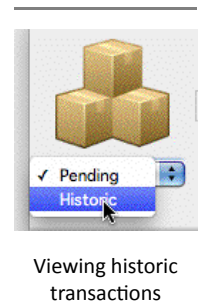
To Build more of a stocked item:

Click the *Build more of this item* button to open the Build Product window—[Building Products](#).

Historic Stock Transactions:

To view a list of all unpurged, complete (posted) historic transactions concerning this product, choose *Historic* from the *Pending* pop-up menu

The historic transactions will be listed in under the tabs *Outgoing* (for posted receipts and debtor invoices), *Incoming* (for posted payments and creditor invoices) and *Transfers* (for posted stock journals).



Stocktaking

A stocktake is a physical count of your inventoried items, and is necessary on a periodic basis because, no matter how careful you are, the actual items that you hold will differ from those in MoneyWorks. You are normally required to do a physical stocktake at year end.

The stocktake facility in MoneyWorks allows you to do as many stocktakes as you require, either in whole or in part. Larger organisations for example might do a rotating stocktake, where a stocktake is done on one category of product one month, another category the next month and so forth.

Overview of a MoneyWorks stocktake

The stocktake facility in MoneyWorks takes a snapshot of your current stock on hand and value at a point in time (normally close of business for the stocktake day). You then need to physically count your stock (which is time critical), and, as soon as practicable thereafter, enter this physical count into MoneyWorks. Once this is done MoneyWorks will generate the appropriate stock adjustment journals (i.e. the difference between the snapshot and the counted stock).

To Start a Stocktake

1. Choose Command>Stocktake>Start Stocktake

You can also initiate a stocktake from the Stocktake view in the Items list by clicking the Start Stocktake toolbar icon.

A snapshot of the current stock levels is taken (and an entry made in the log file). Only items that are marked "We stock it" are included in the stocktake.

To Print off a Stocktake List

You can print off a selection of products by highlighting them in the item List. They will appear in whatever order they are sorted, allowing you to select and sort according to your requirements. The Stocktake view in the items list is a good place to do this.

1. Choose Show>Items (or press Ctrl-3/⌘-3) and click on the *Stocktake* sidebar view

A list of all stocked products will be displayed

2. If necessary, search the list to display just the products for which you are doing the stocktake

3. Sort the list into the required order

4. Choose Reports>Stock>Stocktake List, or click *Stocktake List* on the list sidebar

If you have *Location Tracking* enabled, you will need to select the location from the report settings.

If you turn on the *Show Serials/Batches* option in the report settings, the stocktake list will show the available batch/serial numbers at the location and their respective count.

A list of the highlighted items (for the nominated location) will be printed, optionally showing the stock level (at the time of the last stocktake snapshot) and bin location, with room for entering the new stock level.

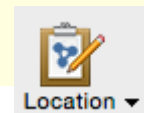
Entering your new stock counts

The new stock count is entered into the Stocktake view of the Items list.

1. Choose Show>Items (or press Ctrl-3/⌘-3) and click on the *Stocktake* sidebar view

2. If necessary, search and sort the list to get the required products showing

If you have *Location Tracking* enabled, you can choose a stock location from the *Location* toolbar menu. The *Counted* column is the count for that location.



Choose the location from the Location toolbar menu

The new count can be entered directly into the Counted column of the list. By the default, this contains the quantity of the last snapshot, so you only need to enter the count for products for which there is a variance.

3. Double click on the Counted cell of the product that you wish to amend

If the item is non-serialised (i.e. does not require a serial or batch number), the field will highlight.

Stock on Ha...	Snapshot	Counted	Difference
11	11	11	
0	0	1	+1
15	15	14	
15	15	15	

Enter in the new stock quantity from the physical stock count, and press tab or enter to accept the value

If the item is serialised: The product window will open at on the inventory tab

Enter the count for the required batch or serial, and click *OK* to close the window.

The difference from the Snapshot count will be shown in the Difference column, and the field immediately below in the list will be selected

Note: Use the tab, enter, keypad enter or down arrow key to move down the list; use shift-tab, shift-enter or the up arrow key to move up the list.

The actual stock on hand quantities in MoneyWorks are not updated until you Commit the stocktake, so you can interrupt the stock count updating at any time. This allows plenty of time to enter and check that the new stock counts are entered correctly.

Committing the Stocktake

Once you have entered and checked the new stock count figures, you can commit the completed part of the stocktake. Again this can be done for the entire stocktake, or just for parts of it. When you commit the stocktake, appropriate stock write-off or creation journals will be created to adjust the stock levels.

Note: Unless you want to do the stocktake in stages, or have different product classes that you want to write off to different stock adjustment accounts, you don't need to use the Commit feature—instead finalising it will have commit all the stock adjustments for you.

To commit a partial stocktake

- 1. In the Stocktake view of the Items list, highlight the records for which the stock count has been entered (and checked)
- 2. Click the Commit Selected toolbar icon (or choose Command>Stocktake>Commit Selected)

The Commit Stocktake confirmation dialog will be displayed.

- 3. Enter the date and period in which the journal should be created

This should normally be the same period as the stocktake snapshot.

4. Enter the Stock Adjustment Account

This is the general ledger code that the stock items will be written off against. You might have a special Stock-Writeoff account for this, or you might elect to use the cost of sales account code. When writing-off stock, this account will be debited, and the stock asset account credited (and vice versa for a stock creation).

5. Click the Commit button

The stock journals will be created, and the Snapshot quantity replaced by the counted value.

Provided the stocktake has not been completed, you can (if needed) subsequently correct the stock count by changing the counted value in the Stocktake list and recommitting the corrected records.

To complete the stocktake

1. Click the Finish Stocktake toolbar icon in the Stocktake view of the Items list, or choose Command>Stocktake>Finish Stocktake

The Commit Stocktake window will be displayed again (as above) so that any remaining uncommitted stock count changes can be adjusted.

Once you have finished a stocktake, you can no longer adjust the Counted field in the stocktake view.

Accounting Note

The stock journals will write-off the stock at the average unit price of the items when the journal is created (and not the average cost when the snap shot was taken). There is a good reason for this: consider you have 2 items in stock of product X with a unit value of \$3 when you do a snapshot. You subsequently revalue these to \$1 per item. You then find you have only 1 in stock and so set the count to 1. If the original unit value was used, you would be left with one item in stock but with a value of negative \$1.

Stock creations are done at the original value if possible.

Stocktake Report

Use the Stocktake Report (in Reports>Stock Reports) to report on the status of the current stocktake (whether it is in progress or has been completed). The report lists the stocktake and adjustments, with an optional reconciliation back to the general stock accounts.

¹ If the *Append Salesperson* option is set, and the item is used in the job sheet file with the Enable Job Costing and Time Billing option set, the department is taken from the Cost Centre field of the job sheet entry. ↩

³ The pictures go into the Pictures folder—see [Managing Your Plug-ins](#) for details ↩

⁴ Tip: If you are dropping off some of the liquid stuff to express your thanks for such a fine accounting system, a methuselah is better than a bottle, but a bottle is just dandy! ↩

⁵ This is so that there is a valid cost of goods account for correct cost accounting. ↩

⁷ If you do inadvertently delete a product record, you can re-enter it. ↩

⁸ You can transfer the stock using a *Make* or *Break* journal, or write it off using a stock write-off journal. Once the stock on hand is zero you can delete the product or make it an unstocked item. ↩

⁹ The additional options that were available in this dialog in MoneyWorks 6 and earlier can be accessed from the Reports section of the list sidebar. ↩

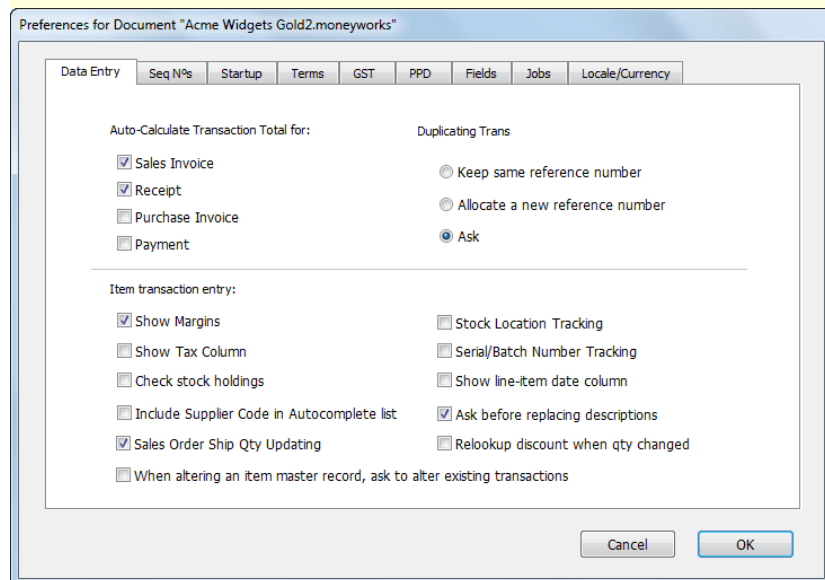
¹⁰ If you are importing or exporting product records, it is important to realise that MoneyWorks stores the reciprocal of the conversion that you entered. Technically the quantity purchased is divided by this stored conversion factor, which is the same as multiplying by the visible factor. ↩

Locations, Serial Numbers and Batches

MoneyWorks allows the tracking of inventoried items by *location*, and also items that have serial numbers or batch/lot numbers. This functionality is off by default, and needs to be turned on in the MoneyWorks Document Preferences.

To enable location or serial/batch tracking:

1. **Open the MoneyWorks Preferences by choosing Edit>Document Preferences**
2. **On the Data Entry panel turn on *Stock Location Tracking* for location tracking, and/or *Serial Number Tracking* for serial/batch tracking.**



You should only turn these options on if you need the functionality, as they impose extra disciplines in data entry and stock taking. When Stock Location Tracking is enabled, an additional Location column is displayed on the

transaction entry screen. Similarly a serial/batch column is displayed if batch tracking is enabled.

C	Serial/Batch	Date	Location

Additional columns for location and serial numbers

Locations

Locations are normally physical locations, such as warehouses or branches. But locations can also be used for consignment stock.

When location tracking is enabled, all stock is considered to kept in a specific location. So when an inventoried item is purchased or sold, the stock location needs to be specified. Stock items can be transferred between locations using a [Stock Transfer Journal](#).

When you turn on Location tracking, all your existing stock (if any) is assigned to the default location. The default location is a location with no code.

Specifying Locations

Before you can move stock to a different location, the location must be defined. There is no effective limit on the number of stock locations that you can have.

To define a new stock location:

1. **Choose *Show>Validation Lists***

The Validation List window will open.

There should be a list called *Stock Locations*. This was created automatically (if it didn't already exist) when you turned on the *Stock Location Tracking* preference. If for some reason it is not there you will need to add it manually as described in [Creating a Validation List](#)—note that it *must* be called “Stock Locations”.

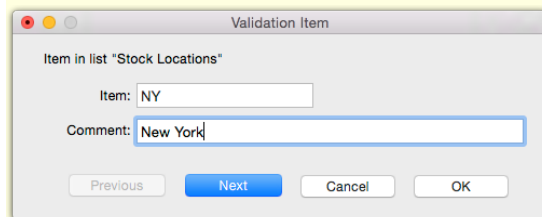
Note: There will be a default location in the list—this is one with no code, and is where all existing inventoried items will be located.

2. Click the **New** toolbar icon

The list item entry window will open.

3. Enter a code for the location and a description

The code is used when entering transactions to identify the source/destination of the item. The code can be up to 15 characters long, but you may want to keep it shorter.



A dialog box titled "Validation Item" with the subtitle "Item in list 'Stock Locations'". It contains two text input fields: "Item:" with the value "NY" and "Comment:" with the value "New York". At the bottom are four buttons: "Previous", "Next" (highlighted in blue), "Cancel", and "OK".

4. Click **OK** to save the code (or **Next** to save the code and enter another one).

Specifying locations on transactions

To purchase into a location, or sell from a location, the location needs to be specified in the *location* field of the transaction entry screen, as shown below.

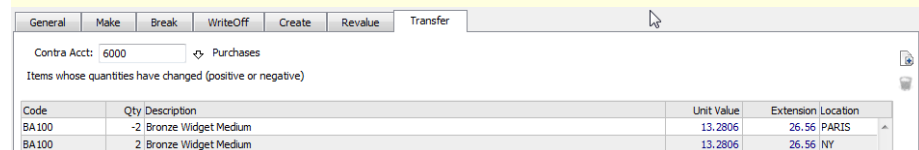
Item	Qty	Description	Unit Price per	Disc. %	Extension	Location
BA100	2	Bronze Widget Medium	24.95 ea	0	49.90	NY
BB200	1	Bronze Widget Bevelled Large (Head office to ship)	32.00 ea	0	32.00	

The location of each item is specified in the *Location* column. In this example the first item is being taken from New York, and the second from the default location.

Notes on Location tracking

- When entering a transaction, MoneyWorks will remember the last location code that you typed in, and use this as the default on all further transactions (until it is changed again). This behaviour can be modified using mwScript.
- When entering a sales order, the *SOH* (or *Avail*) column shows the stock on hand (or available) at the designated location.

- The main location will not have a location code (just leave the *Location* field blank). Thus you can start using the MoneyWorks inventory system from a single location without location tracking, and when you turn location tracking on you just need to add the new location(s).
- A given product code will always have the same average unit value across all locations. Thus if I have one unit of item "X" with a value of \$10 in location "A", and I buy 1 more "X" for location "B" at \$12, I will have a total of 2 items in stock with a value of \$22. The average unit value of "X", and hence the value of the item in location "A", is therefore \$11.
- Products that are set to *Autobuild* will be built out of components taken from the same location as the autobuilt product. Thus if, on one sales transaction, you have autobuilt items coming from different locations, each product may trigger an autobuild for each specified location (and any inventoried components will be taken out of each location's stock).
- Negative stock is allowed in any (or all) locations.
- If you inadvertently post a transaction that has the wrong location, you can either correct the transaction (by *Cancel* and *Duplicate*), or use a [stock transfer journal](#). For example the following corrects the receipt of 2 items that were incorrectly receipted into PARIS when they should have been receipted into NY:



The screenshot shows a transaction entry screen with tabs: General, Make, Break, WriteOff, Create, Revalue, Transfer. The "Transfer" tab is active. It shows "Contra Acct: 6000" and "Purchases". Below is a table titled "Items whose quantities have changed (positive or negative)".

Code	Qty	Description	Unit Value	Extension	Location
BA100	-2	Bronze Widget Medium	13.2806	26.56	PARIS
BA100	2	Bronze Widget Medium	13.2806	26.56	NY

- If you are using the job system, an additional location field is displayed in both the job sheet entry window and the time sheet entry.

Serial Numbers and Batches

Serial number and batch tracking are where items are tracked by either a serial number or as a batch. Serial numbers are (or should be) unique to the product, so a phone for a specific brand will have a unique serial number within that brand. Thus the quantity of a specific serial number that can be purchased or sold is one.

Batch (or lot) numbers can come in any quantity, and you can sell up to the maximum number items that you have in that one batch. For example, if you purchase 1000 packets of a drug, and 400 are from batch 1 and 600 are from batch 2, you can't (or shouldn't) resell 800 packets from batch 1 (instead it would be a maximum of 400 packets from batch 1, with the balance from batch 2).

For convenience, items that require a serial or batch number will be referred to as *Serialised Items*.

Notes on serialised items:

- Serial or batch numbers are allocated when you purchase/manufacture an item, or otherwise bring it into stock.
- When you sell serialised items, you must specify the serial/batch number at the time of sale.
- Serialised items cannot be autobuilt, and should not be components of another autobuilt item. MoneyWorks will ignore autobuilds that contain serialised items, so autobuilt item will just go into negative stock.
- A serialised item will have the same average unit value across all serial/batches (just like locations).

Specifying that a product is to be tracked by serial/batch

Unlike location tracking (which applies to all inventoried items), serial and batch tracking is an attribute of each product, and needs to be turned in the product record itself.

To turn on serial/batch tracking for an item:

1. **Create a new item, or locate the item in the *Item List* and open it by double-clicking**
2. **On the *Inventory* tab, turn on the *Serial Number Tracking* or *Batch Number Tracking* as appropriate**

Only one of these can be enabled. Note that these are only available for items that are inventoried (i.e. the option *We Stock It and treat inventory as an asset* is set on the *Details* tab).

Note: You cannot enable serial/batch tracking for an item unless its stock on hand is zero at all locations.

Item

Product Code: **MIPHONE_NV5** Name: Not very smart phone Class: Product

Material: Size: Style: Category4: Colour: None

Categories: Details Buying Info Selling Info **Inventory** History Costing BOM

Stock on: 0 Reorder Level: 0 ea

Ave. Unit Cost: 0.00 ea Warning when stock falls below this level

Stock value: 0 Normal Order Quantity: 1 ea

☐ Serial number tracking ☐ Batch number tracking ☐ Batches expire

Location	Serial No/Batch No	Expires	Qty	Snapshot	Counted

Previous Next Cancel OK

3. **If you are tracking by batch number and want to record the expiry date of the batches, turn on the *Batches expire* option.**

If this option is on, you should record the batch expiry date in the *Date* column whenever you purchase/manufacture a new batch.

Allocating serial and batch numbers

Serial and batch numbers need to be specified when the item is purchased or otherwise receipted into stock.

For purchase orders: When any of the *Receive Goods...* options are selected.

The serial/batch numbers must be entered in the Serial/Batch column (one number per line), for all lines where the quantity received is not zero. You will not be able to receive the goods if a required serial/batch is missing;

For purchase invoices and payments: When the item is posted the serial/batch numbers must be present, again one number per line. You will not be able to post the transaction if a required serial/batch is missing.

For Manufacturing: If any of the components or the manufactured item itself are serialised, you will need to use a *Stock Transfer* journal. Using Command>Build Product will create an (unposted) stock transfer journal into which you can enter the required serial/batch number.

Because you will need to record one batch/serial number per line of a transaction, MoneyWorks provides an easy way to split lines. Consider the following purchase order, where we have indicated that we are receiving 5 serialised items (and note the serial # required warning in the serial/batch field)

All Order Lines

Backorders

Item	Order	R...e	B/O	Done	Description	Unit Price	per	Disc. %	Extension	TC	Serial/Batch	Date	Location
SERIALISED	5	5	0	0		200.00	ea	0	1,000.00	G	...serial # req'd...		W
								</					

As the serial number of the first item is being entered, a "Split" icon appears in the right of the Serial/Batch field.

All Order Lines

Backorders

Item	Order	R...e	B/O	Done	Description	Unit Price	per	Disc.%	Extension	TC	Serial/Batch	Date	Location
SERIALISED	5	5	0	0		200.00	ea	0	1,000.00	G	MYSERIAL1		W

This indicates that when you tab out of this field (or click the icon) the line will split, allowing you to enter (or scan) the serial number of the next item ...

All Order Lines Backorders													
Item	Order	R...e	B/O	Done	Description	Unit Price	per	Disc.%	Extension	TC	Serial/Batch	Date	Location
SERIALISED	1	1	0	0		200.00	ea	0	200.00	G	MYSERIAL1		W
SERIALISED	4	4	0	0		200.00	ea	0	800.00	G	MYSERIAL2	↕	W

... and so on until they are all entered:

All Order Lines Backorders													
Item	Order	R_e	B/O	Done	Description	Unit Price	per	Disc.%	Extension	TC	Serial/Batch	Date	Location
SERIALISED	1	1	0	0		200.00	ea	0		G	MYSERIAL1		W
SERIALISED	1	1	0	0		200.00	ea	0	200.00	G	MYSERIAL2		W
SERIALISED	1	1	0	0		200.00	ea	0	200.00	G	MYSERIAL3		W
SERIALISED	1	1	0	0		200.00	ea	0	200.00	G	MYSERIAL4		W
SERIALISED	1	1	0	0		200.00	ea	0	200.00	G	MYSERIAL5		W

Notice that the order quantity and receive quantity of the new line are corresponding reduced. For serial numbers, the received quantity on the original line will be set to one. For batches, you need to enter the actual received quantity for each batch number, and the balance carried down is the difference in the outstanding order quantity and the received quantities already entered.

So we have ordered 100 units of a product, and have been shipped 60 units from BATCH1:

All Order Lines														Backorders	
Item	Order	R...e	B/O	Done	Description	Unit Price	per	Disc. %	Extension	TC	Serial/Batch	Date	Location		
BATCHED	100	60	40	0		20.00	ea	0	1,200.00	G	BATCH1		W		

MoneyWorks does not know at this point if this is just a partial shipment (so you are receiving only 60 units this time), or whether there are different batches involved. If the latter, you need to force a the line to split by clicking on the split icon in the batch field. When the line splits, the balance of 40 remains to be entered with its batch number:

All Order Lines Backorders													
Item	Order	R...e	B/O	Done	Description	Unit Price	per	Disc. %	Extension	TC	Serial/Batch	Date	Location
BATCHED	60	60	0	0		20.00	ea	0	1,200.00	G	BATCH1		W
BATCHED	40	40	0	0		20.00	ea	0	800.00	G			W

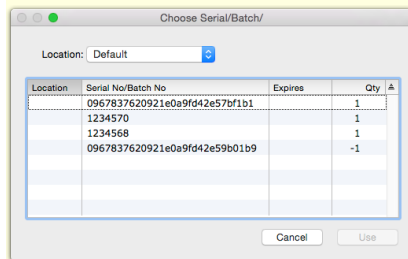
The process is repeated until all batches are receipts.

Note: When purchasing products with batch numbers that are marked as expiring, you will need to enter the expiry date of the batch into the Date field. If this date differs from a previously entered expiry for the same batch, the new date will be used as the expiry date.

Assigning serial and batch numbers to sales

Whenever you sell a serialised item, you will need to specify the serial or batch number for the item. This can be entered when the transaction is created (if it is not known), but must be entered before goods can be shipped (if on an order), or before the transaction is posted (if a sales order or receipt).

To specify a serial/batch number, simply scan or type it into the serial/batch field on the transaction line, or click the split icon to bring up the Serial/Batch picker (this will also display if you enter a non-existent serial or batch number).



The serial/batch picker. Double-click an item to use its serial/batch number.

The Serial/Batch Picker

The picker is displayed whenever you are required to enter a serial/batch number, have entered a serial/batch that is not available, or click on the split icon in the serial/batch entry field where the field does not contain a valid serial.

Points to note:

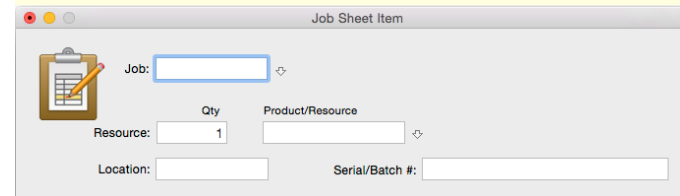
- The list displays the available serial/batch numbers based on the current stock on hand and adjusted for those already allocated on this transaction. If another user allocates the same serial/batch in a different transaction at the same time, or if the number has been pre-allocated in a different transaction, it will still appear as available.
- If *Location Tracking* is also enabled, the list will be segmented by location (and default to the location specified on the transaction line). If you choose a serial/batch from a different location, the location on the transaction line will be updated to reflect that location.
- Negative stock is only loosely enforced. MoneyWorks will attempt to prevent negative stock (selling a serial number twice for example, leading to

a stock on hand for the item of -1). But if you really try, experience tells us that you will probably succeed—you can fix these sorts of issues using a [Stock Transfer journal](#).

- For items that are not tracked by serial/batch number, the serial/batch field on a transaction entry screen is available for general use. You can enter up to 31 characters of text, and this is recorded on the transaction but not validated in any way. Note that the location field is always validated, so cannot be used like this.

Serials, Batches and Jobs

If location tracking or serial/batch tracking are enabled, additional fields are available in the job sheet entry window. For serialised items you must specify the location and/or serial/batch number when you make a stock requisition in a job.



When requisitioning serialised items, you must specify the serial/batch number.

A serial/Batch number is also available in the Time Sheet entry window.

Stock Transfer Journals

Stock transfer journals can be used to fix a variety of errors concerning serial numbers, batches and locations.

Stock transfer journal

To make a transfer journal:

1. In the Transactions list, select the Journals sidebar tab and click the **New** toolbar button or press **Ctrl-N/⌘-N**

The Journal entry screen is displayed.

2. Enter the transaction date and description
3. Click on the **Transfer** tab

4. In the **Contra** field, enter a general ledger code

The net dollar difference of the credits and debits created by the journal will be posted to this account, which would normally be some sort of expense account.

In practice, if you are transferring the same item but just correcting for an invalid location or serial/batch number, the journal will always have a net value of zero.

5. Type the code of the item in **Code** field of the first line
6. Type the quantity of the item to adjust in the **Qty** column

A negative quantity indicates that that many of the item is to be removed from stock; a positive quantity indicates that that quantity will be put into stock.

7. Enter the serial/batch number (if any) into the **Serial/Batch** field

This is the serial/batch that will be removed (if Qty is negative) or added to stock.

8. Enter a location (if any) in to the **Location** field

This is the location from which the item will be removed from (if the Qty is negative) or put into stock.

9. Continue adding lines for items that need to be transferred/corrected

If you are moving the same item between locations (or fixing a batch/serial number) the total of the journal should be zero (as no value is being created or lost). If however you have moved more items out of stock than in, then you are effectively doing a stock write-off (and conversely a stock creation if more items are coming in than going out). In this case the total of the journal will be non-zero, and the contra account will be debited (for a “stock creation”) or credited (for a “stock write-off”) by this value.

For example in the transaction below we are writing off 2 chrome widgets, and creating 3 bronze ones. The difference in value of these will be credited to the designated contra account (stock adjustments).

Importing transactions with serials/batches or locations

When you import transactions that for items that involve a serial/batch number or location, neither the imported serial/batch number nor the location is validated as part of the import (the assumption is that you have clean data coming in from the other system). For purchasing serialised items this is as expected, as the serial numbers will not exist. However for sales it is possible to sell a serial number that does not exist (this can be corrected if necessary with a [Stock Transfer Journal](#)). If a non-existent location is specified the stock will be placed into the bogus location (and you will need to manually create the location in the “Stock Locations” validation list if you want to get it out again).

Order Entry

The order entry system allows you to enter sales and purchase orders, and quotes for customers. As goods or services are supplied, the orders are turned into invoices, with any goods outstanding remaining on backorder.

Purchase Orders

When you make a purchase of goods or services and where there is a delay between ordering the items and the receipt of those items, the details of the purchase should be recorded as a purchase order.

When the items are finally delivered, you should check the pricing against the original order, and enter the quantity actually received. When you “process” this, MoneyWorks will automatically create a creditor invoice, and if necessary update your stock. Any items not delivered will be held as back-ordered items.

If, as sometimes happens, the items are received before you get the invoice, you can receipt the items into stock and process the invoice later.

Entering a Purchase Order

To enter a purchase order:

1. **In the Transaction list, click the *New* button or press Ctrl-N/⌘-N**

A new transaction window will open.

2. **If necessary set the transaction Type to Purchase Order**

Pressing Alt-Shift-8/Ctrl-Shift-8 is a keyboard shortcut for this.

The Purchase Order entry window will be displayed.

3. Enter the supplier code into the supplier field and press tab

The supplier name details will be entered automatically, as will the Purchase Order number.

If you do not enter a valid supplier code, the [choices list](#) will be displayed when you tab out of the field. Use this to find the correct code or to create a new one.

4. If the goods or services are not to be delivered to your normal address, you can change the [delivery address details](#)

5. In the *Due Date* field, enter the date by which the order is required

6. Enter an optional description for the order

Depending on the design of your purchase order form, this may appear as an annotation on your printed purchase order.

7. Press ctrl-tab (Mac) or ctrl-` (Win) to move to the product code field of the purchase order detail line

Specifying product details

You need to record details of each item that you are purchasing. This is done in the detail lines of the purchase order. You need to record at least the quantity and code of each product required. In addition it is a good idea to put on the expected purchase price—the product description and price details are entered automatically for you when you enter the product code.

8. In the *Product* field, enter the code of the product or service which you are ordering

This is your own internal product code or the item's barcode—the Supplier's Product Code (if it exists) will be printed on the purchase order.

If you enter an invalid code (or leave the code blank), the product choices window will be displayed. You can choose the product from this list, or click the New button to record details of a new product.

The product description and price will be entered automatically for you. The purchase price is taken from the product record, and (unless it has been altered) is the last price paid for the item.

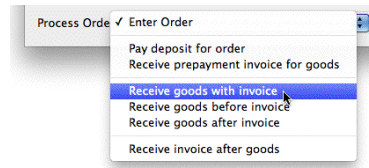
9. Enter the quantity you are ordering in the *Order* field

10. If the expected purchase price is different from the last recorded buy price, tab to the price field and enter the new price

11. Press return to add another detail line

If freight is to be included as part of the purchase price, you should specify the expected freight charge in the [freight area](#). In some situations you won't know this, so enter it when the goods invoice arrives.

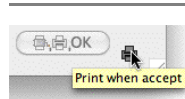
Further processing of the order (for example, recording a deposit) can be activated at this point by using the *Process Order* pop-up menu at the bottom-left of the entry screen.



The options in this are discussed later.

12. To print or email the purchase order at this point, click the Printer icon next to the OK button

The printer icon will be displayed on the Next and OK buttons, indicating that the purchase order will be printed immediately one of these buttons is clicked.



Set the Printer icon to print an order form when you save the order.

13. If you have more purchase orders to enter, click *Next*, otherwise click *OK* to save this entry and return to the order entry list

If you had elected to print this purchase order, the Print Form window will be displayed. Ensure you set the form to the desired purchase order, then print it.

If you clicked the *Next* button, a new purchase order entry screen will be displayed, otherwise the purchase order list will be shown (with the current purchase order highlighted).

If you clicked *Cancel*, the purchase order is not saved.

If the order is incomplete (there are backordered or unbilled items) it will stay in the *Purchase Orders* view. Once all the goods ordered have been received and billed, the order will move to the *Bought* view.

When you re-open the order, you will see that the previously receipted quantities of goods have been transferred to the Done column. The remaining backorder quantities show in the B/O column, and for your convenience are also entered into the Receive column for the next shipment you receive.

Note: Purchase orders are not accounting transactions, and hence they can be modified or deleted at (almost) any time.

Paying a Deposit with Order

If you need to pay a deposit or prepayment invoice with the order, you can record the details on the order. This amount is held with the order, and is credited against the final payment.

A deposit is a payment that will be made immediately; a prepayment invoice will be recorded as an invoice to be paid later. In either case, you will be prompted to enter the details of the deposit or invoice when the order is saved.

To Record a Cash Deposit

1. Set the Process Order¹ pop-up menu to Pay deposit for order

You will be prompted for the deposit details when the order is saved:

1. Enter the deposit amount, payment method, bank and date

These are used to make the payment transaction.

2. Specify the special *Deposit* product to use

This will be appended to the bottom of the order to adjust the total when the goods are received. See [A Note on Deposits](#).

3. Click *OK*

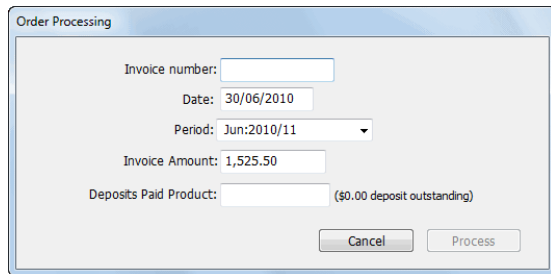
A new payment transaction is created, and the amount of the deposit is recorded in the order².

Note: The payment transaction is not linked to the order. If you cancel the payment the order will still record the original deposit. You can reduce (or remove) the deposit by entering a negative deposit amount.

To Record a Prepayment Invoice

1. Set the *Process Order*³ pop-up menu to *Receive prepayment invoice for goods*

You will be prompted for the details of the invoice when the order is saved:



2. Enter the supplier invoice number, date and invoice amount

These are used to make the invoice transaction. The invoice number is also recorded in the *Invoice #* field of the originating purchase order.

3. Specify the special *Deposit* product to use

This will be appended to the bottom of the order to adjust the total when the goods are received. See [A Note on Deposits](#).

4. Click *OK*

A new purchase invoice transaction is created and posted, and the amount of the invoice is recorded in the order. Note that this invoice is only loosely attached to the order: if you cancel the invoice the deposit amount recorded on the order will not alter. You can reduce the prepayment invoice amount by entering a negative invoice amount in another Prepayment invoice.

Receiving the Goods and Invoice

When the goods or services that you ordered arrive, you need to check the quantities and prices (if known) against the original purchase order, and mark those items as having been received.

There are three possible scenarios for receiving inventoried goods: they might come with the invoice, before the invoice, or after the invoice. You determine which by setting the *Process Order* pop-up menu. By definition, non-inventoried items cannot be brought into stock, and hence cannot be received before the invoice.

The goods are received with the invoice

This is the usual case, and means you can enter the quantity received and the correct price; MoneyWorks will generate a creditor invoice (or payment if required) for the goods, which will be brought into stock when the invoice is posted.

1. Set the *Process Order*⁴ pop-up menu to *Receive goods with invoice*

2. Enter the quantity received and the pricing from the invoice

This determines the quantity and the value of goods that will be brought into stock.

3. Click the *OK* (or *Next*) button

You will be prompted for the invoice number, date and period

4. Enter the details and click the *Process* button

A purchase invoice will be generated which, when posted, will bring the goods into stock.

The goods are received after the invoice

In this situation you would have recorded the total amount paid as a prepayment invoice or deposit, as described previously. You would then receipt the goods through the originating purchase order.

1. **Set the Process Order pop-up menu to Receive goods after invoice**
2. **Enter the quantities actually received into the received column.**

You should not need to alter the prices, as these will have been entered when the invoice was processed —see [Paying a Deposit with Order](#). However if these have changed for some reason, you can alter them.

3. **Click the OK (or Next) button**

The Order Processing window will be displayed

4. **Enter the invoice number if necessary, the date and period in which the goods were received, and the Deposit product**

The invoice number defaults to that in the *Invoice #* field of the purchase order. This will be set automatically to the number of the last prepayment invoice. The Deposit product is used to reduce the outstanding amount of the invoice by the value of any previously paid deposits or prepayment invoices. You should use the same Deposit product as used when the original prepayment was made. See [A Note on Deposits](#).

5. **Click Process to complete the goods receipt**

MoneyWorks will create a special "Goods Received" purchase invoice to bring the items into stock. The previous payment(s) will be netted off the invoice, which will normally leave the invoice at zero. However if you have altered the pricing, and this is the final shipment, there may be a balance to pay (or a credit to claim). This will appear in your normal accounts payable.

The goods are received before the invoice

In this case you can receipt any inventoried items into stock at the expected price. When the invoice subsequently arrives, it can be recorded (using the *Receive Invoice after Goods* process option in the original purchase order), and MoneyWorks will re-adjust the value of the receipted items. Note that when the goods are received, it is important that your estimated price is realistic (in particular, an estimated buy price of zero is generally a bad idea as it will grossly distort your margin).

When you receive goods prior to the invoice, MoneyWorks will generate a stock creation journal to bring the items into stock. You will need to specify "the other side" of this journal, which will normally be a current liability (e.g. "Unbilled Inventory"; this is because in accepting the stock you have incurred a liability to the supplier). Note that you cannot receipt non-inventoried items before they are invoiced.

1. **Set the Process Order pop-up menu to Receive goods before invoice**
2. **Enter the quantities actually received into the received column**
3. **Check the unit price for each item**

It is important that these are close to the expected purchase price, as this is the value at which the items will be brought into stock if the current stock on hand is zero. If there is any existing stock on hand, the items will be brought in at the existing average unit value⁵.

4. **Click the OK (or Next) button**

You will be prompted for the "Unbilled Inventory" account to use, and the date and period of the stock creation journal.

5. Enter the unbilled inventory account, and the date and period to receipt the items into stock

The "Unbilled Inventory" account should be a current liability.

6. Click Process

A stock creation journal will be created to put the items into stock.

When you are subsequently invoiced for the goods, use the "Receive Invoice after Goods" option.

Note: If you are using the job system and receive goods before invoice, the items will go into stock and not flow automatically into the jobs. You will need to manually requisition them.

Receive Invoice after Goods

Only use this when you have received the goods in advance of the invoice (i.e. Receive Goods Before Invoice above).

- 1. Set the Process Order pop-up menu to Receive invoice after goods**
- 2. Enter the quantity and the value of the items on the invoice**

The quantity must be less than the already received amount. If it is greater, you will need to process the additional goods received as a Receive Goods before Invoice prior to processing this.

3. Click the OK (or Next) button

The Receive Invoice window will be displayed.

4. Enter the unbilled inventory account, invoice number, date and period, and click Process

You cannot change the invoice amount, as that has been determined by the previous screen.

MoneyWorks will create an invoice for the items specified. The previously receipted items will be re-processed through the stock system at the invoiced value (i.e. they will be taken out of stock at the current average unit value and put back into stock at the correct invoiced value). If this is the final invoice (i.e. there are no backorders, and all items that were previously receipted have been invoiced), the order will be marked as being complete.

Note on final invoice: When the final invoice for the order is raised, MoneyWorks will check to see if there is a residual balance in the unbilled inventory account due to this order. This can arise when the average unit value of the goods has changed since the stock was initial receipted and the processing of the final invoice. If a residual balance is detected MoneyWorks will create an additional general journal (with a description "Correct for changed valuations on PO xxx") to move the residue from the unbilled inventory into the cost of sales account.

Note: If you are using job costing, the job column on the invoice will be blank, regardless of the setting in the original order. MoneyWorks assumes that you have already requisitioned the items for the job.

Freight charges

If freight has been charged on the shipment, you will need to enter the freight amount so it will be transferred to the final invoice.

1. In the **Freight Code** field, enter the product code for freight-in

Freight codes are special classes of products —see [Ship Methods](#). Note that any GST/VAT/Tax Override on the Supplier Name is ignored: the tax is based on that of the Freight product.

2. If desired, record the docket number (or any other commentary) in the **Docket** field

3. Enter the (Tax exclusive) freight amount into the **Freight Amt** field

A Note on Deposits

When you record a deposit on an order, MoneyWorks creates the appropriate receipt or invoice (for a sales order) or payment (for a purchase order), and also accumulates the deposit amount in the order itself.

When the goods are shipped/received, an additional line is added to the resultant invoice to reduce it by the deposit amount. Because orders are inherently “product” based, all transactions involving such deposits must use a “Deposit” product—you need to specify this the first time you make a deposit.

- You can have different Deposit products for deposits you receive and deposits you make (or you can just use the one);
- For deposits on Sales Orders, the Deposit product is one that you sell. In the *Income account when selling* field of the product, you should specify a current liability account (such as Deposits Held);
- For deposits on Purchase Orders, you must buy the Deposit product. Use a current asset account (such as Deposits Paid) for the *Cost-of-goods Expense Account*;
- Do not stock the deposit product;
- Multiple deposits can be made on an order (just open the order and set the Process Order pop-up to *Pay deposit for order*). If the additional deposit is for a negative amount, the accumulated deposit is effectively reduced.
- If you need to cancel the deposit you must put through a new negative deposit, as the deposit amount is stored on the order. Cancelling the deposit transaction will not clear this.
- You cannot delete an order that has a deposit balance.

When the order is processed and an invoice (or receipt/payment) is created that takes up the deposit, or part of the deposit, the *orderDeposit* field of the invoice is set to the amount of the deposit. The amount displayed in the Gross field will be the total processed less the deposit. If you want to see the sale/purchase amount excluding the deposit, [customise the list](#) with a calculated column to show `gross+orderDeposit`.

Landing Costs

Landing costs are the costs incurred in transporting an item from the place of purchase to your premises. These might include freight, insurance, duties and more.

Landing costs should be included in the value of the stock; e.g. you might pay \$100 to your supplier for an item, but it also costs a further \$50 in freight. In this case the inventoried value of your item should be \$150, not the \$100 purchase price.

Once you have determined your landing costs for an order, it is relatively simple to spread them over your initial purchase order or supplier invoice. To do this we basically increase the total of each line item of the invoice by the additional landing costs (by using a negative discount), and we add a single offsetting line to the invoice that encompasses the landing cost.

For this to work, we need to create a new "product" to enter the landing costs; for example "LANDED". We will buy and sell this product (but will not stock it), and it will be associated with the landed costs expense account in your chart of accounts.

Example:

We have a purchase order with the following 2 items in it:

All Order Lines Backorders									
Item	Order	Rece...	B/O	Done	Description	Unit Price	Disc%	Extension	TC
BA100	100	-	0	100	Bronze Widget Medium	10.00 ea	0	1,000.00	Z
BB100	50	-	50	0	Bronze Widget Bevelled Medium	15.00 ea	0	750.00	Z
Freight Code:						↔ Docket:		Freight Amt:	0.00
								Subtot:	1,750.00

The total of the order is \$1,750 (plus tax if applicable).

Assume that the landing costs (freight, duty etc) come to \$200 (in practice these won't normally be known until the goods have arrived). Now \$200 is 11.43% of the actual cost of the goods ($200/1750 \times 100$), so we need to increase the value of each item by 11.43% when it comes into stock.

To do this we simply apply a **NEGATIVE DISCOUNT** of 11.43% to each line of the order, then add a new line to subtract the total landing cost so that the value of the order remains the same. The new line is entered with a quantity of minus one, and with the unit price set to that of the total landing cost (with no discount). Thus we would have:

All Order Lines Backorders									
Item	Order Rece...	B/O	Done	Description	Unit Price	Disc.%	Extension	TC	
BA100	100	-	0	100 Bronze Widget Medium	10.00 ea	-11.43	1,114.30	Z	
BB100	50	-	50	0 Bronze Widget Bevelled Medium	15.00 ea	-11.43	835.72	Z	
LANDING	-1	-	0	0 Landing Costs	200.02 ea	0	-200.02	Z	

Freight Code: ⇄ Docket:

Freight Amt: 0.00
Subtot: 1,750.00

Note that because of accumulated rounding error using the discount, we might have to adjust the value of the LANDING up or down a few cents (in this case to 200.02) to ensure the value of the order stays at the original order value. So in this example the order still has a value of \$1750.

When this order is processed (and the resultant invoice posted), the buy price of the stock items will be set to the Unit Price (so that BA100 will have a buy price of \$10), but each item will go into inventory at a value of 11.43% higher than the buy price (i.e. each of the new BA100 items will have a stock value of 11.143, which neatly incorporates the landing cost).

The actual invoice(s) from the shipping/custom agents for the freight, duty etc, get entered separately into MoneyWorks. You can code them to the LANDING product, or to more specific general ledger codes (which will be offset by the LANDING general ledger code).

Tip: You can have MoneyWorks calculate the discount for you by entering the formula directly into the discount field (for MoneyWorks to recognise a formula it must start with an "="). In the example above we could have entered:

$$= -200 / 1750 * 100$$

into the discount field, and when we tabbed out MoneyWorks would have evaluated it and substituted the result as -11.4286. We could then have copied and pasted that value into the remaining discount fields.

Note: If your supplier is represented in MoneyWorks in one currency, and the landed costs in another, you need to convert the landed costs entered into the Purchase Order/Invoice into the currency of the Purchase Order/Invoice.

Sales Orders

Use a sales order to process a sale through MoneyWorks. Sales orders integrate into the stock system, allowing backordering of goods that are out of stock.

When you enter a sales order, it is held in the system until you are ready to ship the goods ordered (or provide the service). At this point you specify how many goods are being shipped, and process the sales order. The processing can be done as the orders are entered, or as a batch some time later.

Entering a Sales Order

To enter a sales order:

1. In the Transaction list, create a new transaction by clicking the *New* button or pressing Ctrl-N/⌘-N
2. If necessary set the transaction Type to Sales Order

Pressing Alt-Shift-7/Ctrl-Shift-7 is a keyboard shortcut for this.

3. Enter the customer code into the *Customer* field and press tab

The customer name details will be entered automatically.

If you do not enter a valid customer code, the [choices list](#) will be displayed when you tab out of the field. Use this to find the correct code or to create a new one.

4. Enter the customer order number (if any) into the *Order #* field

If the Requires Order Number option is set on the customer record, you will not be able to accept the order if this field is blank.

5. Enter the date by which the customer requires the goods or services into the *Due Date* field

6. If the goods or services are not to be delivered to the customer's normal address, change the delivery address details —see [Delivery and Mail Addresses](#)

7. Enter an optional description for the order

Depending on the design of your forms, this may appear as an annotation on your printed packing slip or invoice

8. Press ctrl-tab (Mac) or ctrl-` (Win) to move to the *Product* code field on the detail line

Specifying product details

You need to record details of each item that you are selling. This is done in the detail lines of the sales order, and includes the quantity and code of each product required—the product description and price details are entered automatically for you when you enter a product code.

9. In the *Product* field, enter the code of the item being sold

If you enter an invalid code (or leave the code blank), the product choices window will be displayed. You can choose the product from this list, or click the New button to record details of a new product. If you enter the product's barcode here, it will be replaced by the stock code.

The product description and price are entered automatically.

10. Enter the quantity ordered in the *Order* field

If the items are stocked goods, the current stock level is shown in the *Avail* field, and the amount that can be shipped (the lesser of the order and the avail amounts) is inserted into the *Ship* field, with the amount that will be backordered shown in the *B/O* field.

Note: The quantity shown in the *SOH* column is the actual stock quantity from the product record. To view the available stock (i.e. stock on hand less the quantity marked to ship on other sales orders), click the *SOH* column heading. The heading will change from *SOH* to *Avail*. Click on the heading again to change back to *SOH*. Note that the MoneyWorks will remember your preference for this when entering/viewing other sales orders.

Note: If [Location Tracking](#) is turned on, the quantity in the *SOH* (or *Avail*) column is the quantity at the designated location, not the total stock on hand.

Note: Backordered items will not be shipped, but will be held over until the items are in stock. You can override the Ship amount if need be), but you will be warned that you are going into negative stock.

11. Change the price and discount if necessary

The default sell price is taken from the pricing matrix in the product record, based on the [customer's Price Code](#).

Note: The margin for the line being entered (as well as for the transaction as a whole) is displayed for Sales Orders and Quotes at the bottom right of the entry screen if the *Show Margins* option in the [Document Preferences](#) is on. This can be disabled for individual users by resetting the *Show Margins* privilege.

Total Cost of Goods:	\$155.60
Total Margin:	\$133.50 / 46%
Line Item Margin:	\$19.60 / 49%

12. Press ↵/return to add another detail line

If freight is to be included as part of the sale, you should specify the freight charge in the freight area —see [Freight charges](#).

13. If you want to print the sales order at this point (e.g picking list, packing slip or invoice), click the *Printer* icon next to the *OK* button.

The printer icon will be displayed on the *Next* and *OK* buttons, indicating that the order will be printed immediately one of these buttons is clicked.

14. If you are going to accept a deposit for the order, or ship part or all of it, set the *Process Order* pop-up to the appropriate action

If you have selected the *Receive Deposit with Order* option, you will be prompted for the deposit details when the order is saved. As this is analogous to the *Deposit* on a purchase order (except that a Receipt is generated), you should read the section on [Paying a Deposit with Order](#) to understand how deposits operate and how to alter their amount or cancel them.

15. If you have more sales orders to enter, click *Next*, otherwise click *OK* to save this entry and return to the sales order list

16. If you had elected to print this order, the *Print Form* window will be displayed. Set the form to the desired type, then print it.

If you clicked the *Next* button, a new sales order entry screen will be displayed, otherwise the sales order list will be shown (with the current order highlighted). If you clicked *Cancel*, the order is not saved.

The order you have created will remain in your sales system until either you ship the goods or delete the sales order. Once all the goods ordered have been shipped, the order will appear in the *Sold* tab.

Note: Sales orders are not accounting transactions, and hence they can be modified or deleted at any time (provided there is no attached deposit).

Shipping Goods

You can “ship” whatever goods are available from the open order by selecting *Ship Goods with Invoice* from the *Process Order* pop-up menu. This causes MoneyWorks to create and post a sales invoice for the items, which in turn reduces stock levels for any stocked items.

To ship the goods for a single sales order:

1. Open the sales order by double clicking it

You may be prompted to update the ship quantities (see [Updating the Ship Quantities on a Sales Order](#) for what this means).

2. Set the *Process Order* pop-up menu to *Ship Goods with Invoice*

The process icon will be displayed on the *OK* and *Next* button, indicating that the goods will be shipped when either of these buttons are clicked.

3. Ensure that quantities in the *Ship* column are correct

These are the actual quantities that you are going to take out of stock (for stocked items) and ship. Note that MoneyWorks will allow you to ship more stock than it thinks you have if you override the ship quantity.

4. Click *OK* (or *Next* if you are processing more than one order)

The Process Order window is displayed.

This is used to specify how the order will be transferred into a sale for accounting purposes.

Invoice Sale: A sales invoice will be generated for this sale.

Cash Sale: A receipt against the nominated bank account will be generated.

Post: Set this if you want the resultant transaction to be posted. Inventory levels will not be adjusted until the transaction is posted.

Transaction Details: If you want the resulting transaction to have a different date or period than the current date, you can set these here.

Include backordered... If set, a line will be shown on the invoice/receipt for each backordered item, showing that they are backordered.

Only on first shipment... If set, the backordered lines will only be shown on the invoice/receipt for the first shipment of the goods. Subsequent transactions will not show the backordered lines.

Include previously shipped ... If set, any previously completed lines will be shown on the resulting invoice/receipt. These are otherwise suppressed.

No freight charges on backorders: If set, freight (as specified in the freight section of the order) will only be charged on the first shipment, and not on any backordered items.

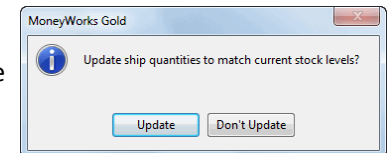
5. Set the options as appropriate and click the *Process* button

An invoice (or receipt) will be raised for the sale (and optionally posted), causing any inventoried items to be removed from stock. If this completes the order, it will be moved from the Sales Order tab and to the Sold tab.

Updating the Ship Quantities on a Sales Order

Between the time that an order is entered and the time you come to ship it, the stock levels for the items on order may have changed.

When you open a sales order (e.g. by double-clicking it), MoneyWorks will check if there are any backorders in the order, and also check the stock availability. If it can ship more (or less) than when the order was saved, you will be prompted to update the ship quantities⁶.



Clicking *Update* will adjust the ship quantities based on current stock availability. Note that MoneyWorks will allow you to manually override the shipping quantities, so that you can (if you want) ship more than MoneyWorks thinks it has in stock. This will make the stock on hand for the item negative.

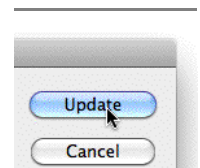
To update the ship quantities on multiple sales orders:

1. Highlight the Orders in the Sales Orders list

The orders with the highest priority should be at the top of the list.

2. Choose Command>Ship Orders

The Ship Orders dialog will be displayed



Change the Process button to *Update* by holding down

3. Hold down the Option key (Mac) or the Shift key (Windows), and the Process button will change to Update

the Option key (Mac) or the Shift key (Windows).

4. With the Option or Shift key held down, click the Update button

MoneyWorks will update the ship quantities on the highlighted sales orders, starting with the first highlighted order and working down.

Caution: Make sure the Option or Shift key is held down and the button is labelled Update before clicking, otherwise you will process the orders.

Quotes

Preparing a quote for the supply of goods or services is similar to preparing a sales order—in fact quotes and (unprocessed) sales orders are interchangeable.

To prepare a quote:

1. In the Transaction list, click the **New** button or press **Ctrl-N/⌘-N**

A new transaction window will open.

2. If necessary set the transaction Type to Quote

Pressing Alt-Shift-6/Ctrl-Shift-6 is a keyboard shortcut for this.

Item	Qty	Description	Unit Price	Disc. %	Extension	TC
1			0.00	0	0.00	

3. Enter the details as for a **sales order**

Note that there are no *available*, *ship* or *backorder* columns.

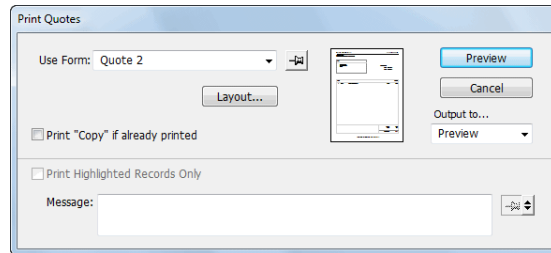
To print the quote...

4. Click the **Printer** icon next to the **OK** button.

The printer icon will be displayed on the *Next* and *OK* buttons, indicating that the quote will be printed immediately when the button is clicked.

5. Click the **OK** (or **Next**) button

The *Print Quotes* settings window is displayed.



6. Ensure that the *Use Form* pop-up is set to your preferred Quote Form before clicking the print or preview button

Note: For details on emailing the quote refer to [Emailing Forms](#).

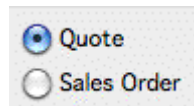
When a Quote is Accepted

If your quote is accepted, you can turn the quote into a sales order or into a job, depending on what is necessary to fulfil the quote.

To turn the quote into a sales order

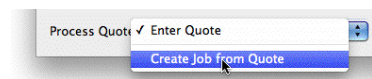
1. Open the quote by double-clicking
2. Click the *Sales Order* radio button, and click *OK*

The quote will be changed to a sales order, and will be found under the sales order tab.



To turn a quote into a job...

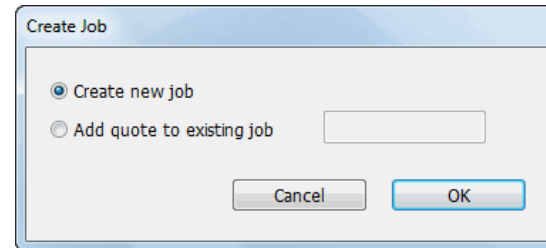
1. Open the quote by double-clicking it
2. Set the *Process Quote* pop-up menu to *Create Job from Quote*



The process icon will be displayed on the *OK* and *Next* buttons, indicating that the Quote will be “processed” when either of these is clicked.

3. Click the *OK* button

The Create Job confirmation window will be displayed.



By default, a new job will be created with the next available job code. If you want to incorporate the details of this quote into an existing job, select the *Add quote to existing job option* and enter the code for that job (if you enter an invalid code, the Job choices list will be displayed).

4. Click *OK*

The job will (if necessary) be created against the customer in the quote. The total of the quote (ex Tax) will be transferred to the total quoted for the job. The individual detail lines on the quote will be transferred to the budget for the job.

The original quote (which remains in the quotes list) is updated to show the job number in the *Analysis* field and in the job column of each line.

Quote Templates

You can use an existing quote as a template for others, allowing you to build a library of “standard” quotes. There are various ways you can manage this, but some suggestions are:

- Put Quotes that are templates on *Hold*. This means they cannot accidentally be processed;
- Make a dummy customer for the template quotes, so they are easily distinguishable from real ones. Perhaps even have a special colour for them;

- Set up list filters—see [Creating Filters](#) so you can easily view just your template quotes, and just your real quotes;
- When you base a real quote on a template, [duplicate the template](#) to create a new quote, and change any details on the new quote.

Note: When you duplicate an existing quote, you will be asked if you want to update the sell prices. Clicking Update will change all pricing on the Quote to reflect the current prices in the product file.

Batch Processing of Sales Orders and Quotes

Sales orders and quotes can be processed individually by opening each one and clicking on the Process icon as described above, or can be batch processed from the list itself. This is analogous to posting transactions.

To Batch Process:

1. Highlight the sales orders or quotes to be processed

Use the Ctrl/⌘ key to make your selection.

If you are processing Quotes

1. Choose Command>Accept Quotes as Jobs

2. Click Create in the confirmation dialog box that is displayed.

A separate job and appropriate budgets will be created for each quote that was selected.

If you are processing Sales Orders

1. Choose Command>Ship Orders

The Process Orders dialog box will be displayed—see [Shipping Goods](#) for details of this. This is used to specify how the order will be transferred into a sale for accounting purposes.

Note: You can only specify the sale type if you are processing a single order. If you are processing more than one order, the sales will be treated as Invoice sales.

Batch Reordering

You can automatically generate purchase orders for products whose effective stock is less than the products' re-order level(s). This can be done either by selecting a range of products, or by selecting a range of Sales Orders.

1. In the [Products list](#), highlight those products that you want to reorder

or: in the Sales Order list highlight the Sales Orders for which you want to reorder stock

2. Choose Command>Reorder Products

Purchase orders will be generated for the products or sales orders highlighted. The following applies:

- Purchase orders are only generated for bought products.
- Purchase orders are generated for the supplier in the "Usual Supplier" field. If no supplier is specified, no order is created.
- The effective stock holding of a product is the Stock on Hand from the product record (this will be zero for non-stocked items), plus any existing unfulfilled purchase orders, less any unfulfilled orders. An order is only created if the effective stock holding is less than the re-order point.
- The number re-ordered is the greater of 1) the difference between the effective stock holding and the re-order point and 2) the re-order quantity.
- You will get an order (equal to the re-order quantity) for any non-stocked items that you have highlighted, provided the reorder quantity greater than zero.
- Where you generate one or more purchase orders from a single, highlighted sales order, the purchase orders are linked (related) back to the originating sales orders, and can be located using the Find Related command. Linking is not possible when more than one sales order is highlighted.

Determining Backorders

There are several ways for you to determine what is on backorder:

- Double click a sales/purchase order and review the BackOrder column;
- The *Product and Customer/Supplier Enquiries* are useful for ad hoc enquiries on particular products, customers or suppliers;
- The *Stock Enquiry* will show the stock status (including on-order and backorders) for a specified product;
- The Backorder Summary reports (in the Reports menu) can be done for all backordered products, or for selected product or customers. These reports can also show the effect of any unposted invoices;
- The Committed Stock report will show the current effective stock based on outstanding sales and purchase orders (and optionally unposted invoices).

¹ The *Process Order* pop-up replaces the checkbox used in MoneyWorks 5 and earlier. ↩

² The accumulated deposits paid on an order are held in the *OrderDeposit* field ↩

³ The *Process Order* pop-up replaces the checkbox used in MoneyWorks 5 and earlier. ↩

⁴ The *Process Order* pop-up replaces the “grinder” used in MoneyWorks 5 and earlier. ↩

⁵ Prior to MoneyWorks 6.1, items were always brought into stock at the value specified on the purchase order. This could lead to changes in the average unit value, meaning that the unbilled inventory account would never be cleared. ↩

⁶ This will happen only if the Document preference *Sales Order Ship Qty Updating* is set ↩

Multi-currency

The Multi-currency feature of MoneyWorks Gold allows for purchasing and sales to be made and tracked in more than one currency, and for bank accounts and accounts receivable/payable to be held in a currency other than the local one.

The steps for setting up multi-currency are simple:

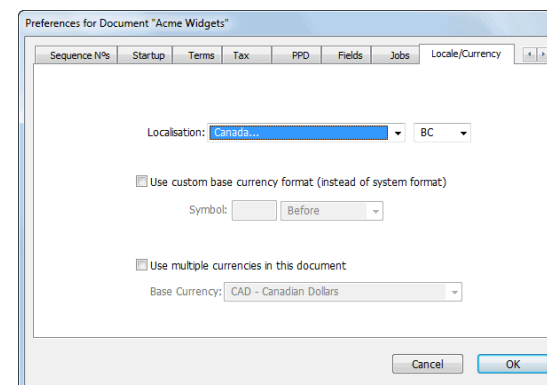
- Enable multi-currency (it is off by default);
- Specify the new currency to use;
- Create the general ledger control accounts needed for the currency);
- Create any customers or suppliers that you deal to in the new currency;

Setting up Multi-Currency

Multi-currency is turned off by default and needs to be enabled.

1. Choose Edit>Document Preferences

The Document Preferences window will open



2. Click on the Locale/Currency tab

3. Turn on the Use multiple currencies in this document option

4. Select your base currency (i.e. your local currency) from the menu.

5. Click OK

Note: Once you have created a currency, you will not be able to turn off the Use multiple currencies option.

Specifying a Currency

To create a new currency:

1. Choose Show>Currencies

The currencies list window will open. Any existing currencies you have specified (apart from your local currency) will be displayed.

2. Click the New button (or press Ctrl-N/⌘-N)

The Currency window will open

3. Choose the Currency from the Currency pop-up menu

This lists all ISO currencies, plus (at the end of the menu) you can make your own. Note that you cannot specify the same currency twice.

4. Specify the Unrealised and the Realised Currency Gain/Loss accounts

See [Unrealised Gains and Losses](#) for a discussion of these.

5. Specify the current exchange rate (or the rate for the first period in which you want to enter historic transactions against the currency)

See [Setting the Exchange Rate](#) for more information on exchange rates.

MoneyWorks will need to create a bank account for the currency, even if you don't have a real one. This is to facilitate payment/receipts against invoices.

MoneyWorks has suggested a new bank account code for you. You can change this if you wish. Note that the OK button will be disabled if you attempt to change it to an existing general ledger code.

6. Turn on the I send invoices in this currency option if you have customers that you want to invoice in the currency.

If this option is on, you will need an Accounts Receivable control account for the currency. You can use the code suggested, or alter it if you prefer.

7. Turn on the I receive invoices in this currency option if you receive invoices from suppliers in the currency.

If this option is on, you will need an Accounts Payable control account for the currency. You can use the code suggested, or alter it if you prefer.

8. Click the OK button to save the currency details

To Add a Control Account After Creating the Currency

It may be that when you set up the currency you didn't realise that you would later need to send (or receive) invoices in the currency, so you didn't set up one of the control accounts.

Alternatively you may have more than one bank account in this currency, or want more than one control account for your debtors and/or creditors.

To create a control account later:

1. Choose **Show>Accounts** or press **Ctrl-1/⌘-1**

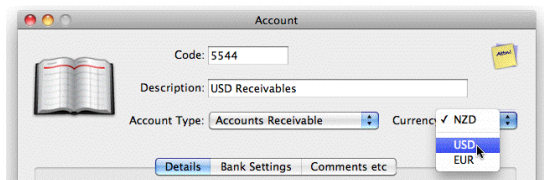
The Accounts list will be displayed

2. Click the **New** button or press **Ctrl-N/⌘-N**

The Account entry screen is displayed

3. Enter the code, type etc as per a normal account

4. Set the Currency pop-up to the desired currency (which must have already been created)



Note: Once you save the new account (by clicking OK or Next) you will not be able to alter the currency, so you need to get it right. If you make a mistake, you will need to delete the account and recreate it.

Deleting a Currency

If you set up a currency by mistake, you can delete it provided no transactions have been entered against it. To delete the currency you need to first delete any control accounts (such as the bank account) that were created with the currency. You do this in the Accounts list —see [Deleting an Account](#). Having done this, you can delete the currency from the Currency list.

Setting the Exchange Rate

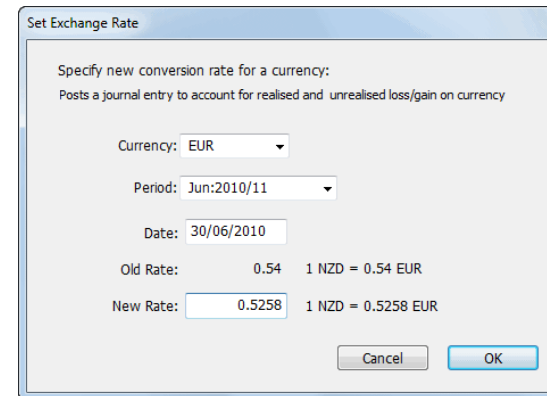
One of the problems with currencies is that their relative value changes all the time. Thus the 10,000 Nakfa stashed into your Eritrean bank account which were worth \$1,100, suddenly become worth just \$1,020.

MoneyWorks handles this by allowing you to change the system exchange rate at any time (and also to specify a transaction rate for individual transactions if you need to). A separate currency rate is held for each currency for each period.

To set the currency rate

1. Choose **Command>Change Currency Rate**

The Currency Rate window will open



2. In the Currency menu, select the currency whose rate you want to change

3. Specify the date for which you want the rate to apply (this will automatically set the period)

You can change the rate for any open (unlocked) period, but you should be circumspect about changing prior periods as it will generate currency gains/losses, which will affect your P&L.

4. Set the new exchange rate

Exchange rates are always expressed in terms of how many units of the foreign currency will be purchased by one unit of the local currency.

5. Click **OK** to save the new rate

At this point a journal will be created to reflect the gain or loss that has occurred because of the rate change. Generally the change in value of the balance due on unpaid invoices in the currency will be posted to the Unrealised Gain/Loss account, and that of any bank accounts will be posted to the Realised Currency Gain/Loss account.

Note: If you are changing the rate in a prior period, two journals will be created: the first is to journal in the currency gain/loss in the period of the change; the second is to reverse this out in the subsequent period. If you wonder why this is necessary, have a think about what would happen if we have entered the same rate for Jan and Feb, and then change the rate in Jan.

Tip: Use the exchange rate report to view historic rates (or customise the currency list to see them on screen).

Transferring funds to/from a foreign bank account

To record a transfer of funds from one bank account to another that is in a different currency, you use the Transfer Funds command.

1. Choose Command>Transfer Funds

The Funds Transfer window will be displayed

2. Use the From Account pop-up menu to choose the account from which funds are being taken
3. Use the To Account pop-up menu to choose the account into which the funds will be deposited

If the currencies of the selected bank accounts are different, the window will extend to allow you to specify the amount received in the destination bank, or the exchange rate.

4. In the Amount field, specify the amount being transferred out of the From Account
5. Specify a reference number (if any), the date and a description for the transaction
6. In the Amount Received field specify the amount received in the currency of the receiving bank account

The Rate will alter to show the effective rate

Alternatively if you know the rate, specify this in the Rate field, and the Amount Received will alter

7. Click Transfer to record the transfer

A cash payment will be created and posted out of the From Account, into the To Account.

Note: If the amount received is different from that expected (as determined by the system exchange rate for the period), an adjustment is made to the currency gain/loss accounts.

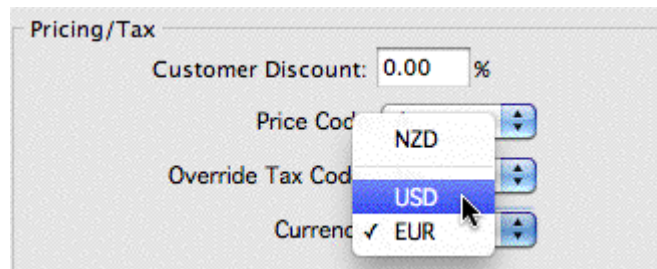
Sending and Receiving Invoices in a Different Currency

When you enter an invoice, it is deemed to be in the currency of the customer /supplier. Therefore if you want to send an invoice in a non-local currency, you need to set up the supplier to be in that currency.

Note: Once set, the currency for a debtor/creditor cannot be altered

To create a debtor/creditor in a different currency:

1. Create the Name record in the usual manner —see [Creating a New Name](#)
2. Set the Currency pop-up on the Pricing & Terms panel to the desired currency



Note: If the customer/supplier is offshore, there will probably be no GST/VAT/Sales Tax. If so, set the Override Tax Code to an appropriate tax code.

Once a customer or a supplier is assigned a currency, all transactions entered for them will be in that currency.

Note: You will only be able to use the [head office billing facility](#) if both the head office and the branch have the same currency.

Entering a Foreign Currency Transaction

Foreign currency transactions are entered in the same manner as other transactions. The key point to note is that the transaction currency is determined by:

- The currency of the debtor/creditor for an invoice, or a payment on invoice;
- The currency of the bank account for a receipt/payment.

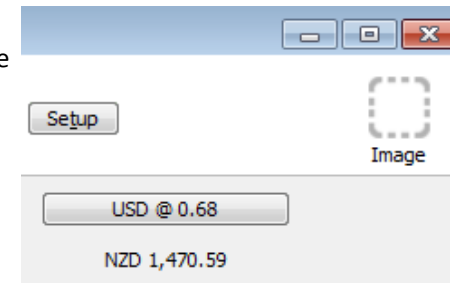
Note that all values on the transaction are considered to be in that currency. Thus an invoice for 100 units of currency made out to a US customer is considered to be USD 100, whereas an invoice for 100 units of currency made out to a Canadian customer is considered to be CAN 100. The transaction

currency (and rate) is shown on the Exchange Rate button in the top right of the transaction.

The Transaction Exchange Rate

By default, the exchange rate of a currency is determined by the rate for the period into which it is posted, and the rate is set when the transaction is posted. Thus if a transaction is entered when the exchange rate is x, and is posted after the rate has been reset to y, the transaction will have an exchange rate of y.

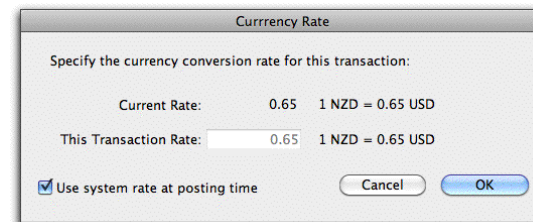
The current exchange rate is displayed on the Exchange Rate button on the top right of the transaction. The converted rate of the transaction in local currency is displayed beneath this.



To lock an exchange rate into a transaction:

1. Click the Exchange Rate button

The transaction Currency Rate window will open



2. Turn off the Use system rate at posting time option
3. Enter the desired transaction rate into the rate field
4. Click OK

Note: A transaction that, at the time of posting, has a different transaction rate to the system rate will result in the recording of a realised or unrealised currency gain or loss. This is done by adding additional lines to the transaction, which you can see if you print the transaction using the *Print Details* toolbar button.

Note: You cannot specify the transaction rate for the payment or receipt of an invoice.

You can restore the system rate by opening the window and setting the Use system rate at posting time option.

Warning: When you post a backdated multi-currency transaction, MoneyWorks will check for exchange rate changes in subsequent periods. For each such rate change a journal will be created to account for any realised or unrealised gains/losses on the new transaction. To minimise this, try to avoid entering historic foreign currency transactions.

Duplicating and recurring foreign currency transactions

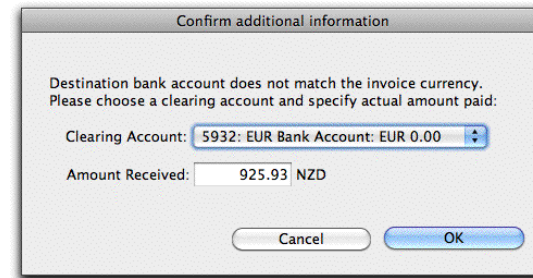
When a foreign currency transaction is duplicated or recurs, the resultant transaction will inherit the system rate of whatever period it is created in, and not the rate of the original transaction.

Paying a Foreign Currency Invoice

Payment against a foreign currency invoice may be made in any currency. However for accounting clarity, MoneyWorks will always pass it through the currency bank account of the originating invoice. This is why, even if you don't have a real bank account for the currency, you must set one up in MoneyWorks.

Payment and receipting is done through the bank account in the same manner as other transactions. All receipts/payments in a batch (using the Batch Debtors Receipt or Batch Creditor Payments command) must be in a single currency.

If you receipt into (or pay out of) a bank account that is in a different currency to the originating invoice, you will be prompted for the amount that was received/paid in the currency of that bank account:



MoneyWorks will generate a receipt into the nominated clearing account (which will be in the same currency as the original invoice), and then a funds transfer from this into the target bank account for the amount specified; this makes the adjustments for currency gains/losses. Unless you want to account for bank charges separately, subsume them into the amount (and hence into the currency gain/loss).

If you know that the invoice has been paid, but do not yet know how much it is in your local currency, use the bank account that is in the currency of the invoice (even if this is only nominal), and when you know the amount that was actually receipted or paid, use the Funds Transfer command to transfer that amount to/from the actual bank account used. For example, to pay an invoice for \$USD1,000 when you are unsure of the amount actually charged to your local bank account:

- 1. Pay the invoice (using a normal Payment transaction) from the USD Bank Account**

The USD Bank Account will now be "in overdraft"

- 2. When you know the amount that was actually withdrawn from your bank account (say \$1500), transfer this amount to the USD Bank Account, receiving \$USD1000 into the bank account**

You can just net off any bank charges involving the transfer of funds from the total. If you really care, you can of course enter them as a separate transaction.

Purchasing Items

When you purchase an item, both the currency used and the purchase price are recorded in the product record. The product.buyprice is the actual buy price in the currency, and this is converted at the transaction rate to give the local currency cost price, product.costprice. If the purchase is tagged to a job, it is the local product.costprice that is transferred to the job system.

If a subsequent purchase is made in a different currency, the last purchase price used is converted to that currency and used as the default price on the new transaction.

Realised and Unrealised Gains and Losses

When the exchange rate changes, any invoices you hold in that currency will have a different value as a result of the change. Thus if I have invoiced someone for 1,000 Euros, it is worth \$2,000 at an exchange rate of \$1.00 = 0.5 Euros. If the rate changes so that \$1.00 = 0.55 Euros, my 1,000 Euro invoice is now only worth \$1,818.18. I have in effect made a loss of \$181.82. This is termed an unrealised loss (or gain, if it went the other way).

The same thing would happen if I had 1,000 Euros stashed in a bank account. In this case it is termed a realised loss.

When you change the exchange rate in MoneyWorks, a journal is automatically created to account for the unrealised and realised gains/losses. If you change the rate in a prior period, several journals may be created.

When a foreign currency invoice is paid, the accumulated unrealised Gain/Loss on the invoice brought about by movements in the exchange rate is transferred to a Realised Gain/Loss. This happens automatically.

Contra-ing invoices: Foreign currency invoices and credit notes can be contra-ed in the normal manner. Because of exchange rate changes you might not be contra-ing invoices of equal value in the base currency—such differences are treated as realised gains/losses.

Write-offs: When a foreign currency invoice is written off, an adjustment is made to counter any unrealised gains recorded against the invoice.

Overpayments: Overpayments in foreign currencies are not allowed. Instead enter a debit note and a credit note pair, and assign the overpayment to the debit note.

Tip: To see the Unrealised Gains/Losses at a point in time, use the *Unrealised Gains and Losses* report.

Multi-currencies: Behind the Scenes

Although deceptively simple looking, multi-currency is in fact fiendishly complicated. For the enthusiasts, the following section explains the implementation in MoneyWorks.

Ledger Balances

One issue when working with different currencies is that they are no longer additive. For example if I add one US Dollar to one Australian Dollar I don't come up with a sensible answer of two.

In the MoneyWorks general ledger, a foreign currency account is represented as two separate amounts: the value in the foreign currency, and the value of the difference between that currency and the base currency. The difference is stored in a (normally hidden) account called a "delta account", so that the following is always true:

$$\text{Base Currency Value} = \text{Foreign Currency Value} + \text{Delta Value}$$

For simplicity, we'll refer to this as the Currency Ratio (even though its not technically a ratio).

Thus if I transfer \$100 from my currency to a bank account in currency X, and the exchange rate is 1.5, I will end up with \$X150. In the general ledger this is represented as:

\$X Bank Account	\$150

\$X Bank Delta Account	-50

Thus the sum of a foreign currency account and its delta account will always give the local dollar equivalent at the current exchange rate.

In MoneyWorks the Delta accounts have a special code, basically the code of the corresponding account with `---DEL` appended. In the normal course of events, you will not see these.

Exchange Rates

Exchange Rates do of course fluctuate. MoneyWorks stores one exchange rate per currency per period. The exchange rate (R) is stored as the number of foreign currency units the base currency is worth, i.e.

$$\text{\$X} = R * \text{\$Local}$$

When the exchange rate is changed (using the Change Currency Rate command), MoneyWorks will preserve the Currency Ratio. It does this by (in effect) recalculating what the balance in the delta account should be to preserve the ratio, and transferring the difference to a currency gain/loss account.

Thus if we revalue the exchange rate in the previous example from 1.5 to 1.4:

Our $\text{\$X}150$ are now worth $150/1.4 = \$107.14$, so we need to change the amount in our delta account by 7.14 to maintain the Currency Ratio.

Thus we debit the delta account 7.14, and credit the currency gain account by 7.14. The balances in our $\text{\$X}$ bank accounts are now:

$\text{\$X}$ Bank Account	\$150.00

$\text{\$X}$ Bank Delta Account	- 42.86

Which is sensible, because we still have $\text{\$X}150$, even though the rate may have changed. The magic thing is that our exchange rate is preserved:

$$\text{\$X} = R * \text{\$Local}$$

$$R = \text{\$X}/\text{\$Local}$$

$$= 150/107.14$$

$$= 1.4$$

Currency Gain/Loss

As we have just seen, a movement in the exchange rate will normally produce some sort of currency gain or loss. In the previous example, what we paid $\$100$ for is now worth $\$107.14$. The good news is that we have made a “profit” of $\$7.14$; the bad news is that in many jurisdictions this may be taxable (which is why you need accounting advice for this sort of stuff).

MoneyWorks recognizes two types of currency gain/loss: invoices in a foreign currency result in an “Unrealised Gain/Loss”; cash (bank accounts) result in a “Realised Gain/Loss”. The GL accounts to accumulate these are nominated as part of the currency setup, and are always in the local currency. You can specify different gain/loss GL accounts per currency if you want to track these by currency. You can also have the same GL account for Realised and Unrealised gains/losses, which will remove the distinction between them.

A currency gain/loss is recorded in MoneyWorks in two circumstances:

- when the currency rate is altered. This is recorded as a journal;
- when a transaction is posted that has an exchange rate that is different from the system exchange rate. This is recorded as additional lines in the transaction, and can be seen by printing the transaction using the Print Details toolbar button.

To see the realised or unrealised gain/losses for prior period, use the [Account Enquiry](#).

Departmental Accounts

Departments are one way that MoneyWorks Gold provides to simplify your account codes. Although not applicable to every user, they can be extremely useful in the right situation, typically where there are a number of entities that have a similar cost and/or revenue structure.

Departments can also simplify reporting. Most reports in MoneyWorks can be printed for the entire company or for just selected departments.

Examples of using departments:

- You run a fleet of vehicles, and want to track the revenue and operating costs per vehicle;
- You have a shop with a number of branches, and want to monitor the profitability of each shop, as well as the consolidated profitability;
- You are a builder who has a number of large projects per year, and need to track their expenses against budget;
- You want to monitor the costs (and possibly the revenue) associated with individual staff members;
- You are an entity that is organised around departments (e.g. a school with departments for English, Maths, French etc.)

Department Example

Consider as an example a construction company who has several major residential and commercial projects, and also has a couple of vehicles. Each project and vehicle can be represented as a Department (cost-centre) in MoneyWorks.

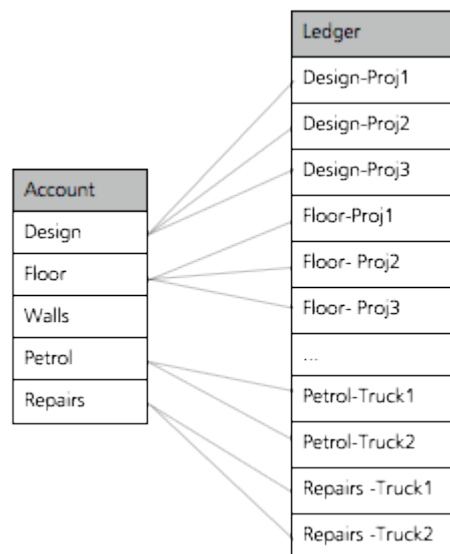
Department	Group	Classification
Proj1	Project	Commercial
Proj2	Project	Commercial
Proj3	Project	Residential
Truck1	Vehicle	
Truck2	Vehicle	

Departments are organised into *Groups*, so that the projects are in a group "Project", and our vehicles are in a group "Vehicle".

In the general ledger, the accounts that are directly concerned with project income and expenditure are assigned to the Group Project; those that are concerned with Vehicle costs (petrol, repairs, insurance etc) are assigned to the Vehicle group. These are referred to as Departmentalised accounts. Other accounts, such as office overheads, are not assigned to a group.

Account	Group
Design	Project
Floor	Project
Walls	Project
Petrol	Vehicle
Repairs	Vehicle

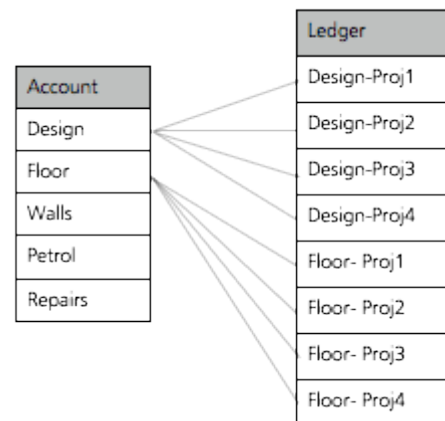
When an account is departmentalised in this manner, an individual ledger account is created for each department in the group, allowing for direct coding, budgeting and reporting.



When an entry is made in a transaction against a Departmentalised account, the department must be specified. Thus if Truck2 incurs repairs, we must code the expense as shown.

Code	Description
REPAIRS-TRUCK2	Repairs for Truck 2

If a new Department is added to a Group, the required new ledger records are automatically created. Thus if the construction company gets a new residential job PROJ4, just adding this to the appropriate Group (Project) will create the ledgers.



Reporting

Most General Ledger based reports can be printed by Department (cost centre) or type of Department (Classification).

The Report Settings allow you to run a consolidated report for the whole company, or reports that focus on a segment of the company. These segments include Departments and Classifications.

Settings for "Profit and Loss Comparison.crep"

Options ☐ Fewer Options

☐ Omit Zero Balances

☐ Include Unposted

☐ Print Movements

☐ Show Departments

☐ Cash Basis

Sort: Account Code

☐ By Quarters

Breakdown

None

None

Department

Category

Classification

Depts in Group

Preview

Cancel

Output to...

Preview

Time Interval

Period: Jan:2015/16

☐ Page Break Between

Title: Profit and Loss Comparison

Choosing *Department* displays a list of Departments, and we can select those we want to report on. A separate report is generated for each Department that is selected, with each report being pertinent to just that Department.

Breakdown

Department

PROJ1

PROJ2

PROJ3

PROJ4

TRCK1

TRCK2

1/6

☐ All Departments

Acme Widgets Ltd

Profit & Loss Report for Jun:2010/11

Project 2

Sales			Actual
1050			
1100			
Less: C			
2500			
2510			
2520			
Gross f			
2500	Design Expenses	18,000.00	
2510	Floor Expenses	15,050.00	
2520	Wall Expenses	0.00	
	Total Cost of Sales	33,050.00	
Gross Margin			(33,050.00)

Acme Widgets Ltd

Profit & Loss Report for Jun:2010/11

Project 3

Sales			Actual
1050			
1100			
Less: C			
2500			
2510			
2520			
Gross f			
2500	Design Expenses	18,000.00	
2510	Floor Expenses	15,050.00	
2520	Wall Expenses	0.00	
	Total Cost of Sales	33,050.00	
Gross Margin			(33,050.00)

Using *Classifications* we can get a consolidated report by type Department. Here we are looking at the total for Commercial projects.

Breakdown

Classification

COMM

RES

1/2

☐ All Classifications

Acme Widgets Ltd

Profit & Loss Report for Jun:2010/11

Commercial

Sales			Actual
1050			
1100			
Less: Cost of Sales			
2500	Design Expenses	74,000.00	
2510	Floor Expenses	33,987.00	
2520	Wall Expenses	15,500.00	
	Total Cost of Sales	123,487.00	
Gross Margin			(123,487.00)

What are Departments?

A department is basically a further level of breakdown in an account (in accounting parlance, a department is a subledger).

Departments are useful when the same income or expense codes are applicable to more than one similar item. Without departments each item would need an individual general ledger code, and potentially your chart of accounts could get very large. With departments, the same general ledger code can be shared by more than one item.

Departments can also be grouped for enquiry and reporting purposes by using *Classifications*. In a vehicle fleet for example, some of the vehicles might be diesel and some petrol. Some of the projects done by a builder might be residential and some commercial. Using classifications, we can easily see how the diesel fleet is performing compared to the petrol, or the residential side of the business compared to the commerical.

Each department can also have its own set of budgets, and any of the budget reports can report on actual and variance performance by department (e.g. a specific vehicle), by classification (e.g. diesel vehicles), or consolidated for the whole company.

How to Use Departments

Consider using departments whenever you have several items that are essentially the same (e.g. products, projects, staff, vehicles), and that you need to track income or expenses individually for each one.

You need to create a Department for each item, and then put like Departments into a *Department Group*—basically a container that collects the items together (e.g. a group of projects). Every time you start a new project, you create a new department and add it to the group, and when a project is complete, you remove it from the group.

You can of course have several groups. You might have a group of projects and a group of vehicles. Some of the expenses that are incurred will be specific to a vehicle (for example *Insurance, Repairs and Maintenance*), and some will be specific to a project (for example *Material Usage*).

In your chart of accounts you will have a single code for each of the main activities. You then identify which Department Group is appropriate for each of the account codes. So you will assign the group *Projects* to account *Material Usage*, and the group *Vehicles* to *Vehicle Insurance* as well as *Repairs and Maintenance*.

When you assign a Department Group to an account code MoneyWorks Gold automatically creates a subledger for each department that is a member of that group. Thus if there are four vehicles in our vehicles group, we would get four subledgers in each of our vehicle insurance and vehicle repairs and maintenance accounts. If we add more vehicles to the group, new subledgers are built for us automatically.

When an account is departmentalised like this, you access individual subledgers through a suffix on the general ledger code. Thus if we had a department code of “RED” for the red Toyota, and a code of “320” for Vehicle Expenses, we would use “320-RED” to identify Vehicle Expenses for the Red Toyota. The hyphen is used to separate the general ledger code from the suffix.

Departments

Departments are used to create sub-ledgers for accounts. You first define the departments that you want to use, then group them into *Department Groups*. Finally, by associating a *department group* with a set of accounts, you end up with sub-ledgers for those accounts.

The Departments command in the Show menu displays a list of all the departments set up for your system. If no departments exist, the list will be empty.

Adding a new Department

1. Choose Show>Departments

The list of departments in your system will be displayed.

2. Choose Edit>New Department or press Ctrl-N/⌘-N

The Department entry window will be displayed.

3. Enter the department code into the Code field

This code is used to identify the department, and is appended to the account code when transactions are entered.

It may be up to 5 characters in length. Characters can be either alphanumeric, and letters are automatically capitalised and spaces converted to underscores. The characters “@”, “?” and “-” are not permitted.

4. Enter a description for the department into the Description field
5. If you have previously defined departmental classifications, assign the classification to this department using the pop-up menu

A classification is an optional way of grouping departments together for reporting purposes. You can add or change [classifications](#) at any time.

6. Enter any details in the custom fields.

These are for your own use.

7. If you want the department to be used as a heading in a [subsummary report](#), set the **Heading Only** checkbox.

You will not be able to use the department in transactions.

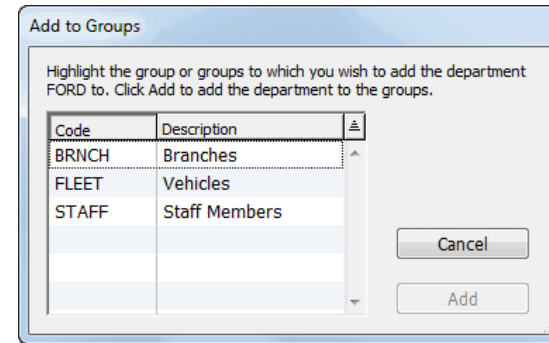
Assigning to a Group

If you have already created [Departmental Groups](#), you can add the department to the appropriate group at this point.

To add the department to a group:

8. Click the **Add...** button

The Add to Groups window will be displayed.



9. Highlight the group(s) to which you want the department to belong

10. Click the **Add** button

The department will be added to the nominated groups.

If you have not already created Departmental Groups, departments can be added to Groups when the groups are created or they can be assigned later.

11. Click **OK** or **Next** to save the information

Modifying a Department

Any of the department information can be altered at any time—including the code. If you do alter a departmental code, any transactions that use that department will be updated (this may take some time).

To modify a department, double click it in the Department list.

Note: You can **only** change a department, group, or classification code in single user mode—.

Removing a department from a group

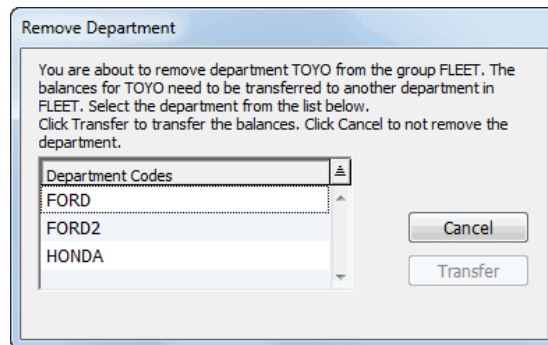
To remove a department from a group:

1. Double-click the department in the Department list

The department entry window will open.

2. Highlight the group(s) in the department entry window and click Remove

A dialog box asks you to choose which of the other departments in the group will receive the historic balances and any transactions for the department being removed.



3. Click on the departmental code and click *Transfer* to continue

All accounts associated with the group from which the department has been removed will have that subledger deleted, and any balances for the removed subledger will be transferred to the subledger of the nominated department.

All transactions, including posted transactions, that use the account-department are changed to have the nominated department instead of the removed one.

4. Click *OK* to accept these changes

Clicking Cancel will close the window without saving the changes.

Deleting a Department

Departments may only be deleted if they do not belong to a Department Group. If the department that you wish to delete is a member of one or more [Department Groups](#), you must remove it from these first).

Department Groups

A Department Group is a collection of departments, and is used to associate the member departments with accounts, thus creating sub-ledgers for the accounts. Only department groups can be associated with accounts—not individual departments.

A department can belong to any number of different groups. A group must contain at least one department before it can be associated with an account.

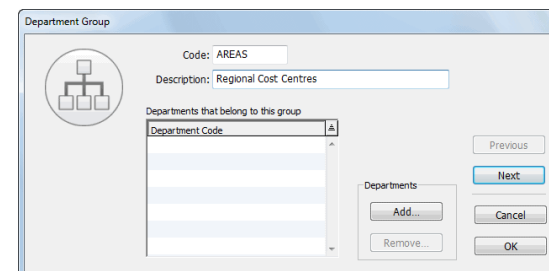
Creating a Departmental Group

1. Choose Show>Department Groups

The list of department groups in your system will be displayed.

2. Choose Edit>New Group or press Ctrl-N/⌘-N

The Department Group entry window will be displayed.



3. Enter the group code into the Code field

This code is used to identify the group and may be a maximum of 5 characters in length—characters can be alphanumeric—letters are automatically capitalised and spaces are converted to underscores—the “@” character is not permitted.

4. Enter a description for the group into the Description field

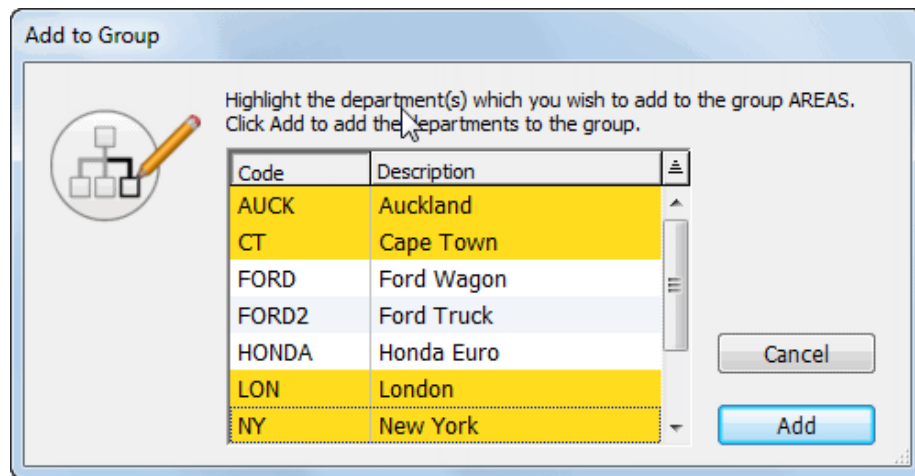
Assigning Departments to the Group

If you have previously defined departments in your system, add departments to the group at this point. If you have not already created Departments, groups can be assigned to departments as they are created.

To assign a department to a group:

5. Click the **Add...** button

The Add to Group window will be displayed.



6. Highlight the departments that you want to add to the group and then click the **Add** button

Once you have clicked the Add button you will not be able to change the code of the group and the Cancel button is dimmed. If you find that you need to change the code of the group, accept the record as is and modify it later. See the following section for details.

7. Click the **OK** or **Next** button to save the changes

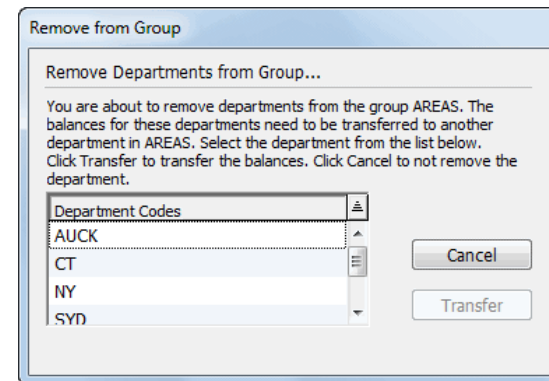
Modifying a Group

You can alter any information about a group simply by double-clicking the Department Group in the Department Group list. You can add more departments to the Group by using the Add button as described above.

Removing a Department from the Group

1. Highlight the department in the list of departments in the Group window and click **Remove**

A dialog box asks you to choose which of the other departments in the group will receive the historic balances and any transactions for the department being removed.



2. Click on the department code and then click **Transfer**

All accounts associated with the group from which the department has been removed will have that sub-ledger deleted, and any balances will be transferred to the nominated department.

All transactions (including posted) that use the account-department are changed to have the nominated department instead of the removed one.

Clicking Cancel leaves the department in the group.

3. Click **OK** to accept these changes

Clicking *Cancel* will close the window without saving the changes.

Deleting a Department Group

Department Groups may only be deleted if they have not been assigned to an account. If a Group is assigned to an account, you will be warned when you attempt to delete the Group, and will need to go into the account(s) concerned and change the group.

Associating Departments with Accounts

Departments cannot directly be associated with general ledger accounts. Instead you associate a *Department Group* with the account—the account is then automatically split into separate accounts (subledgers), one for each group. We call this *departmentalising an account*.

To Departmentalise an Account

When you departmentalise an account, it is split into a set of subledgers, one subledger for each department in the group. As the account itself no longer exists as a single entity, its balances are transferred to one of the subledgers. The change will be recorded in the Log File.

To assign the new group to the account:

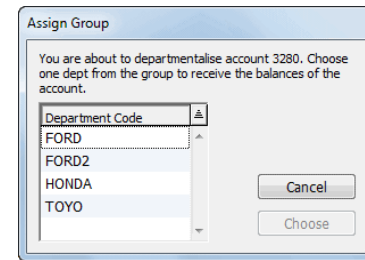
1. **Double-click the account to be changed in the Accounts list**

The Account entry window is displayed.

2. **Choose the Group from the *Dept Group* pop-up menu**
3. **Click *OK* in the Account window to make the change (or *Cancel* to discard)**

MoneyWorks Gold splits the account into sub-ledgers, one for each department in the chosen department group. Because you are splitting an existing account, MoneyWorks will need to know into which of the new

subledgers to place any existing balances and transactions. It will prompt you to choose:



4. **Select the department to which to transfer existing balances and transaction**

All transactions, including posted transactions, that use the account are changed to reflect this, so that detail lines for the account will now include the nominated department code. This may take some time.

If necessary, you can use a journal to redistribute the balances for the departments in the new group once the changeover is completed. Alternatively you may want to have a special “general” department in the group whose sole function is to take on the historic balances.

Removing a Group Assigned to an Account

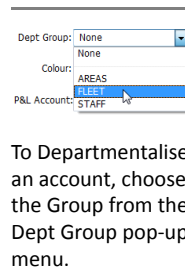
To “undepartmentalise” a departmentalised account, you disassociate the account’s department group from the account. This causes all the subledgers in the account to be consolidated into the account itself.

All transactions that use the account, including posted transactions, will be modified to reflect the fact that the account no longer has departments. The change will also be recorded in the Log File.

To Undepartmentalise an Account:

1. **Double-click the account that you want to change in the Accounts list**

The Account entry window is displayed.



2. Choose *None* from the *Dept Group* pop-up menu

You will be asked for confirmation.

3. Click *Yes* to remove the group

4. Click *OK* to save this change to the account

Historic balances from the sub-ledgers for each of the departments in the group are consolidated into a single account code. The department code suffixes will be removed from the detail lines of any transactions. This process may take some time.

Changing the Dept Group of an Account

Changing an account from one Departmental Group to another is a two step operation.

1. **Modify the account to remove the existing department group as previously explained**
2. **Modify the account again and assign it the new department, as explained above**

Department Classifications

Classifications are to departments what the pre-defined categories are to accounts—they are used to group related departments together for reporting purposes. A department can be associated with one classification, and this can be altered at any time.

The Classifications command in the Show menu displays a list of all the departmental classifications set up for your system. If none exist, the list will be empty.

Adding a New Classification

1. Choose *Show>Classifications*

The list of classifications in your system will be displayed.

2. Choose *Edit>New Classification* or press *Ctrl-N/⌘-N*

The Classification entry window will be displayed.

3. Type the classification code into the *Code* field

This may be a maximum of 5 characters in length—characters can be alphanumeric—letters are automatically capitalised and spaces are converted to underscores—the “@” character is not permitted.

4. Type a description for the classification into the *Description* field

5. Click the *OK* or *Next* button

Classifications can only be assigned to Departments in the Department entry window — see [Adding a new Department](#).

Once assigned the codes and descriptions of the departments assigned to a particular classification appear in the scrolling list at the bottom-left of the Classification entry screen.

Modifying a Classification: You can change the details of a Classification at any time by double-clicking on its record in the Classification list window.

Deleting a Classification: A Classification can only be deleted if no Departments are assigned to it. You will be warned if you attempt to delete a classification that has departments assigned to it—you need to change the Classification for the departments concerned, and then delete the classification

Using Products with Departments

The product account codes within MoneyWorks can be set up so that the code in the *Salesperson* field of each transaction is automatically appended as a department to the control account for the product. Thus if you have departmentalised your sales accounts by salesperson (perhaps using their initials as the department code), you can enter the initials into the Salesperson field and these will be appended where appropriate to the base sales account.

To do this, use the *Append Salesperson* check box in the Control Accounts section of the Product entry screen. Then, whenever you create a product transaction, you need only to record the salesperson's initials (the department code) into the Salesperson field and the transaction will be "charged" to the correct subledgers.

Setting Append Salesperson

You set the *Append Salesperson* option in the Product file for either (or both of) the income account when selling and the expense account when buying.

1. Choose **Show>Products** or press **Ctrl-3/⌘-3** to show the Product list
2. If the product already exists, double click on it, otherwise create the product in the normal manner

The product entry screen will be displayed.

3. Specify whether you will buy, sell and/or stock the item

This determines which control accounts are required.

4. Set the *Append Salesperson* option for the account by clicking on the check box

Cost-of-Goods Expense Acct:	2000	Purchases	☐ Append Salesperson
Income Account when Selling:	1300	Freight Recovered	☐ Append Salesperson
Asset Account for Stock:	5000	Stock On Hand	

The cursor will move to the account field

5. Type in the account code and press tab

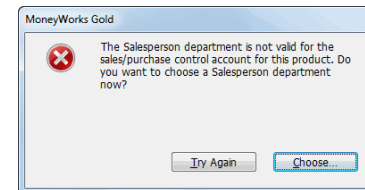
The account must be departmentalised, but do not enter a department at this point (e.g. enter "1000", not "1000-DEPT").

The *Append* button will reset itself if the account is not departmentalised.

If you enter the code for a departmentalised account without having set the Append option, the account choices window will open because it wants a complete code with department. Click Cancel and then set the Append option, or choose the account-dept combination from this.

Invalid Salesperson Entries

The Salesperson field in a transaction will affect any transaction that involves a product that has a control account set up with the Append option. Whenever one of these is encountered, MoneyWorks will append the code in the field onto the end of the account in the transaction. If the resulting code is not a valid account-department combination, an error message will be displayed:



Clicking *Try Again* allows you to rekey the product.

Clicking *Choose* will display a choices list of valid departments for the product's control account.

Note: The name of the Salesperson field can be changed in the [Document Preferences](#);

You will not be able to see the Salesperson field on the transaction entry screen if the [Field view](#) is set to *Simple*.

Because the *Salesperson* field must contain a valid department, take care that any validation list assigned to the Salesperson field only contains valid department codes.

Job Costing Tutorial

This tutorial will take you step by step through many of the features of the MoneyWorks job costing module. It is assumed that you are familiar with MoneyWorks before you start—if not, you should work through the MoneyWorks Tutorial.

An Overview of Job Costing

If you are an architect, graphics designer, mechanic, lawyer, builder or similar your income is derived primarily by selling your skills and time. In order to maximise your income, you need to manage and record the time you spend on specific projects or for specific clients.

In addition to time, you may have incurred direct expenses in completing the work (courier charges, parts, subcontractors and more). You will want to recover these expenses from the client when you bill them, or, if you have provided a fixed quote for the work, you will want to check that you have made a profit when the job is completed.

The job costing within MoneyWorks allows you to keep track of time and disbursements, and if necessary automatically invoice these.

Turning on Job Costing

We've assumed that you are familiar with MoneyWorks and have the Acme Widgets Tutorial file open. Because not every business needs job costing, it is disabled by default and needs to be turned on.

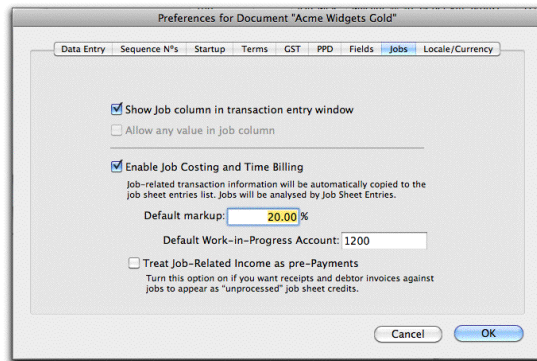
To turn the job costing features on:

- 1. Choose Document Preferences from the Edit menu**

The MoneyWorks preferences window will open. This contains a number of options that allow you to set MoneyWorks to work in the manner that best suits your operations.

- 2. Click on the *Jobs* tab**

The Preferences window will be shown.



3. Turn the *Enable Job Costing and Time Billing* check box on

The *Default Markup* and *Work-in-Progress Account* fields in the window will be enabled:

Default markup Goods or services purchased specifically for a job are often charged out at a higher rate than what was paid for them. You specify a default markup to use here—you can override this later for specific jobs.

Default Work-in-Progress account At the end of the financial year (and indeed, possibly at the end of each month), you will want to know how much work you have done that has not yet been charged for. MoneyWorks can calculate this work-in-progress amount for you, and transfer it into a nominated account.

4. In the *Default markup* field type “20”

The markup will be 20% unless otherwise specified.

5. Type “5600” into the *Default Work-in-Progress* account field

This is the work-in-progress account code for Acme Widgets.

6. Click the *OK* button

The preferences window will close.

The job costing has now been enabled and can be used.

Adding a New Job

Acme Widgets have secured a contract to refurbish a widget farm. They want to add this job to the job file.

1. Choose *Show>Jobs*, or press **Ctrl-4/⌘-4**

The jobs list will be displayed.

2. Click the *New* toolbar button, or press **Ctrl-N/⌘-N**

The job entry screen will be displayed.

This contains details of the job, including information to help you manage the project. For the purposes of this tutorial we are just going to use a few of the available fields— see [Job Control](#) for a complete explanation).

3. Type “100” into the *Code* field

This is the unique code by which the job will be identified. Codes can be alpha-numeric if required.

4. Type “Refurbish Widget Farm” in the *Name* field

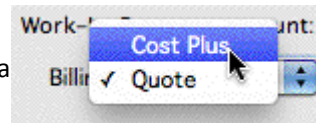
This is a brief description of the job.

5. Type “White” into the *Client* field

This is the code for the client for whom the job is being done, and must be for a debtor (because we are going to send them an invoice at some stage). If the client is a new one you can create a new code and enter the client details at this point. In this case the client is an existing one.

6. Set the *Billing* menu to *Cost Plus*

Jobs can be done either for a quoted fee, or on a time and materials (cost plus) basis, as is the case for this job. In this case Acme Widgets will be charging a 25% markup on the materials used.



7. Type “25” into the *Markup* field, and click *OK* to file the details

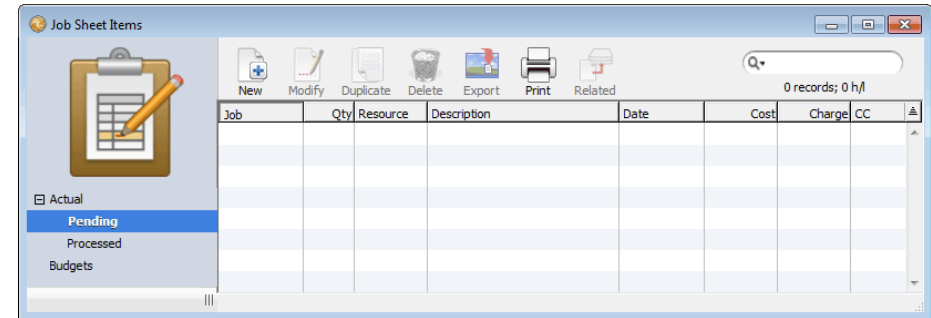
The job entry window will close, and the job will be shown in the job list.

Recording Time

Having set up a job we can enter time or disbursements against it. These will be accumulated over the life of the job, and used to prepare invoices and reports. They are recorded either directly into the _Job Sheet Items_ list, or if collated, using the Job Timesheet entry. We’ll use the list at this point.

1. Choose Job Sheet Items from the Show menu or press Ctrl-5/⌘-5

The Job Sheet Items list will be displayed.



This list contains a complete history of all activities recorded against all jobs. Activities fall into two types: tasks that have actually been done (Actual); and a plan of the resources required for the job (Budget). These are accessible from the sidebar tabs, with Actual being further divided into two types, Pending and Processed:

Pending This lists all job sheet items that have been entered but not yet charged out. When the items are invoiced they will be automatically transferred to the Processed tab.

Processed: This lists all job sheet items that have been charged out.

Like all MoneyWorks lists, this list can be sorted (by clicking on the column heading), summed (Sum Selection from the Select menu), searched and printed.

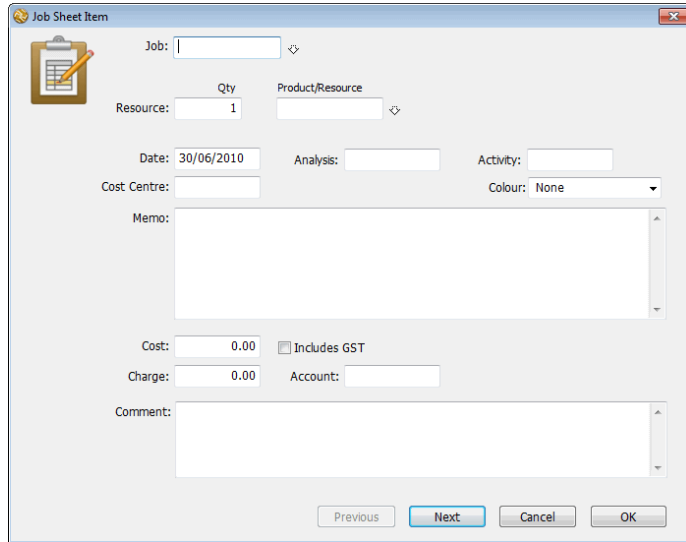
Jo Bloggs, the senior widget Engineer, has spent 3 hours with the client discussing the implementation and requirements of the project. This needs to be recorded. We need to create a new entry—this goes into the *Pending* part of the Job Sheets Item file.

1. Click on the *Pending* sidebar tab

This shows all unbilled job items—in this case there are none.

2. Click the *New* toolbar button, or press Ctrl-N/⌘-N

The Job Sheet entry window will be displayed.



The Job Sheet Item entry window contains the following fields and controls:

- Job:** A text field with a dropdown arrow.
- Resource:** A text field with the value "1".
- Qty:** A text field with the value "1".
- Product/Resource:** A text field with a dropdown arrow.
- Date:** A text field with the value "30/06/2010".
- Analysis:** A text field.
- Activity:** A text field.
- Cost Centre:** A text field.
- Colour:** A dropdown menu with the value "None".
- Memo:** A large text area for notes.
- Cost:** A text field with the value "0.00".
- Includes GST:** A checkbox.
- Charge:** A text field with the value "0.00".
- Account:** A text field.
- Comment:** A large text area for additional notes.
- Buttons:** "Previous", "Next", "Cancel", and "OK".

3. Type "100" into the *Job* field and press tab

The job and client details are displayed to the right of the job field.

4. Type "3" in the *Qty* field

This is the number of hours that are being recorded.

5. Type "T80" into the *Product/Resource* field and press tab

The total amount chargeable is calculated and displayed. Jo Bloggs is charged out at \$80 per hour¹, so three hours of his time is worth \$240.

T80 is the code that Acme Widgets use to record staff time that is to be charged at \$80 per hour. In practice you might have different codes for each staff member, and (if one staff member has more than one chargeout rate) you might assign him or her more than one code.

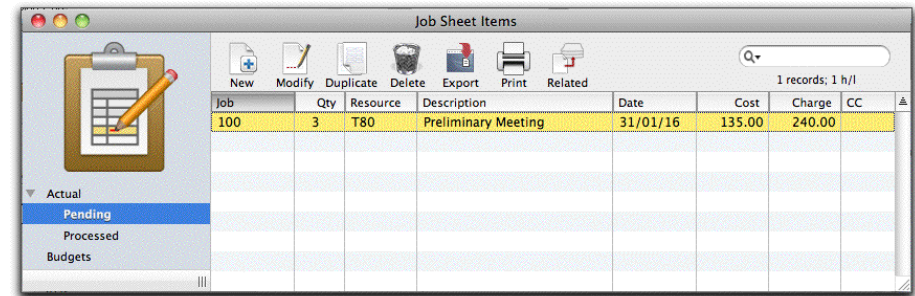
6. Tab to the *Memo* field and type "Preliminary Meeting"

This is a description of the work that was done, and completes the entry.

Note that for the purposes of this tutorial we have ignored the *Date* field. In practice you would want this to be accurate. We can also customise the entry window to minimise *tabbing* or add *validations*.

7. Click *OK*

The Job Sheet Item entry window will close, and the Jobs Sheet Items list window will be displayed, with our new entry listed.



The Job Sheet Items list window displays a table of job sheet items. The table has the following columns: Job, Qty, Resource, Description, Date, Cost, Charge, CC, and A. The first row is highlighted in yellow and contains the following data: Job 100, Qty 3, Resource T80, Description Preliminary Meeting, Date 31/01/16, Cost 135.00, Charge 240.00, CC, and A. The table also includes a toolbar with buttons for New, Modify, Duplicate, Delete, Export, Print, and Related. A search bar is located in the top right corner, showing "1 records; 1 h/l".

Job	Qty	Resource	Description	Date	Cost	Charge	CC	A
100	3	T80	Preliminary Meeting	31/01/16	135.00	240.00		

Helen Reeves has done 4 hours work in designing the layout of the refurbished farm. She has also had to use a couple of widgets out of stock. These need to be recorded.

1. Press **Ctrl-N**/**⌘-N** to create a new Job Sheet Item entry

The Job Sheet Item entry screen will be displayed.

2. Type "100" in the *Job* field and press tab

This is the code of the job for which the work was done.

3. Type "4" in the *Qty* field, and "T60" in the *Product/Resource* field

This is the chargeout code for Helen.

4. Type "Layout Design" in the *Memo* field

This completes the entry.

5. Click the *Next* button or press the keypad enter key

The entry will be filed, and you will be able to enter a new job sheet item. In this case we need to record the two widgets that Helen has used.

6. Type “100” in the *Job* field

7. Type “2” in the *Qty* field and “BA100” into the *Product/Resource* field, then press the tab key

Text will be displayed on the screen indicating that this is a stocked item.

BA100 is the product code for the type of widgets that Helen used. These items are stocked items, and Helen has taken them out of the warehouse. Because these have already been receipted into the stock system, MoneyWorks needs to create a special accounting entry (a “stock requisition journal”) to transfer them out of stock. This will be done when either the *Next* or *OK* button is clicked.

8. Click the *OK* button

The entry is filed and, because this is a stock requisition, a journal is created to transfer the value of the items requisitioned from a stock account to an expense account.

Recording Disbursements

Thus far we have seen how to enter time and stock requisitions. However jobs also can attract expenses (disbursements), and if these are tracked they can be recovered from the client. Helen had to drive 50 kilometres on a site visit. Acme Widgets charge travel at a flat rate of 54 cents per kilometre.

1. Create a new job sheet entry by pressing Ctrl-N/⌘-N

2. In the *Job* field type “100”

3. In the *Qty* field type “50”, and in the *Product/Resource* type “KM”

4. In the *Memo* type “Travel to Widget Farm”, then press *OK*

In situations such as this, it is appropriate to enter the expense record directly into the job sheet items. Other examples of this might be for photocopy recovery, tolls and so forth. However in many cases the company will be directly charged for the expense.

As a part of the job, Acme Widgets commissioned some consultants to investigate the planning aspects of the refurbishment. This charge against the job can be recorded directly against the job when the invoice from the consultants is processed in the normal Creditor transaction system of MoneyWorks.

1. Create a new transaction by pressing Ctrl-Shift-N/option-⌘-N

A new transaction entry window will be displayed.

2. Set the transaction type to Purchase Invoice and set its type to *By Account* (if necessary)

3. In the *Creditor* field type “BSUPP”

This is the code for the consultant concerned.

4. In the *Amount* field type 4500

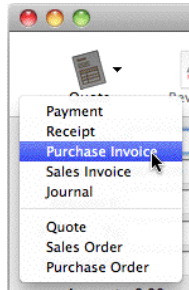
5. Type “2000” as the *Account* code in the detail line²

6. Type “Consultant’s Report” in the description

To associate an expense with a job you must specify the job code in the job column.

7. Tab to the *Job* column and type “100”

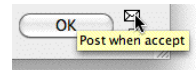
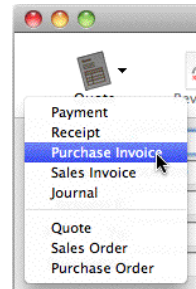
The line should be as follows:



Account	Account Name	Description	Net	TC	GST	Gross	Job
2000	Purchases	Consultant's Report	4,000.00	G	500.00	4,500.00	100

8. Click on the posting icon so the transaction will be posted, then click *OK*

When a transaction is posted, the information in any of the detail lines that contains a job code is automatically transferred to the Job Sheet Items file so it can be billed out.



Click on the *Post* icon

9. Press Ctrl-5/⌘-5 to show the Job Sheet Items list

You will see a new entry with a product code of Job-Misc in the list. This was automatically created when the originating accounting transaction was posted. Note that the amount to charge has been automatically increased by the job markup percentage.

Timesheet Entry

The job sheet list is one way to enter information about resources used on a job. Often however the information may come already “batched” into some form—a person’s timesheet is an obvious example, which records all the work for that person over a set period of time. Another example is a “job bag”, where a manual list is maintained of all the time and materials used on a particular job.

MoneyWorks has a special entry form that allows for fast input of collated data. This is referred to as (for lack of a better name) *TimeSheet Entry*. To access this:

1. Choose Command>Job Timesheet or press Ctrl-Shift-J/⌘-Option-J

The Timesheet entry window will be displayed:

To enter the job bag for our job:

2. Set the *TimeSheet by* pop-up menu to *Job*

You set this based on how the data was collected. For example, if it was a time sheet, you would enter it by *Resource*.

3. Enter “100” into the *for* field and press tab

100 is the code of the job bag we are entering. All entries on this screen will be assigned to job 100. Our job bag has the following entries:

Code	Qty	Details
T60	3	Revised Sketches
T80	5	Planning submissions
BA100	1	Bronze widgets
T60	2.5	Interim Report

4. In the *Resource* column, enter T60 and press tab

5. In the *Qty* column, enter 3 and tab to description

6. In the *Description* column, enter “Revised Sketches” and press the return key

The cursor will move to the next line

7. Repeat for the remaining lines on the job bag form

The final timesheet screen should be:

Resource	Qty	Date	Memo	Comment	Cost Centre	Account	Cost	Charge
T60	3	30/06/2010	Revised Schedule				90.00	180.00
T80	5	30/06/2010	Planning Submissions				225.00	400.00
BA100	1	30/06/2010	Bronze Widget Medium			2000	13.56	24.95
T60	2.5	30/06/2010	Interim Report				75.00	150.00

8. Click the *Accept* button

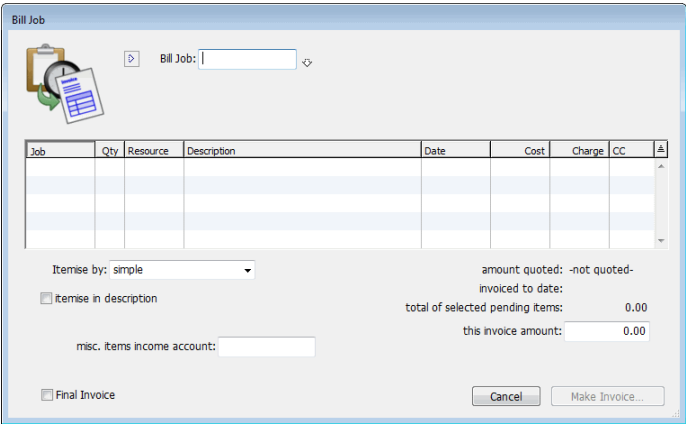
The window will close and the items you have entered will appear in the job sheet list ready for billing.

Invoicing the Job

Thus far we have been entering time and costs incurred in doing the work. We now need to issue an invoice for the work done. MoneyWorks will create an invoice for us automatically.

1. Choose Bill Job from the Commands menu

The Bill Job window is displayed.

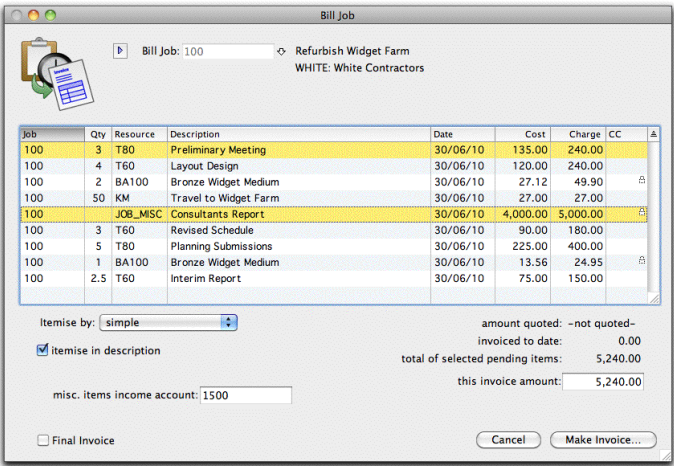


2. Type “100” into the Bill Job field and press tab

All unbilled items in the job are displayed in the list.

Using this window we can identify the items that we want to bill out, and also specify the total amount to invoice if it is to be different from the items we have specified. In this case we want to invoice just the preliminary meeting and the consultants report, so we need to turn the highlighting off for the other items.

3. Click on each of the other items in the list so that its highlighting is turned off, as shown below



Note that as you click on each item in the list the invoice total changes.

Before we can generate the invoice, we need to specify how we want the information grouped on the invoice and (as this is the first time we have used this command) specify some defaults.

4. Turn on the Itemise in description option

If this is on, the information in the *Memo* field of the job sheet items is transferred into the description of the invoice.

5. Type “1500” into the Miscellaneous Items Income field

This is the account that MoneyWorks will use on the invoice if it cannot determine the income account to use from the job sheet information.

6. Click Make Invoice

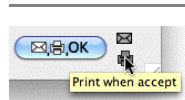
A Sales invoice entry screen will be displayed, complete with the information from the items we have selected. We could if we want change any of the information (such as the story) at this point.

Account	Account Name	Description	Net	TC	GST	Gross Job
1900	Consulting In...	Preliminary Meeting: Consultants Report	5,240.00	G	655.00	5,895.00
Total:			5,240.00		655.00	5,895.00

It is important to emphasize that this window contains the accounting details of the invoice, and is not the invoice itself. This will be printed according to whatever invoice form we choose, although it will have to draw its base information from this screen.

7. Set the Post and Print options and click **OK**

The invoice will be posted and the Print Sales Invoice settings window will be displayed.



Set the *Post* and *Print* options

8. Set the *Use Form* pop-up menu to *Service Invoice 1*, ensure that the *Output to* menu is set to *Preview*, and click the *Preview* button

The final invoice will be displayed on the screen. The layout of the invoice will depend upon what form was selected. You can design your own forms using the forms design features of MoneyWorks.

Note that in this instance all the information about the items used for the job have been itemised into a single line. It may be that you want to show the quantity of each resource used, or the date upon which work was done. These options are available, and are set using the *Itemise By* pop-up menu in the Bill Items screen.

9. Close the Preview window

10. Click the *Processed* tab in the Job Items List window

You can see that the items that we have included in the invoice have been transferred to this tab. They no longer show under the pending items. The *Processed* tab will list all job items billed out.

Job Reports

MoneyWorks comes with a number of reports and forms that allow you to monitor the costs and progress of a job. Even better, if you don't like our reports, and experience shows that everyone has different job reporting requirements, you can use the report writer to design your own.

The Detailed Job History report is used to provide a definitive summary of a job. To print this:

1. Choose *Show>Jobs* or press **Ctrl-4/⌘-4**

The job list will be displayed. To print the report for a job (or a number of jobs), simply highlight the job(s) in the list and choose the report in the sidebar.

In this case we wish to report on the Widget Farm job, which is still active.

2. Click on the *Active* sidebar tab to display the list of active jobs, and highlight the *Widget Farm* job by clicking on it once.

3. Click on *Detailed Job Summary* in the Reports section of the list sidebar

The settings for the report will be displayed.

4. Set the settings to those displayed above
5. Click on the page setup button and set the report orientation to landscape
6. The Job history report will be displayed



The Page Setup button

This provides a complete summary of the job, in this case organised by resources used. It includes details of the quantity used, their cost and recovery, and the amount remaining to recover. It also includes a list of any unposted disbursements against the job, so you can see additional charges that have not yet been finalised.

Job Analysis Reports

A number of job analysis reports are also provided with MoneyWorks, and you can access these through the choosing the appropriate one from the Job Reports item in the Reports menu. However (and perhaps more importantly, as job requirements vary so much from organisation to organisation), you can create your own analysis reports³. For example, you might want a report on who has worked on what job, or what are the actual resources used on a job as compared to the budgeted resources.

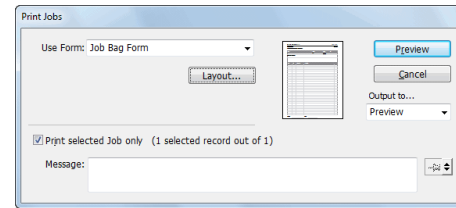
Job Forms

Using the [Forms Designer](#), you can also create your own job forms to help record and retrieve information about a job. A number of job forms have been provided for you: the Job Bag Form for example will print off an empty time sheet for the job, whereas the Job Work Statement will print off a form that itemises and summarises the time and disbursements against the job.

To print a job form:

1. Highlight the job(s) for which the form is to be printed in the job list
2. Choose Command>Print Job Form

The Print Job Form will be displayed.



3. Choose the form to print from the Use Form pop-up menu. In this case use the Job Work Statement form.

4. Click Print (or preview)

A form will be printed for each job highlighted in the list.

¹ GST/VAT/Sales Tax will be added to this if necessary when the job is invoiced.↩

² You would probably have a special code called "Consultants Employed" or some such thing. The demo file doesn't have one of these, so we'll just use the Purchases account.↩

³ For details on analysis reports, see [Analysis Reports](#). A tutorial on creating analysis reports starts [here](#).↩

Job Control

Tracking expenses, time and other resources associated with job or project work is easy in MoneyWorks.

There are several levels of job tracking available, and your own needs will determine which is most appropriate.

Job Tagging:

You can tag transaction detail lines with a job code. Thus if you purchase something specifically for a job, or prepare an invoice for a job, the appropriate parts of the transaction can be tagged to the job. Subsequently you can use an analysis report to look at the revenue and/or costs for the job.

Job tagging only operates on actual accounting transactions. When you make a purchase or a sale, you tag it to a specific job. Time sheets and stock requisitions cannot be entered.

To enable job tagging you must set the *Show Job column in transaction entry window* option in the Job Control preferences. Job tagging is discussed in [The Job file](#)—this chapter deals primarily with Job Tracking.

Job Tracking

You maintain a job file, and a job sheet for each job. The job sheet can record resources used in the job such as labour, disbursements and stock requisitions. Any accounting transactions that are tagged to the job will automatically be entered into the job sheet when the transaction is posted.

Thus the job sheet will accumulate a complete history of all expenses and income related to a job, as well as all resources used. Summary reports can be printed from the job file to help invoicing, or you can use the *Bill Job* command.

To enable job tracking you must set the *Enable Job Costing and Time Billing* option in the Job Control preferences.

Note: Because of the large volume of information which must be kept for full job tracking, your MoneyWorks file may become very large. To keep your file size at a reasonable level, you should consider deleting each job as soon as possible after you no longer require to report on it.

Setting up Your Jobs

You need to specify in the Job Control Preferences that you want to do job control, and what degree of job control you want.

Job Preferences

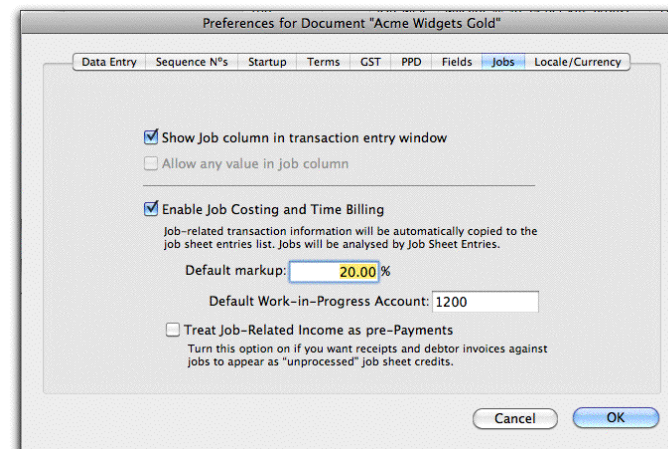
Before you can start using jobs, it must be enabled in the Preferences.

1. Choose Edit>Document Preferences

The preferences will be displayed.

2. Click on the *Jobs* tab

The Job Control preferences will be displayed.



The job control preference options are:

Show Job column in transaction entry window: If set, an additional column, the Job column, will be displayed in the detail line area of the transaction entry screen. This column can be used to enter a job code to tag that detail line as being associated with a job.

Item	Qty	Description	Unit Price	Disc. %	Extension	TC	Job
COURIER	1	Urgent courier for drawings	15.00	ea	0	15.00	G 101

The additional job column will appear in all transactions except journals. It is not possible to associate a journal with a job.

You must set this option for job tagging.

Allow any value in job column: Normally when you type an entry into the job column of a transactions detail line MoneyWorks will check to see that the entry refers to a valid job. If the *Allow any value in job column* option is set, you will be able to type any value into the job column. This option and the *Enable Job Costing and Time Billing* option are mutually exclusive.

This option cannot be set if you want to do job tracking.

Enable Job Costing and Time Billing: With this option set, any transaction detail lines that are tagged to a job will be transferred to the Job Sheet file when the transaction is posted, thus automatically tracking direct costs associated with a job. In addition various job billing facilities become available.

Setting the *Enable Job Costing and Time Billing* option enables full job tracking.

Default Markup: The default percentage markup applied to the cost of items used in the job.

Default Work-in-Progress Account: Any work done on a job that can be (but which has not yet been) invoiced out is called *work in progress*. This is an asset for your organisation, because at some stage in the future it can be converted into cash.

As an asset, it can appear on the balance sheet, and you can transfer it there by using the *Work-in-Progress Journal* command. The *default work in progress account* is the default account code for new jobs.

Treat Job-Related Income as Pre-Payments Turning on this option will cause job related income transactions to be transferred as pending (instead of processed) job sheet items. Turn this on if you create invoices (or receipts) coded to the job before work on the job has been done (e.g. a deposit or pre-payment on a job), and this income needs to be offset against subsequent work.¹

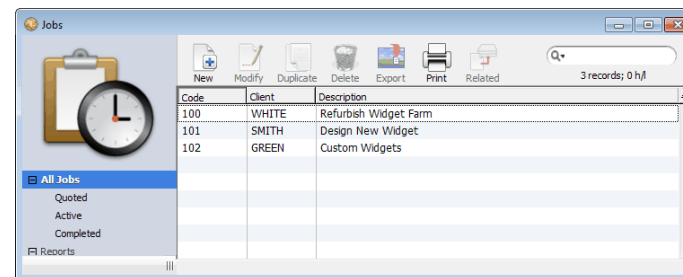
The Job file

The job file contains summary details about particular jobs and is presented as a list, with sidebar tabs representing the possible status for a job. For job tagging there is only one tab, whereas for job tracking there are a set of tabs that represent the job progress.

To view the Job list:

1. Choose Show>Jobs or press Ctrl-4/⌘-4

The Jobs list will be displayed



The sidebar tabs are:

Quoted: This is for jobs or projects for which you have quoted or tendered, but for which the quotes or tenders have not yet been accepted (or declined) by the customer. When new jobs are created they are automatically made as Quoted.

Active: This is for jobs which are currently in progress. Charges and job sheet entries can be made against active jobs, and they can also be billed out. When a charge or job sheet entry is made against a quoted job, it automatically becomes active.

Completed: This is for jobs which are essentially complete. A job becomes complete when an invoice is created for it with the *Final Invoice* option set. You can only make charges and job sheet items against a completed job if you have the Use Completed Job privilege set — see [MoneyWorks Privileges](#).

All Jobs: All jobs are listed under this tab (this is the only one available if full job tracking is not on).

Creating a New Job

Jobs can be created automatically from quotes using the *Accept Quotes as Jobs* command — see [To turn a quote into a job](#).

To manually create a new job from the Job list:

1. Choose Edit>New Job or press Ctrl-N/⌘-N

The Job entry screen will open

This is where you can enter or view the details of a job. The window is tabbed—the background information to the job is contained in the *Job Details* tab, while general comments can be entered under the *Comments* tab. The other tabs show pending, processed and budgeted work against the job.

Code: A unique code to identify the job—up to nine alphanumeric characters.

Name: A brief (255 character) summary of the job.

Client: The code of the client for whom the job is being done. You must specify this, and the client must be a debtor (so you can invoice them).

Colour: Colour is for your own use to easily identify jobs (e.g. Red for urgent).

Status: The status of a job can be Quoted, Active or Complete, and determines the tab in the Job list under which the job is displayed. This is normally maintained by MoneyWorks, defaulting to Quoted for new jobs, and changing to Active when a job sheet item is put against the job.

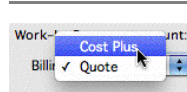
Categories: These are used in the same way as Product and Name categories for reporting, analysis and enquiries.

Project: If the job is a part of another job, the parent job code can be specified here. If used, the job must already exist.

Manager: The initials of whoever in your organisation is responsible for the job.

Work-in-Progress account: This will be by default the work-in-progress account specified in the job preferences. If you change it, it must be a current asset account. It is only used by the *Work-in-Progress Journal* command.

Billing: The Billing field reflects the basis on which you intend to invoice the job. There are two billing methods:



Quote: Used where you have provided a fixed price quotation for the job. The amount of the quote is entered into the Quoted field.

Cost Plus: Used where you intend charging for resources and products use in a job at a rate based on their cost. The percent markup that you will add to resources is entered into the markup field. For new jobs this will default to the value that you set in the Job Control preferences.

Note that MoneyWorks always tracks the costs of the job, regardless of what billing method you have selected.

Billed to Date: You cannot alter the Billed to Date amount—it is updated automatically whenever a sales invoice is posted that contains a detail line tagged to the job.

% Complete: For your own information, the percent of the job that has actually been complete. This is not maintained by the system.

Start Date: The date on which the job starts. Will default to today's date.

Target Date: The expected end date of the job.

Finish Date: The required end date of the job.

Customer Order No: The client's order number for the job.

Contact Person: Who (at the client's organisation) has responsibility for the job.

Phone: The phone number of the contact person.

Custom: Four fields for your own use. The first two can hold 255 characters, the last two 15 characters each.

Comments: Any comments (up to 1020 characters) about the job. This field is available under the *Comments* tab of the Job entry screen.

Modifying a Job

To change information about a job:

1. **Locate the job in the Job file list and double-click it to open**
2. **Change any information that you require**
3. **Click *OK***

Note that if you change the job code², the job will be disassociated from any existing job sheet items and you will not be able to invoice or delete these items.

Deleting a Job

A job can only be deleted when its status is *Completed*. To delete a job:

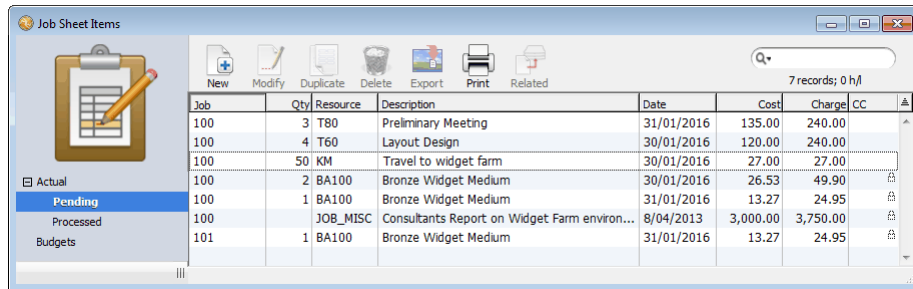
1. **Set the tab in the Job list window to *Completed***
2. **Highlight the job(s) to be deleted**
3. **Choose *Edit>Delete Job***

You will be asked for confirmation before the job is deleted.

Note: When the job is deleted, all associated Job Sheet entries, whether billed or not, will also be deleted. You should check that a job has been fully invoiced before deleting it. Transactions associated with the job are not affected when the job is deleted.

The Job Sheet File

The job sheet file records individual entries and budgets against jobs. It is only available if the *Enable Job Costing and Time Billing* job preference option is set. The entries are displayed in a standard tabbed list view.



Job	Qty	Resource	Description	Date	Cost	Charge	CC
100	3	T80	Preliminary Meeting	31/01/2016	135.00	240.00	
100	4	T60	Layout Design	30/01/2016	120.00	240.00	
100	50	KM	Travel to widget farm	30/01/2016	27.00	27.00	
100	2	BA100	Bronze Widget Medium	30/01/2016	26.53	49.90	
100	1	BA100	Bronze Widget Medium	31/01/2016	13.27	24.95	
100		JOB_MISC	Consultants Report on Widget Farm environ...	8/04/2013	3,000.00	3,750.00	
101	1	BA100	Bronze Widget Medium	31/01/2016	13.27	24.95	

Entries against a job can include resources used such as time, disbursements, stock and products. These can be actual or budgeted amounts.

The sidebar tabs in the view are:

Actual: All actual job sheet items (both Pending and Processed).

Pending: All actual job sheet entries that have been entered but not invoiced.

Processed: All actual job sheet entries that have been invoiced to the client.

Budget: All budgeted job sheet items.

Actual job sheet entries can be entered into any of the *Actual* sidebar tabs, or can be created automatically when a transaction tagged to a job is posted. Budget job sheet entries can only be entered in the *Budget* sidebar tab, or created automatically when a Quote is accepted as a Job — see [When a quote is accepted](#).

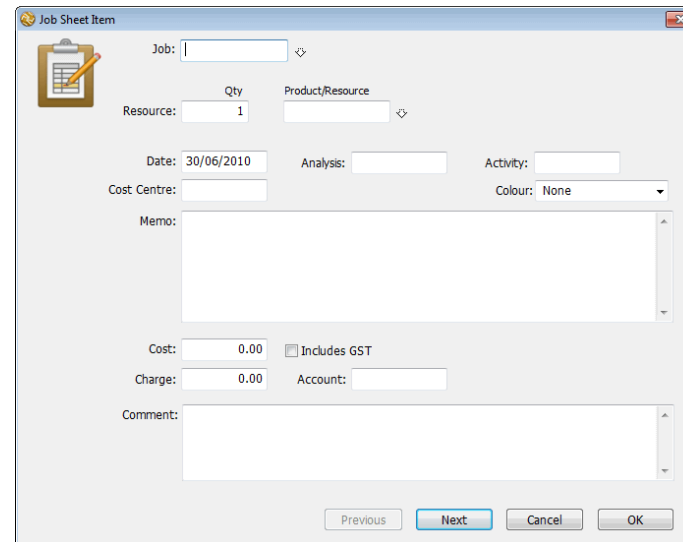
To Manually Enter a Job Entry

1. Choose **Show>Job Sheet Items** or press **Ctrl-5/⌘-5**

The Job Sheet Items file will be displayed.

2. Make sure the sidebar tab is not set to **Budget**
3. Choose **Edit>New Job Sheet Item** or press **Ctrl-N/⌘-N**

The Job Sheet entry window will be displayed.



4. Type in the **Job Code** for the entry and press **tab**

The job description will be displayed, and any selling [Sticky Notes](#) associated with job will appear.

If you enter an invalid code the choices window will be displayed, allowing you to select the correct code or create a new job by clicking **New**.

5. In the **Qty** field, type in the quantity of the item used

This can be any class of product that you sell.

6. In the **Product/Resource** field, enter the code for the item used

The item description, sell unit, memo and the pricing details will be displayed. This field must be filled in for every job sheet entry.

If you enter an incorrect code, the choices window will be displayed. Select the correct item by double clicking, or click *New* to create a new product. Note that the item's barcode can be used instead of its code.

If the product is a stock item, a message is displayed in the window and special action is taken by MoneyWorks — see [Stock requisitions](#).

Note: If you have [Location Tracking](#) turned on, a *Location* field will be available to enter the location from which the stocked item was taken (leave empty for the default location).

Similarly if you have [Serial/Batch tracking](#) enabled a Serial/Batch field will be available for the serial/batch number of the serialised inventoried items.

The screenshot shows a software interface with three input fields. The first field is labeled 'Resource:' and contains the number '1'. The second field is labeled 'Location:' and is empty. The third field is labeled 'Serial/Batch #' and is also empty. There are small icons to the right of the first two fields.

7. Change the *Date* field if necessary

This is the date that the resource was used on the job.

8. Enter whatever you wish is the *Analysis* field

The analysis field can be used for whatever you require—e.g. the initials of the person whose job sheet is being entered. Note that this and the Activity Code field can be controlled by [Custom Validations](#).

9. Enter an *Activity Code*, if any

Unless associated with a custom validation, this is a free form code.

10. Enter the *Cost Centre* for the product if desired

The cost centre must be a valid department code. If the *Income Account when Selling* field of the item is set to a departmentalised account, this department will be automatically entered into the Cost Centre field.

11. Change the *Memo* field if required

This defaults to the description of the resource entered. It can be up to 255 characters long, and is a description of what the entry is for. It will appear on the invoice if the [Itemise in Description](#) option is set in the Bill Job window.

The *Cost*, *Charge* and *Account* fields will be filled out automatically for you based on the resource used, and can be altered if required. Costs and charges are always assumed to be in the local currency.

12. Enter any additional comments into the *Comment* field

This is for internal use only, and will not appear on any invoice.

13. Click the *Next* button or press keypad-enter to save the entry and display a new entry screen, or *OK* to save and close the window

If *Cancel* is clicked, the entry is not saved.

Configuring the Job Sheet Entry Window: You may not wish to use all the fields in the Job Sheet entry window, or, if you are entering batched information, a given field might always contain the same information. You can configure the Job, Product/Resource, Analysis and Cost Centre fields to retain their value and/or to be omitted when you tab through the fields. To configure a field. You can also configure the Analysis and Activity Codes to require [custom validations](#):

1. Right click in the field, or if you are persevering with a single button Mac mouse, hold down the control key and click in the field

A pop-up menu with configuration options will be displayed.

2. Select the option you require and release the mouse

The available options are:

Tab Into: Pressing tab while in the previous field will move you into this field;

Don't Tab into: The field will be bypassed when you press tab;

Remember Value: The previous value that you typed into this field will automatically appear in a new job sheet entry;

Clear Each Time

The field will be blanked between each new entry.

Automatic Entry from the Transaction File

When the *Enable Job Costing and Time Billing* Job preference item is set, details from each transaction detail line that is tagged to a job will be automatically transferred to the Job Sheet list when the transaction is posted., e.g. the line:

Item	Qty	Description	Unit Price	Disc.%	Extension	TC	Job
COURIER	1	Urgent courier for drawings	15.00	ea	0	15.00	G 101

when posted creates the following Job Sheet Entry:



Job: 101

Design New Widget

J Smith & Sons Ltd

Qty

Product/Resource

Resource: 1 ea

COURIER

Courier

Date: 30/06/2010

Analysis:

Activity:

Cost Centre:

Colour: None

Memo: Urgent courier for drawings

Cost: 15.00

Charge: 18.00

Account: 2300

Comment:

Previous

Next

Cancel

OK

Entries that are automatically created from a transaction in this manner should not normally be altered or deleted—this is signified by the display of a padlock in the right hand column of the Job Sheet Items list. The following is transferred:

Transaction Record	Job Sheet Entry
Transaction.TransDate	Date
Detail.JobCode	Job

Detail.Qty	Qty
Detail.StockCode	Resource
Detail.Unit	Unit
Detail.Description	Memo
The department suffix from the detail. account (if any)	Cost Centre
Transaction.Analysis	Analysis
Detail.AccountCode	Account

The Cost will always be the current standard cost of the item. The Charge will vary according to the [Job Pricing](#) settings in the product .

Transferring from service transactions: It is mandatory to specify a product in the Job Sheet Entry file. However in a service transaction no product information is given. When the detail line from a service transaction is transferred, MoneyWorks will give it a product code “JOB_MISC”, and a quantity of 0.

If the product JOB_MISC does not exist, it will be automatically created. The cost of the item will be taken from the transaction detail line, and the standard markup for the job (or the default markup if the job is on a quotation basis) will be used to determine the charge price for the job.

If you want to use a different pricing regime for these items, you should create the JOB_MISC product yourself, and set its job pricing as desired.

You can enforce the entry of a job code in a service transaction by setting the Job Code Required option in the [Accounts entry screen](#).

Transferring from transactions involving inventory: If you tag a transaction detail line that refers to a stocked product, the inventory levels for the item on the detail line will not be affected. If the item is purchased, it is assumed that it is being purchased specifically for the job, so the item’s *cost of goods* account is debited instead of the stock account³; if it is being sold, it is assumed that the item has already been requisitioned from stock through the job sheet items, so the *income* account for the job is credited instead of the stock account. But see [Stock Requisitions](#) for the exception to this.

Transferring from Income Transactions: Normally tagged income detail lines will be transferred as processed job sheet items, on the assumption that the work has already been done for the job. This is what normally happens when you post an invoice created by the *Bill Job* command. However if, for

example, a deposit has been prepaid on a job, this may not be true. Income detail lines can be transferred as pending job sheet items if the preference option *Treat Job Related Income as Pre-Payments* is set. This allows you to offset previous income against work done.

Modifying Job Sheet Entries

Pending job sheet items can be modified or deleted, although entries that have been automatically created from a transaction record (shown with a grey padlock next to them) should not need to be modified or deleted (if they are, the job sheet summary will no longer be the same as the accounting record). Entries that have been processed (billed) cannot be modified, but they can be deleted.

Note: Pending job sheet entries that involve stocked products can be deleted, even though a stock requisition journal was made (and posted) when the entry was made. If the item was returned to stock, make a correcting job sheet entry with a negative quantity instead of deleting the original.

To modify job sheet entries:

1. **Highlight the record(s) to modify in the Job Sheet Entries list**
2. **Choose Edit>Modify or press Ctrl-M/⌘-M**

Double click a single record to modify it.
3. **Make the required changes to the record**
4. **Click *OK* or *Next* to save the changes**

Double click a single record to modify it.

An alert will show if the record cannot be modified.

Note: If you change the code in a job sheet item that was created when a transaction was posted, the code in the appropriate detail line of the originating transaction will also be updated.

Deleting Job Sheet Items

There are certain restrictions (discussed above) to deleting job sheet records.

1. **Highlight the record(s) to delete in the Job Sheet Entries list**
2. **Choose Edit>Delete Job Sheet Items**

A confirmation box will be displayed
3. **Click *OK* to delete the records**

A confirmation box will be displayed

Job Sheet Entries are also deleted when the job is *deleted*. Note that you should not delete a Job until you no longer require reports on it.

Timesheet Entry

As well as entering Job Sheet items individually through the Job Sheet Item list, MoneyWorks allows “batch” entries through the job “timesheet”. Although termed a “timesheet”, information can be entered by resource (user), job, date and cost centre. To enter job sheet information by a timesheet:

The Timesheet Entry window can also be used as an easy way to enter **job budgets**.

- 1. Choose Command>Job Timesheet**

The Timesheet entry window will open

[illegible]

2. Set the Timesheet by pop-up to the desired main entry method, enter the key value into the for field, and press tab

For example, if you are entering your time you would set the pop-up to *Resource* and the for field to your code for time; if you have used the *Job Bag* form to collect information about a single job, you would set the pop-up to *Job*, and put the job code into the for field.

Note that the entry columns are determined by the setting of the pop-up menu. Pressing tab would have taken you to the first line, provided that you had made a valid entry in the for field (if you entered an invalid code, the Choices window would have been displayed).

3. Enter the required details into each field

Use the tab key to move you between fields (shift tab to go backwards). The return key will move you to the next line, creating it if need be.

The fields are described in *To Manually Enter a Job Entry*.

Note: Cost and charge amounts are always assumed to be in the local currency.

Note: Once you have entered data into the timesheet, you cannot change the *Timesheet* pop-up until you *Accept* or *Discard* the current entries.

4. When all the details are entered on the timesheet, click *Save Entries as Actuals*

The entries will be checked—if there is anything that needs fixing (such as a blank required field), a notification will be displayed. You need to correct these before the timesheet can be accepted.

Note: If you are entering *job budgets* instead of actual time sheet entries, click the *Save Entries as Budgets* button.

Clicking Discard will, after prompting, discard the entries.

When a timesheet is accepted, individual job sheet records are created for each line on the timesheet form; these can be seen in the *Pending* sidebar tab of the Job Sheet Items list. Note that the original timesheet entry window cannot be

recreated (it is for batch entry only, not for subsequent editing). Instead if necessary edit the items in the job sheet items list.

Tips on Timesheet Entry

- Use the return key to move to the start of the next line (saves tabbing to the end). If necessary a new line will be created;
- Use the Up and Down arrow keys to move vertically through lines on the timesheet screen;
- Click the *Delete* icon, or press Ctrl-Shift-D/⌘-Delete, to delete the current line;
- You can have more than one timesheet open at once—simply choose Command>Job Timesheet

Stock Requisitions

It is often necessary to requisition stock items for use in a job. For example, a sail maker you will have stock of sail cloth. When making a sail for a client, the necessary cloth will be extracted from the store room and used for the job.

Stock requisitions can be handled by simply creating an entry in the job sheet file for the quantity of the item used. When a stock item is used in this manner, a message is displayed in the job sheet entry window:

	Qty	Product/Resource
Resource:	1	ea BA100
Bronze Widget Medium		
This is a stock item. A Stock Requisition Journal will be created and posted when you click OK or Next.		

When the *OK* or *Next* button is clicked, a stock requisition journal is automatically created and posted (even if the stock item is out of stock), so that the stock level is reduced⁴. The journal will be have the same date as that on the job sheet item. Because of the accounting transaction associated with it, care should be taken in subsequently modifying or deleting such a job sheet item.

Stock items entered into the Job Timesheet window will also generate a stock requisition, but no warning is given.

Note: If the item is serialised, you will need to enter the serial/batch number into the serial number field. Similarly a location field will be visible if the *Stock Location tracking* option is on.

Important: In general, transaction detail lines involving stock items that are tagged to a job will have no effect on the actual stock level. For purchases, it is assumed the item is being purchased specifically for the job. For sales, it is assumed that a stock requisition has been made through the job sheet file as described above, and is just now being invoiced out. The one exception to this is stocked items that are received *before the invoice is processed*: these go into stock and must be requisitioned separately.

Cost and Sell Pricing

Maintaining correct costs and chargeouts is critical to job costing. When you enter a job sheet item, MoneyWorks automatically enters the cost and sell price for the item.

Note: All prices that are used in the job sheet file are GST/VAT/Tax exclusive—this will be added (if appropriate) when you invoice the job.

Note: Costs and prices are converted into the local currency in the job system. If you bill the job to a client using a different currency, the invoice is generated in the client's currency based on the system exchange rate.

Sell Price

The sell price is what you expect or normally sell the item for. It is entered in the job sheet for information only, and is not a commitment to sell the product or resource at that price. It is based on the client's Price Code, discount and quantity price breaks at the time of entry.

The real sell price is determined when you invoice the job out, and may bear no relationship to the calculated sell price for the job. Indeed the individual items that have been entered in the job sheet may not appear at all on the final invoice, and hence may not have a real sell price. Only the total job itself will have a value.

Costs with Job Tracking

How the costs and markup are calculated for products and resources when the Job Control preference *Enable Job Costing and Time Billing* is set is determined by the settings in the Costing panel of the Product entry-screen.

The Standard Costs fields relate to costing information, while the *Job Pricing* pop-up menu is used to determine charges for the item.

Standard Cost: This is the standard cost that will be used in job costing. If the product is purchased the purchase price of the item is used. For non-purchased items you can specify a “standard cost”. This represents the estimated cost to you of providing the item—determining a standard cost is something of a black art.

Cost Account: This is the cost account for the item for work in progress purposes, which can be specified here for non-purchased items. For purchased items, this will be set to the cost of goods account as specified in the *Details* tab.

Note: This account is used to create the *work in progress journal*. If there is no cost account specified then costs associated with this resource will not be considered as work in progress.

Use Product Sell Price: The sell price is that of the sell price in the product file.

If the product is entered into the job sheet file directly, the buy price of the product is used to determine the cost price, and the sell price of the product determines the sell price. If the item is a stocked product, the average unit price is used to determine the cost price (and a stock requisition journal is created).

If the product is entered into a transaction detail line associated with a job, the cost price is the actual price paid as specified in the detail line, even if the product is a stocked item.

Use Job Markup applied to Std Cost: The sell price is determined by applying the standard markup for the job to the cost. The cost is determined in the same manner as in the *Use Product Sell Price* option.

Use Undiscounted Purchase Price: This only affects products entered through a transaction, and not through the job sheet entry. The product must be purchased and sold, and not a stock item.

Consider the following: Part of the service of an interior decorator is the supply of fabric. Conceivably each possible fabric could be entered as a product, with its own code and price. However with thousands of possible fabrics, each with a different colour, width and price, and with designs being added and discontinued each day, the maintenance of such a product file would be immense. The *Use Undiscounted Purchase Price* option is designed for this situation.

Following on from the example above, a generic product with a code of FABRIC could be used, with no buy or sell price specified (these would vary depending fabric type), with the Job Pricing set to *Use Undiscounted Purchase Price*. Let's say we purchase two lots of fabric for job 102. We enter the purchase as either a creditor invoice or a cash payment (depending upon how we paid for it). The detail lines of the transaction will be:

Item	Qty	Description	Unit Price	Disc. %	Extension	TC	Job
FABRIC	20	Fabric: Purple and Puce Chintz	45.00 m	30	630.00	G	102
FABRIC	10	Fabric: Vermillion Indian Cotton	30.00 m	25	225.00	G	102

Here we have entered the recommended retail price of the fabric (per unit) into the Unit Price field. This is how much we intend to charge the client for it, and hence this will become the sell price. However we actually pay less than this for the fabric, and we enter the total amount paid (less GST/VAT/Tax) into the extension column. This becomes the cost price of the item. When the transaction is posted, a job sheet item is created, for each detail line. The first of these is shown below.

In summary, when products with *Use Undiscounted Purchase Price* set are transferred from a transaction to a Job Sheet, the sell price is determined by the UnitPrice x Qty, and the cost is set to the (discounted) Extension.

The screenshot shows a 'Job Sheet Item' window. At the top, it says 'Job: 102' and 'Custom Widgets Green's Garden Depot'. Below that, 'Qty' is 20 and 'Product/Resource' is FABRIC. The 'Date' is 30/06/10. There are fields for 'Analysis', 'Activity', 'Cost Centre', and 'Colour' (set to None). A 'Memo' field contains 'Fabric: Purple and Puce Chintz'. At the bottom, 'Cost' is 630.00, 'Charge' is 900.00, and 'Account' is 2300.

The Work-in-Progress Journal

A Work-in-Progress journal can be created at any time. This is a reversing journal that determines the value of your work-in-progress at a point in time. You will need to do this at the end of the financial year, and possibly at each month end.

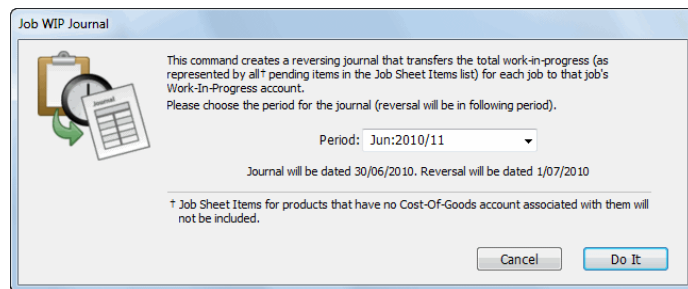
The journal is created by scanning all pending job sheet items dated on or before the journal date. The expense items in these are summarised by account code and by work-in-progress account. The journal debits the work-in-progress account(s), and credits the expense accounts. Entries with no expense account code will be ignored.

The journal will be set to automatically reverse at the start of the next period, crediting the work-in-progress account and debiting the expense items. Thus the work-in-progress journal will correctly carry forward unbilled jobs to the next financial year.

To create the Work-in-Progress journal:

1. Choose Command>Work-in-Progress Journal

The Job WIP Journal Creation window will be shown.



2. Set the *Period* for the work-in-progress journal

This will normally be the current period. The journal will be dated on the last day of the period.

3. Click *Do It*

The unposted journal will be created and displayed. This is a standard general ledger journal which is set to reverse on the first day of the next period. It includes all unprocessed job sheet items dated prior to the last day of the selected period that have an associated expense account.

4. Click *OK* to save the journal, or *Cancel* to discard

If you also set the post option the journal will be posted.

Job Billing

At some point you will want to create an invoice for the job. This can be done at any stage after you have created the job in MoneyWorks, and you can raise as many invoices for a job as you want— there might, for example, be a pre-payment on the job, the job might be invoiced out in a number of predetermined amounts, or there might be a single invoice for the whole job.

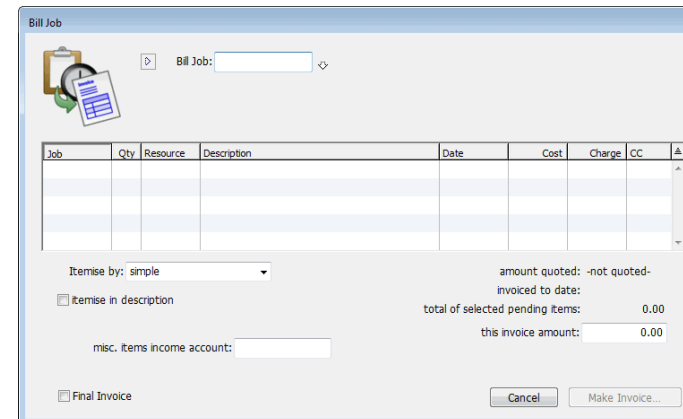
Creating an Invoice for a Job

When you bill a job, you are asked what items to include in the invoice, how much to invoice and what form the invoice should take. The invoice is then generated for you (as an unposted transaction), and you have the opportunity to alter it if you need to.

To create an invoice for a job:

1. Choose Command>Bill Job or press Ctrl-\\%-\

The Bill Job window will be displayed.



2. Enter the code for the job you wish to invoice and press tab

A list of unprocessed job sheet items will be displayed. These are the items that have not yet been accounted for in previous invoices. Items in this list that are highlighted (they are all highlighted by default) will be included in the next invoice.

Note: If there are any outstanding purchase orders or unposted transactions against the job, a warning message will be displayed at the bottom of the window.

Note: If the job code is also a project code, any job sheet items for jobs belonging directly to the project will be included and able to be billed out. However the warning for unposted/incomplete will only be shown for transactions that relate to the project, not to the sub-jobs.

3. Click on any items in the list that you do not wish to invoice

Whenever you click on an item, its highlighting will be turned off. Clicking on the item again turns the highlighting on.

Itemise by: There are many different ways in which you can create an invoice. You might for example just want a simple invoice that says “As per quotation”, or alternatively you might want to itemise every item used. This is determined by the *itemise by* pop-up menu, whose options are:

simple: A single line service invoice will be created. The income account will be that specified in the miscellaneous items income account. When the invoice is created you will need to enter the text to appear on the invoice, unless the *Itemise in description* option is set (see below).

date and resource: Each job sheet item is presented on the invoice in date order.

resource: Job sheet items are accumulated by resource, and a single invoice line is generated for each resource used in the job.

account: Job sheet items are accumulated by (income) account, and a single invoice line is generated for each account used in the job.

cost centre: Job sheet items are accumulated by cost centre, and a single invoice line is generated for each cost centre—you must supply a departmentalised account whose group contains the cost centres.

4. Choose the type of invoice you want to generate from the *Itemise by* pop-up menu

Itemise in Description: It may be that you want to summarise the job sheet items memo fields on your invoice. For example:

To: Meeting with John; Site Visit; Preparation of Plans

5. Set the *Itemise in Description* option if you want the memo descriptions carried through to the invoice

The memos made in the job sheet items will be gathered together and will appear on the appropriate invoice lines. This option is not available for all invoice types.

Miscellaneous Items Income Account: There will be situations where the income account for an item cannot be identified from the information in the job sheet items. The obvious example of this is where you are creating a single line service invoice—MoneyWorks needs to be told which income account to use. Other instances will arise where (for example) the cost centre used is not a valid department for the specified account.

To overcome this possibility, you must specify a default general ledger income account when you are preparing an invoice.

6. Enter the *miscellaneous items income account code*

This is the default income account that MoneyWorks will use if it cannot determine which income account to use. It must be an income account, and if it is departmentalised, the department must be specified.

This Invoice Amount: The *this invoice amount* field contains by default the sum of the job sheet items that are highlighted. It may be that you do not wish to invoice this exact amount out (for example, there were some problems with aspects of the job that caused costs which you cannot pass on).

You can change the amount of the invoice by entering an amount into the *this invoice amount* field.

7. If you want to make the invoice for a different amount than that calculated, enter the amount into the *this invoice amount* field

This is the amount that will appear on the invoice.

Balance by: If you change the invoice amount, the generated invoice may no longer add up and will need to be adjusted. You specify how the adjustment will be done using the *Balance by* options:

pro rata detail lines: The net value in each detail line in the transaction is multiplied by a constant so that the sum of the detail lines agrees with the altered invoice amount.

add miscellaneous items line: An additional detail line is added to the invoice. The amount of this line is the difference between the sum of the highlighted job sheet lines and the invoice amount entered. It will be positive if you have increased the amount of the invoice and negative if you have decreased the amount. You can enter whatever text you want in the invoice to explain the adjustment.

carry difference forward: Similar to “add miscellaneous line item”, except that a new pending job sheet item is also created for the difference. This can be billed out in a future Bill Job, either reducing or increasing the size of that invoice. You can use this for pre-billing, with the amount being carried forward to offset against work done.

8. If you have altered the invoice amount, set the *Balance by* option to how you want the invoice to be adjusted.

Final Invoice: If set, moves the job from Active to Completed

9. If this is the last invoice that you will be issuing for this job, set the *Final Invoice* option

The job will be transferred from active to complete after the invoice is made. Note that this does not preclude you from raising further invoices (or entering additional costs) into the job should it be necessary.

10. Click *Make Invoice* to generate the invoice

A debtor invoice will be created (to the customer specified in the job in the job file) and displayed on the screen.

Note: If the client does not use the local currency, the charges on the invoice will be converted to the client’s currency at the system exchange rate.

You can change this invoice if required. However if you create additional detail lines in the invoice be sure to make sure that the new lines are tagged to the job, otherwise they will not be transferred through to the job sheet items file and your job profit reports will be incorrect.

Note : If you are billing items out that require a serial/batch number and which were requisitioned, the serial/batch number is *not* carried through onto the invoice transaction (and should not be entered there). This is to avoid double counting the item’s serial number (the same applies to stock locations).

If you need to show the serial/batch number on the invoice, you can modify the invoice form to include a Find() function that gets the serial/batch numbers from the original job sheet lines. The following for example, when inserted into a column of the form (with word-wrap on), will list up to 100 serial numbers for each product billed on the job:

```
find("jobsheet.serialnumber", "resource = `" + detail.stockcode + "`
and DestTransSeq = "+transaction.sequencenumber, 100, "\r")
```

See the [MoneyWorks Forms Designer](#) for more information on creating and modifying invoice forms.

11. Click *OK* to save this invoice

The invoice will be saved as an unposted transaction (or posted if you have set the post option), and all job sheet items included in the invoice will be transferred from pending to processed (so they won’t be invoiced again).

If you click *Cancel*, the invoice will not be saved and you will be returned to the Bill Invoice screen where you can tinker further.

Project Billing

If you enter a project code when you use Bill Job, all job sheet items for jobs that are in the project will be displayed (but not sub-jobs for these jobs). This allows you to bill a number of jobs (the debtor is the project client) in one go.

A side effect of this is that the invoice will be tagged to the project, and not to the individual jobs. Thus the income will not be recognised by the job report for the jobs (but will appear in the job report for the project).

Writing off a job

There will be occasions when work has been done on a job, and all or part of the job cannot be invoiced. To write off job sheet items concerning a job:

1. Highlight the job items to write off in the job sheet list

Only those job sheet items that you want to write off should be selected.

2. Either: choose Edit>Delete Job Sheet Items

The highlighted items will be deleted. This leaves no record of them.

or: Choose Command>Move to Processed without Billing (or press Ctrl-K/⌘-K)

The highlighted items will be moved from Pending to Processed. This allows you to mark items as being processed without raising an invoice.

Job Budgets

Cost budgets can be specified for each job by manually creating budget job sheet items. These contain similar information to job sheet items, except that the requirements on entering the information have been relaxed.

These can also be created automatically from Quotes by using the *Accept Quotes as Job* command — see [Quotes](#).

Job budgets can also be entered “in bulk” by using the [Job Timesheet](#). Just click the *Save Entries as Budgets* instead of *Save Entries as Actuals*.

Entering a Job Sheet Budget

To enter a job sheet budget:

1. Choose Show>Job Sheet Items or press Ctrl-5/⌘-5

The job sheet items list will be displayed.

2. Click on the Budgets sidebar tab

Any existing budget records will be displayed.

3. Choose Edit>New Job Entry or press Ctrl-N/⌘-N

The job sheet budget entry screen will be displayed.

4. Enter the job code into the Job field

You must specify the job code for the budgeted item. If you enter an incorrect code the choices list will be displayed.

The type of information that you will enter depends on to what level you have done your budgeting. For example if you have a budget for every single resource used in a job, you will need to enter the budgeted quantities and resource codes for each of these. Alternatively, if you are budgeting by cost centre, you will need to enter a budget record for each cost centre involved in the project (leaving the resource empty).

Another factor to consider when entering budgets is their timing. You can use the date field to indicate when approximately the budgeted resource will be used. If there is a single budget for the entire duration of the product, your budgets will be dated the same. If the budget is monthly, you will have several entries (each dated differently) for each resource or cost centre for each month.

5. Enter the budget items and figures for this level of budget

6. Click *Next* to save these and enter another level of budget

Click OK if this is the last item in your budget.

Job Budget Reporting: You can report on budget figures in the job analysis reports — see [Value Columns](#). However it is important to realise that these reports will only pick up the budget figures for the breakdown level of the report.

As an example, consider the case where you have budgeted for every resource used in a project. If you print out a report based on Cost Centre, the budgets will show as zero. This is because there are no budgets for the cost centres (they are for products). In this instance to get correct results you need to print out a report based on products.

Job Reports

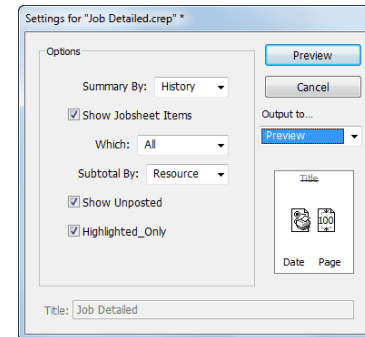
The standard job reports that are provided with MoneyWorks are located under Job Reports in the Reports menu. You can modify many of these or you can design you own reports to meet your own specific requirements—see [Custom Reports](#) and [Analysis Reports](#).

You can also print some of the reports for selected jobs by highlighting the jobs in the Job list and clicking the required report in the list sidebar.

The Job Tracking reports are based on the information in the Job Sheet Items file. Reports with the prefix “JT” are used for Job Tagging and are discussed in [Job Tagging Reports](#)—these are based on transactions whose detail lines have been tagged to a job and do not refer to the Job Sheet file.

Active Job List: Provides a single line summary for each active job showing start date, amount quoted, amount billed to date and amount pending (work that is not yet billed).

Job Detailed: Prints a detailed report of the active or highlighted jobs. This is the definitive report of how a job is progressing.



If the report is run with the Summary by *History*, it shows each job sheet item that is used on the job, and these can be subtotalled by Resource, Account, Analysis, Cost Centre, Type (income and expenses), Colour or Activity.

For each job sheet item, it reports the quantity used (if appropriate), the cost, the markup and intended charge out, the amount recovered and the balance to recover. Any unposted transactions or purchase orders tagged to the job are printed after the Job Sheet details for each job.

If the Summary by *Budget* option is selected, the report shows budgeted and actual costs for each job sheet item, along with projected costs (based on the percentage complete), and the current job profit or loss.

Job P & L: Job analysis report that summarises and shows the income and expenditure for the highlighted job(s) in the Job list. The report lists the quantity of each resource used on the job, its actual and budget cost, the variance, the theoretical resale value and the profit or loss on the item. Totals for the job itself are provided.

Job P & L Summary: Prints a summary of the highlighted job(s) in the Job list. showing the total incomings, outgoings and the difference.

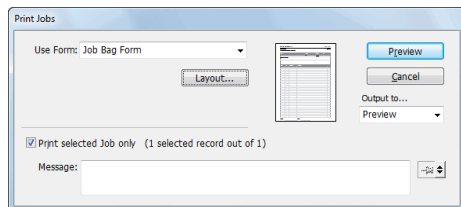
Job Resource Summary: Prints a summary of the resources used for the highlighted job(s) in the Job list. Gives the quantity of each resource used in a job with its actual cost, estimated value and the difference.

Job Cost Centre Summary: Prints a summary showing outgoings by Cost Centre for the highlighted job(s) in the Job list. For each cost centre it shows the actual cost of the work done, its estimated value and the difference.

Job Account Summary: Prints a summary showing outgoings by general ledger Account code for the highlighted job(s) in the Job list. For each account code gives the actual cost of work done, its estimated value and the difference.

Job Forms

Job Forms may be printed for selected jobs by highlighting the jobs in the Jobs list, and choosing Print Job Form from the Command menu (or press Ctrl-[/⌘-]). The Print Job Forms dialog is displayed.



Choose the form to use from the *Use Form* pop-up menu—a number of forms have been provided, and these are described below. You can modify these or create your own by using the [Forms Designer](#).

Job Bag Form: An empty form suitable for the hand recording of time and other resources used on the job.

Job Items Pending: A form containing a list of pending (unbilled) items for the job, along with their sell value.

Job Performance: A summary of the income and outgoings for each job, along with profit to date and a performance indicator (the ratio of income to expenses).

Job Work Statement: An itemised list of time and disbursements used on a job, with a summary of time and disbursements already billed and remaining to bill. The Adjustments amount on the form is the difference between the amount processed and the amount actually invoiced.

Job Work Statement List: A shortened version of the Job Work Statement, showing just the summary portion for each job.

¹ In MoneyWorks 6 and earlier this option was set in the Posting confirmation window. ↩

² This cannot be done in multi-user mode— see [Changing “code” fields](#). ↩

³ You can transfer this to work-in-progress by using the Work-in-Progress Journal command. ↩

⁴ The product’s expense account is debited. and it’s stock account credited. This can be transferred to work-in-progress by the Work-in-Progress Journal command. ↩

Report Writing Tutorial

The Report Writing Tutorial guides you through creating your own custom report using the MoneyWorks report generator. Most of the presupplied reports have been created as custom reports, allowing you to modify them if needed. If you wish to create your own reports, you should work through this tutorial and then read the [Reports](#).

Creating Your Own Reports

MoneyWorks reports are kept as separate documents: the reports that are supplied with MoneyWorks are kept in the Reports folder in the Standard Plug-ins folder; any reports that you modify or create should be kept in the Reports folder in the Custom Plug-ins folder. This keeps them separate from the pre-supplied ones, allowing you to back them up easily and also to preserve them in future upgrades of MoneyWorks —see [Managing Your Plug-ins](#). Only reports in the Reports folders in these two Plug-ins folders are displayed in the index to reports and the Reports menu.

Because MoneyWorks reports are stored as separate documents outside of your actual accounts, you can use the same report for different companies. You can even use reports created by other MoneyWorks users, and they can use your reports.

Although this tutorial is based on the tutorial file “Acme Widgets”, creating a report is not always document specific so you can use your own document if you wish—creating a report does not affect the MoneyWorks document itself. However remember that the sample reports shown will look different if you don’t use the Acme Widgets file.

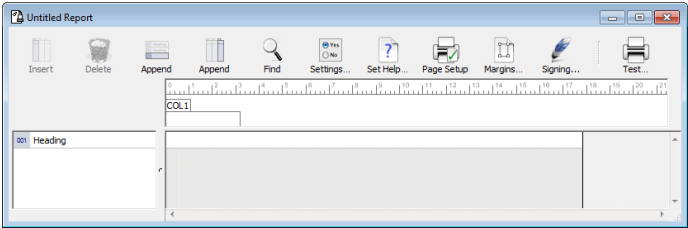
Creating Reports

In this tutorial we will create a simple gross margin report as shown at right. The report shows the current month’s sales and cost of sales with a percentage breakdown, then last months figures and the dollar difference.

Gross Margin Report					
Gross Margin Report for Month Ended 31 May 2010					
Sales					
Account		May	% Sales	Apr	\$ Change
1000	Sales	48,168.67	85.61%	47,859.50	309.17
1100	Repairs	8,095.00	14.39%	5,830.00	2,265.00
1300	Freight Recovered	0.00	0.00%	50.00	(50.00)
		56,263.67	100.00%	53,739.50	2,524.17
Less: Cost of Sales					
2000	Purchases	22,142.41		47,871.02	(25,728.61)
2300	Freight	140.44		256.53	(116.09)
		22,282.85		48,127.55	(25,844.70)
	Gross Margin	33,980.82	60.40%	5,611.95	28,368.87

1. Choose File>New>New Report

An untitled Report window will open.



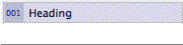
A MoneyWorks report consists of *parts* (or rows) and *columns*. When you create a new report, one part (the row labelled “Heading”) and one column (COL1) are created with it, as shown above.

In a profit report, the rows will contain details of our income accounts, then details of our expenses. The columns can contain whatever we feel is appropriate. For example we might want to have this period’s values, year to date figures, budgets and variances, or just the amount left in our budget.

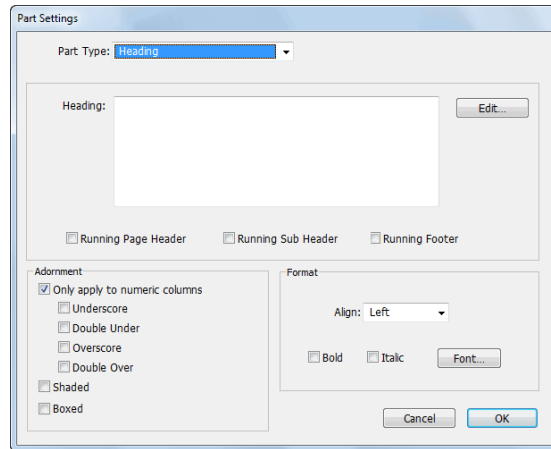
Defining a Part

We’ll start of by changing the existing part.

1. Double click on the Part Label in the left hand margin



The Part Settings box opens. This is used to specify what will be printed in the part, or what action will take place.



Part label for
heading part

If the dialog box that opens does not look like the one above, you have probably clicked in the wrong part of the report setup. Click *Cancel*, and make sure you double click on the H.

This particular part of the report is currently a heading, which is appropriate as it is the first part in the report.

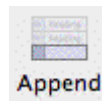
2. Type “Gross Margin Report” into the Heading field, then click *OK*

The window will close, and the words “Gross Margin Report” will appear in the part we have just modified.

Adding a New Part

3. Click on the *Append Part* Toolbar button

A new part will appear immediately under the one we have just modified. The *Append Part* Toolbar button adds a new part to the end of the report.



The *Append Part*
button

4. Double click on the Part Label of this new part

The part settings box will open as before.

5. Click on the *Part Type* pop-up menu to see the options available

This is where we specify the type of Part we want to use.

6. Choose *Accounts of Type*

The options available change to reflect what is appropriate for this Part Type. Because we have chosen *Accounts of Type*, we need to specify which type. This is done in the *Type* pop-up menu, which contains a list of all the available account types (Income, Expense etc.) in MoneyWorks.

In this case we want to list all of the Sales accounts. The *Type* pop-up menu is already set to this, so we can just leave it.

Note: If the chart of accounts that you are using doesn't have any Sales or Cost of Sales accounts, use Income and Expenses instead. The net effect will be a profit and loss report.

7. In the options section, turn on the *Column Headings at Top* and the *Totals at Bottom* check boxes

These will cause headings to be placed before the account listing, and for all accounts appearing in the part to be summed and the total printed at the end of the listing.

8. Click the *OK* button

The part settings window will be closed. The Part Label we have just altered will change to RT (short for Range by Type).

002 Accounts of Type SA

Part label for a
Heading part

The part we have just created will list all our sales. We need to create another part to list our direct cost of sales.

9. Append another part (click the *Append Part* toolbar button)

10. Double click the Part Label to bring up the *Part Settings* box

11. Change the Part Type pop-up menu to *Accounts of Type*

12. Change the *Type* pop-up menu to *CS: Cost of Sales*

13. Set the *Totals at Bottom* option, then click *OK*

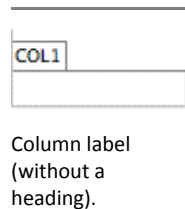
The altered part will display in the report.

Defining a Column

The Parts down the left side of the report specify what will be printed on each line of the report. We also need to specify what will be printed in each column.

1. Double click on the Column label (the box that says COL1)

The Column Settings dialog box will open. If you get a different box, cancel it and try again.



This is used to specify what is put into the columns of the report. We want the first column to be the account code.

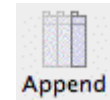
2. Type "Account" into the *Heading* field

3. Set the *Column Type* pop-up menu to *Account Code* and click *OK*.

Adding a New Column

4. Click the *Append Column* Toolbar button

Another column (COL2) will be added.



The *Append Column* button

5. Show the Column settings for this new column by double clicking on its label (where it say COL2)

6. Set the Column Type pop-up to *Description*, and click *OK*

7. Use the *Append Column* Toolbar button to add another column, and double click its header to show the Column Settings box

8. Set the *Column Type* pop-up menu to *Actual*

This will print actual ledger values in the column.

Note that two other pop-up menus are enabled. The first one indicates what sort of ledger information we want to show (in this case *Movement This Period*), whilst the second shows the financial year (as *This Year*).

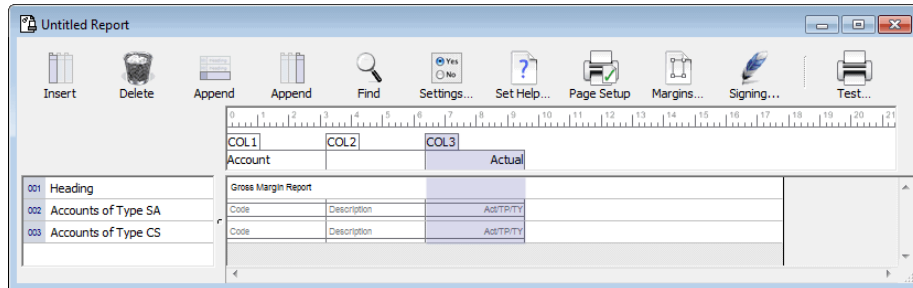
9. Set the *Signs* pop-up menu to *Adjusted*

MoneyWorks stores debit balances as positive numbers, and credits as negative. If we were to just print out the balances as they are stored, the sales/income accounts (which generally have credit balances) would all be printed as negative numbers. Selecting the *Adjusted* option tells MoneyWorks to print income balances with reversed signs, but leave expenses balances untouched.

10. Type "Actual" into the *Heading* field, then click *OK*

The column just created will contain the actual account balances for the report period.

Congratulations! You have just created a report. It should look like this.



Previewing the Report

Now that we have created a report, it would be a good idea to see what it will look like when printed.

1. Click the **Test** Toolbar button

The Report Settings dialog box will be displayed.

We could also have used Print from the File menu to do this.

2. Ensure the **Omit Zero Balances** check box is **NOT** set

This option suppresses the printing of lines in the report that contain only zero. When designing a report, it is a good idea to see all the lines that will appear in the report.

3. Set the **Output to pop-up to Preview** and click the **Preview** button

The report will be shown in the print preview window (your accounts and numbers may be different).

Gross Margin Report		
Account		Actual
1000	Sales	48,168.67
1100	Repairs	0.00
1300	Freight Recovered	0.00
		48,168.67
2000	Purchases	22,142.41
2300	Freight	140.44
		22,282.85

The account codes and the values printed in the report will depend on the MoneyWorks document that you have open. However the sales accounts will be listed and totalled in the top of the report, followed by the cost of sales accounts.

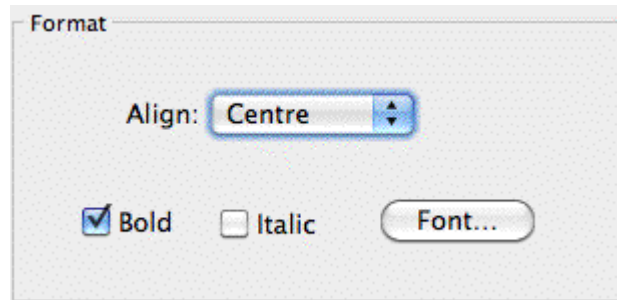
4. Close the preview window

Modifying the Report

Beautiful as the report is, it could do with some improvements! For a start, the heading could be made larger and centred.

1. Double click the **Part** label for the heading

The Part Settings box will open.



2. Set **Bold** option, and the **Align** to Centre

This will centre and bold the heading. If you want, you can choose a larger font size or a different font by clicking the *Font* button. Note that if you do this, MoneyWorks will ask if you want to override the standard font—this is because the report may not be portable (other computers might not have that font).

3. Click **OK** to close the Part Settings box

Inserting a Part

We should put some space between the heading and the report body.

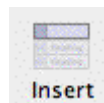
1. Highlight the part below the Heading by clicking on its Part Label once

The part that prints the income will be highlighted.

2. Click the **Insert Part** Toolbar button or press **Ctrl-N/⌘-N**

This inserts a new Part above the highlighted one.

The Part defaults to a blank heading, which will put some white space between the report heading and the body of the report.



The *Insert Part* button

We should also insert some space between the sales and cost of sales parts.

1. Click once on the **Cost of Sales** part, and insert a new part by clicking the **Insert Part** Toolbar button or by pressing **Ctrl-N/⌘-N**

Let's see the effect of the changes we have made.

1. Click on the **Test Toolbar** button and preview the report
2. When you have finished, close the Preview window

Saving the Report

Before we look at the report again, it might be a good idea to save it. This is so we can use again later (note that you cannot do this if you are using the MoneyWorks trial version).

1. Choose **File>Save Report**

The standard Save File dialog box is displayed—this will be pointing at the *Reports* folder in your *MoneyWorks Custom Plug-ins* folder (which will have been created for you if necessary).

2. Call the report "**Gross Margin Report**" and click **Save**

Working with Accumulators

The report thus far shows the sales and cost of sales. We'll extend it so that it prints the gross margin, i.e. total sales less cost of sales.

1. Insert a new Part above the Sales part, then bring up that part's settings
2. From the **Part Type** pop-up menu, choose **Accumulator Op**

An accumulator is a way of adding up data in the Account Parts.

3. Type "**TOTAL**" into the text box adjacent to the pop-up menu

Every accumulator has to have a name—this is because you can use more than one accumulator in a report. There is nothing special about the name "TOTAL"—it's just a bit more descriptive than, say, "FRED".

Note that the accumulator options pop-up menu is set to *On, Clear*. This option activates the accumulator, and sets its values to zero. The data from every report line from here on will be added to the accumulator. This means that debit

balances will increase the value of the accumulator (because they are positive), while credit balances (being negative) will decrease the value.

4. Click **OK** to close the **Settings** box

Note that the line in the body of the report that corresponds to the accumulator is in grey—this indicates that the Part will not be cause anything to actually print on the report.

5. Click the **Append Part** Toolbar button to append a new part, and open the **Part Settings** for the new part

6. From the **Part Type** pop-up, choose **Accumulator Op**

7. Set the accumulator **Operation** pop-up menu to **Show**

This will cause the accumulator values to be printed.

8. In the **Show** text box, type “**TOTAL**” and click **OK** to close the **Part Settings** dialog box

We must specify the accumulator name to indicate which accumulator to print. If we specify one that doesn’t exist, MoneyWorks will create one with that name, set its values to zero, and make it start accumulating.

9. Preview the report on screen again to see the result, then close the preview window

Note that the accumulator total is printed for the Actual column, but it has the wrong sign (it should be positive, as the income is greater than the expenses). This is because it is the sum of the sales accounts (which are negative), added to the sum of the cost of sales accounts (which are positive). We need to reverse the accumulator sign for it to print out correctly. We should also put some additional space between it and the previous line, and also a description saying what it is.

1. Double-click the **Show Accumulator** part and change its operation to **Show Reversed**, and its **Adornment** to **Overscore**

When the accumulator is shown in the report, it will be shown with reversed signs (the actual contents will not change).

2. Insert a new part above the **Show Accumulator** part

This will default to a blank heading, which is fine for achieving some blank space in the report.

3. Preview the report, then close the preview window

Cells

To put text into the accumulator line when it is printed, we must put it into one of the cells of the report. A cell is the intersection of a part and a column. Cells can contain text or formulæ. Any value in a cell overwrites the information that would have otherwise been printed¹.

1. Double click on the cell that is in the intersection of the **Show Accumulator** part and the **COL2** column

The Cell Settings dialog box will open.

2. Type “**Gross Margin**” into the **Value** field and set the **Bold** option

3. Click **OK** to save the cell settings

Preview the report, and close the preview window when finished

We've got the basic part settings correct for the report now. We want to put in comparative results for the previous period, which means having an additional column.

We want each column to have the name of the period to which it refers. However this will vary depending upon for which periods it is printed, so we can't just type in for example "June" as a column heading. Instead we use a *report variable*. This is calculated whenever the report is printed. The variable for the name of a period for a column is *ColPer*.

1. Open the Actual (COL3) column by double-clicking its label

Putting the month as a column heading

2. In the *Heading*, type "`=ColPer`" as shown below, and click *OK*

Heading:

The equals sign is to indicate that an expression follows which MoneyWorks will evaluate when the report is printed (don't type the quote marks though).

We now want to make another column for the previous period—apart from the period, this will be essentially the same as the column we have just worked on, so we'll use copy and paste.

3. Highlight the Column (COL3) by clicking once on the column heading, and Choose *Edit>Copy* or press *Ctrl-C/⌘-C*

The column information will be copied to the clipboard

4. Click in the white area to the right of the report parts so that no portion of the report is highlighted
5. Choose *Edit>Paste* or press *Ctrl-V/⌘-V*

A copy of the column is added to the right of the existing columns.

6. Open up the Column Settings for the new column (COL4) by double clicking the column label

We want this column to refer to the previous period.

7. Change the *Value* pop-up from *Movement This Period* to *Movement Last Period* and click *OK*
8. Preview the report, closing it when finished

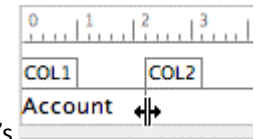
Adjusting Column Widths

1. Move the mouse so that it lies on the boundary between the column label of the Account column and the next column

The cursor will change into a column adjustment tool.

2. Hold the mouse button down and drag to the left

The column will narrow. Dragging right will increase it's size.



Column Calculations

We'll now take the dollar difference of the this month and last month, to see how much performance has improved (or otherwise).

1. Use the *Append Column* Toolbar button to add a new column
2. Open up the Column Settings of the new column and set the Column Type to *Calculation*

This indicates that this column will be based on the values of other columns or MoneyWorks variables

3. Set the Heading to "\$ Change"
4. Type "`Col3-Col4`" into the *Formula*, and click *OK*

Column Type: Calculation

Formula = col3 - col4

COL3 and COL4 are the column names (not to be confused with the column titles). These appear in the top of each column, and are used to reference the column.

5. Preview the report, closing when finished

Percentage Breakdowns

It is often useful to look at percentage breakdowns on a report. For example, what percentage of total sales are purchases, or what percentage of income is derived from consulting.

Such details are not difficult to prepare in MoneyWorks. However before we can calculate an item as a percentage of another item (such as sales), we need to determine what the total for the other item is. Thus we will create an invisible section of the report that calculates the total sales, and we will use this to work out percentage of sales figures.

1. Insert 3 new parts above the **Activate and Clear Accumulator** part
2. Make the topmost of these new parts an **Accumulator** with a name of **"PCT"**, and the operation **On, Clear**

We will total the income into this new accumulator

3. Set the next part to **Accounts of Type Sales**, and set the **Invisible** check box

The invisible option means that no information is printed for the part, allowing us to use parts in calculations and not have them appear on the page. In this case, because the PCT accumulator is activated, the total income will be placed into this accumulator.



Set the *Invisible* option to hide a report Part.

We need to turn the accumulator off so it won't keep accumulating as we print out the actual income.

4. Make the remaining new part an **Accumulator** with a name of **"PCT"**, and the operation **Off**

We have now set up an accumulator that pre-calculates the total sales—it does this for each column in the report. We will now insert a column in our report that displays each income item as a percentage of the total income.

5. Highlight the **COL4** column (last month), and click the **Insert** button

A new part will be inserted to the left of COL4

6. Open the part, set the heading to **"% Sales"** and the column type to **Calculation** with the following settings

Formula = -Col3/PCT.Col3 * 100

Recall that COL3 contained the totals for the month. PCT.COL3 refers to COL3 in the accumulator called PCT. You will recall that PCT contains the total income (and further that this, being a credit, was a negative number—hence the negative sign at the start of the formula).

Note: You'll get an error message when you accept this calculation. This is because the accumulator PCT may not have been created when you come to do the column calculation. In this case it will be, so just ignore the warning.

7. Set the **"%"** check-box, and click **OK**

This will append a % symbol to each value in the column.

8. Preview the report, closing when finished

You'll note in preview that the percentage of sales is also applied to the cost of sales. You can suppress this if you want by using a blank cell.

9. Double click on the cell at the intersection of the **Accounts of Type CS** part and the **COL6** column.

The Cell Settings dialog box will open. We can if want put text or a formula into this, but we will just leave it blank.

10. Click *OK*, and preview the report

The Cell Settings box will close, and the cell will have a diagonal line in the top right corner, indicating a cell setting. This overrides the column setting, effectively blanking it out.

A Diagonal line indicates a cell setting

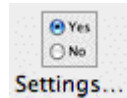
If you need to remove a cell, highlight it and click the *Delete* button.

Report Settings

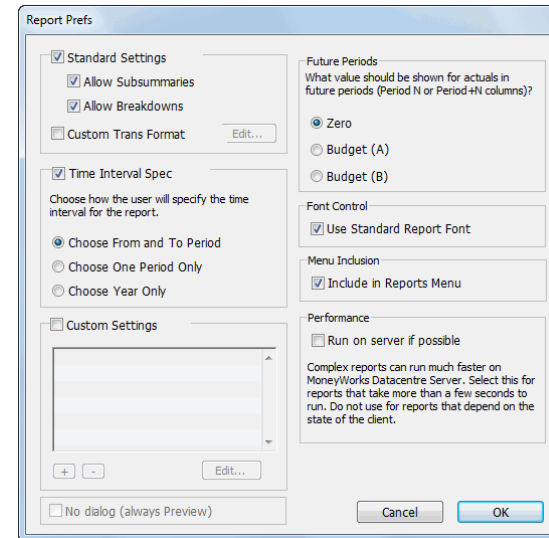
When you print a report, you set a period range for which the report is to be printed (one copy of the report is printed for each period). This report prints out information for two periods, and hence it may be more sensible to have only one period available. We use the Report Preferences to do this.

1. Click the *Settings* toolbar button

The Report Settings window will open This allows us to specify what run-time options will be available for the report. These can include custom parameters.



The *Settings* button



2. Set the option *Choose One Period Only* and click *OK*

3. Click the *Test* toolbar button to open the print settings

Note that there is now only one menu for period selection.

Heading Formulæ

The period for which the report is being printed should be in the report heading. However as this is determined by the period you choose when you run the report, you cannot “hard-wire” the period name into the title. You can however use a report variable that will insert it for you.

1. Open the Part Settings for the report heading

This is the very first part in the report specification.

2. Replace the text in the heading field with:

Heading: ="Gross Margin Report for Month Ended "+PerEnd

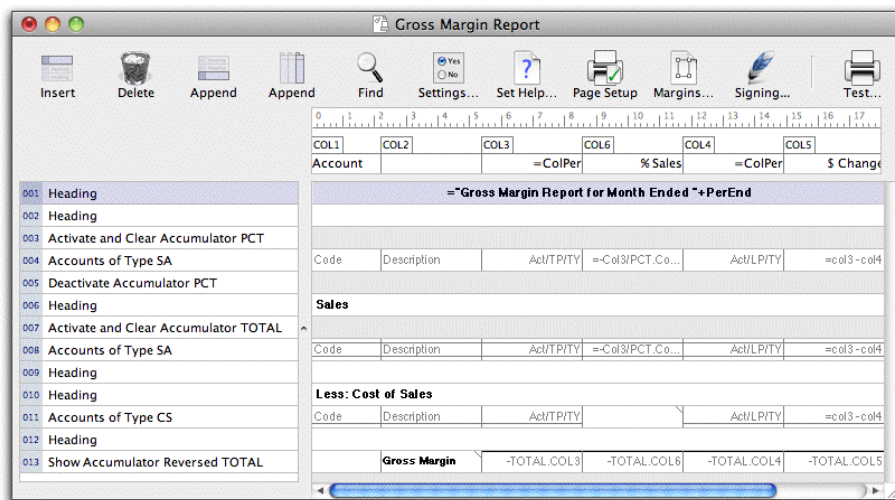
You can put a formula into a heading (or into a cell). In this case we are using a special variable called *PerEnd*, which will display the end date of the period for which the report is being printed. For a complete list of these variables —see [Report Variables](#).

3. Preview the report, closing when finished

The report should have headings above the Sales and the Cost of Sales sections. We'll leave these as an exercise! Don't forget to save your report—you'll be able to use it when you run your actual accounts.

The Final Report

The final report should appear as shown below



Closing the Report

When finished, you will need to close your report.

1. Close the report window (press Ctrl-W/⌘-W)

You will be asked if you want to save the changes. Click *Save*.

If you want to print your report again, you do not need to re-open it. The report should be listed in the Reports menu.

Extending the Report

If you want, you could extend the report into a full profit and loss report. As a guide to how to do this, you simply need to:

- Add a part to get other income (accounts of type Income);
- Show (Reversed) the TOTAL accumulator (this is your net income)
- Add a part to get other expenses (accounts of type Expense);
- Show (Reversed) the TOTAL accumulator (this is your Net Profit/Loss);
- Pretty it up with a few headings

As you can see, the reporting in MoneyWorks is very rich and powerful, and not too difficult to understand. We recommend that you experiment and create your own reports, see what they produce, change them, enhance them. You might like to look at some of the standard reports that come with MoneyWorks (to find out how to open an existing report, see [Custom Reports](#)).

But you can do an awful lot more than just look at the general ledger ...

A Quick Customer Report

We can in fact design reports around any file in MoneyWorks, allowing for Customer, Product and Job reports amongst others. To illustrate this, we'll write a quick report to show our top debtors.

To do this you can either create a new custom report (choose File>New>New Custom Report), or just append the required parts onto the bottom of the report we have just created.

1. Create a new Heading part with a heading of "Top Debtors"

In the previous section we only looked at the general ledger. Now we want to step through each of our customers. To do this we use the *For Each* part, which steps through each record of the nominated file that meets a specified criteria.

2. Create a new part and set its type to *For Each*

3. Set the options as shown below

Identifier: CUST in: Name

where: dBalance > 0

☒ sorted by: DBalance ▾ ▾ ☐ And ABUID ▾

This is going to step through each customer (i.e. each record in the *Name* file) which has a *DBalance* value greater than zero (i.e. they owe us something). This is sorted by the amount owed (note that we have set the sort to ▾ descending). We have named the current record being processed CUST so that we can refer to it in later calculations.

4. Click **OK** to close the *For Each* part
5. Append another heading part, but don't open it. Instead double-click on the cell in COL1 of that part, to open the Cell window
6. In the *Value* field, type `"=CUST.Code"` (without the quotes), set the *Align* to *Left*, and click **OK**

When the report is printed, MoneyWorks will evaluate this formula, which will give us the value of the code field in the name record being processed.

We'll put the name and balance in columns 2 and 3 of the report—if you are creating a new report, you will need to append a couple of columns.

7. Set the *Value* of the COL2 cell to `"=CUST.Name"`, and *Align* to *Left*
8. Set the *Value* of the COL3 cell to `"=CUST.DBalance"`

You should have something like:

004	Heading	=cust.code	=cust.name	=cust.dbalance

9. Append another part to the report and set it to *End For*

This is where the *For Loop* terminates. Basically every report part between the *For Each* and the *End For* is processed for each record found in the file (or list) that the *For Loop* is traversing.

10. Click the **Test** Button and preview the report.

You should get a list of everyone who owes you anything. We want to limit the report to just those who owe more than a specified amount, which we will enter when the report runs. Such a custom setting is done in the report Settings.

11. Click the **Settings** toolbar button to open the Settings window
12. Turn off the *Standard Settings* and the *Time Interval Spec*, and turn on the *Custom Settings*, then click the + button

A *My Checkbox* custom setting will appear in the list

13. Double click *My Checkbox*, set the *Control* pop-up to *Number*, the *Name* to *MinBal*, then close the Control and the Settings windows

When we run the report, we can now enter a number into *MinBal*. We just need to change the *For Each* loop to only search for balances that exceed this value.

14. Double click the *For Each* part and change the *where* formula to:

where: dBalance > MinBal

15. Click the **Test** button to open the *Report Settings* window

Settings for "Untitled Report"

Options: MinBal: [text field]

Output to...: Preview

Title: [document icon] Title: [text field] Date: [text field] Page: [text field]

Title: Untitled Report

16. Key in a suitable value into the *MinBal* field and preview the report

The report only lists customers who owe more than the balance entered.

From this, you should have got a hint of the awesome power and flexibility that is available to you in report design in MoneyWorks. We've only skimmed the surface—for a more technical discussion see [Custom Reports](#).

¹ Actually this is not quite true—if you have a “Null formula” (i.e. just =), the font attributes of the cell will be used instead of the Part style, leaving the underlying information unchanged. ↩

Custom Reports

MoneyWorks reports are designed in a Report Editor window. You create or modify a report to contain the information and the formatting that you want. Reports that you will re-use should be saved into the Reports folder in the *MoneyWorks Custom Plug-Ins* folder.

MoneyWorks reports can also be used as Plain forms¹ and the Bank deposit slip.

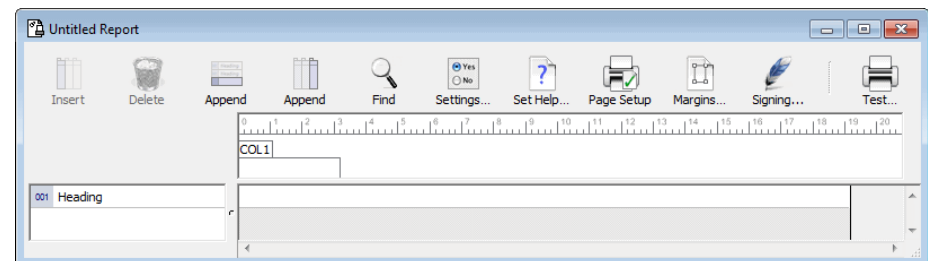
You should work through the [Report Writing Tutorial](#) before reading this section.

Reports are designed using Parts and Columns. Parts determine which accounts, headings and kinds of summary will appear in the report. Columns define what information from the accounts will be presented. A third type of report element, the Cell, can be used to place additional headings into a selected column.

Creating a New Report

1. Choose File>New>New Report

A new Untitled Report appears in a window. The window can be resized or repositioned using the standard window features.



The report contains one Part (an empty Heading) and one blank Column.

You design the report by adding parts and columns and specifying their content. For an introduction to creating reports, you should work through the [Report Writing Tutorial](#).

2. When the report is complete, save it by choosing File>Save Report

The File Save dialog box will be displayed. You need to name the report and save it—you should save your reports in the Reports folder in your MoneyWorks Custom Plug-ins folder —see [Managing Your Plug-ins](#) for the location of this.

Modifying an Existing Report

To modify an existing report, you need to open it. This can be done by either:

1. Choose File>Open or press Ctrl-O/⌘-O

The standard File Open dialog box is displayed. You need to use this to locate and open the report.

or: Choose Reports>Index to Reports, click on the report you wish to open and click the *Open* button

or: Hold the Shift key down, and select the report in the Reports menu

or: if the report has been opened recently, choose File>Open Recent

The report layout is opened.

Saving a Report

1. Choose File>Save Report or press Ctrl-S/⌘-S

If you are modifying an existing report, it will be saved (the default location is the reports folder in your *MoneyWorks Custom Plug-ins* folder).

If this is a new report the standard Save dialog box is displayed—you need to name the report and choose where to save it. Customised reports should be saved in the Reports folder in the Custom Plug-ins folder.

2. Type in the name of the report and click Save

The report will be saved.

Saving a Copy of a Modified Report

1. Choose File>Save Report As

This creates a new report document, which you will need to name.

Saving as a sidebar list report

To have a report appears in a list sidebar, the report needs to be saved into a specially named folder in the custom reports folder. The folder has the same name as the MoneyWorks internal name of the list —see [Appendix A—Field Descriptions](#), prefixed by a tilde ~. The folders are:

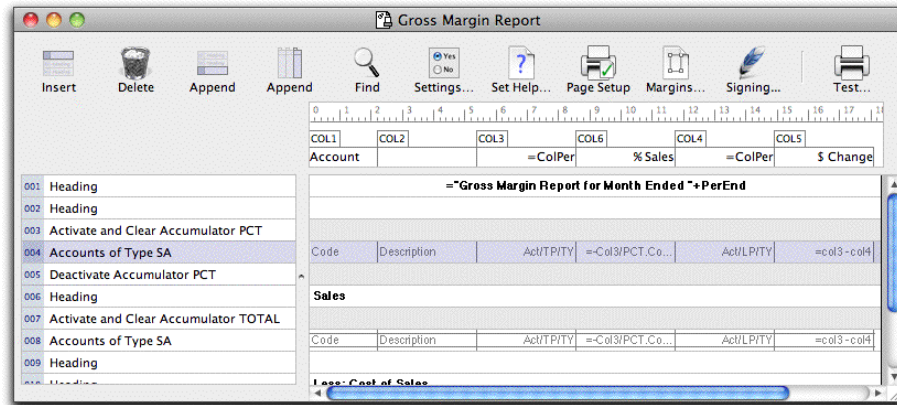
Folder Name	List
~Transaction	Transactions
~Account	Accounts
~Name	Names
~Product	Items
~Job	Jobs
~JobSheet	Job Sheet Items

Note that, although it is intended that such reports should work on a selection of records in the list, any report can in fact appear in the sidebar. However sidebar reports will not appear in your Reports menu or the Index to Reports.

Working with the Report Editor

The report editor gives you access to the tools you need to change a report. Whenever you open a report for modification, the report editor window will open displaying the report Parts and Columns (for new reports, there will be only one Part and one Column).

A report is composed of Parts (going down the page) and Columns—these determine the contents of the report. A part may generate more than one line of the report, or not be printed at all. Non-printing parts are shown in grey.



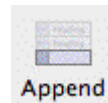
Appending a New Part

Parts can be appended at the end of the report.

1. Click the **Append Part** Toolbar button

A new part will appear at the bottom of the report.

The content and format of this part can be modified by double-clicking on the Part label, or by clicking on the Part label once and pressing the keypad-enter key. If a part is in the wrong place it can be deleted or cut and pasted to the correct place.



Append Part

Inserting a New Part

Parts can be inserted above existing parts in the report.

1. **Highlight the part above which you would like to insert the new part by clicking on the part label**
2. **Click the *Insert Part* toolbar button, or press Ctrl-N/⌘-N**

A new part is inserted above the highlighted part.



Insert Part

If the part is in the wrong place it can be deleted or cut and pasted into the correct place.

Changing a Part

1. Double click the part label or highlight the part and Choose **Edit>Modify Part**

The Part Settings dialog box is displayed—for information on the options in this see [Report Parts](#).

2. Make whatever changes are required and click **OK**

If Cancel is clicked, the part will remain unchanged.

Copying and Pasting Parts

Parts can be copied and pasted from one area of a report to another—or from one report to another report entirely. When a part is copied, any Cells on the part come too.

1. Highlight the part(s) to copy by clicking on their label(s)

Hold down the Shift key and drag to select consecutive parts.

2. Choose **Edit>Copy**

If you wish to insert the copied part(s) above an existing part in the report, click on the part label to highlight the part

If you want the copied part(s) to be added to the bottom of the report, ensure that no parts are highlighted (by clicking on the white space at the bottom of the report or clicking once on a cell).

3. Choose **Edit>Paste**

The copied part(s) will be pasted into position in the report.

Columns can be cut and pasted as well, but (unlike parts) any Cells in the column will not be pasted.

Deleting Parts

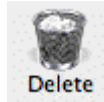
To remove a part from the report:

1. **Highlight the part to be deleted by clicking on the part label**

If you want to delete several consecutive parts, hold down the Shift key and drag from the first to the last part.

2. **Click the Delete Toolbar button**

The parts will be removed.



Delete

The new column is set to Account Code by default. You can change this default column option by clicking the Make default check box in the Column Settings dialog box as you create a column of a new type.

The column settings can be changed at any time. If the column is in the wrong place it can be deleted or cut and pasted into the correct place.

Modifying a Column

1. **Double click the column label or highlight the label and Choose Edit>Modify Column**

The Column Settings dialog box is displayed.

2. **Make whatever changes are required**

3. **Click OK to save the changes**

If you click Cancel, the changes are discarded.

Appending a New Column

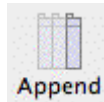
To append a column to the right hand side of the report:

1. **Click the Append Column Toolbar button**

A new column will appear on the right of the report.

The content and format of this column can be modified by double clicking on the Column Label—see [Report Columns](#).

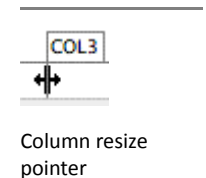
If the column is in the wrong place it can be deleted or cut and pasted into the correct place.



Append Column

Resizing a Column

Any of the columns in the report can be resized to accommodate the information being printed in that column.



Column resize pointer

1. **Move the mouse pointer up to the right hand edge of the Column Label at the top of the report.**

The cursor will change into a resize pointer when it is positioned over the right hand edge of the column label.

2. **Hold down the mouse button and drag the right hand edge of the column to its new position**

The column is resized on the report.

You can make a column invisible by resizing it so that it has no width.

Inserting a New Column

Columns can be inserted between existing columns in the report.



Insert Column

1. **Highlight the column to the left of where you would like to insert a new column by clicking on the Column Label**
2. **Click the Insert Column Toolbar button or press Ctrl-N/⌘-N**

A new column is inserted to the left of the highlighted column.

Setting Columns to the same width

Often you want to ensure that several columns are exactly the same width. You can do this by:

1. **Highlighting the columns by holding down the Shift key and clicking on the Column headings**

The columns will be highlighted. Note that the columns must be adjacent.

2. **Either: hold down the Option key (Mac) or Ctrl key (Windows) and resize any of the highlighted columns**

All the highlighted columns will be set to the same width as the resized column.

3. **Or: hold down the Option key (Mac) or Ctrl key (Windows), and click on the right hand edge of the correctly-sized column after the cursor has changed to the column resize pointer**

All the highlighted columns will be set to the same width as the column that was clicked. Continue to adjust the widths by dragging right or left.

Modifying Multiple Parts

You can highlight multiple parts in the report and modify the font and style attributes of all the selected parts. However note that in general it is better to use the standard report font. This will avoid potential font conflicts across different machines that may want to use the report.

1. **Hold down the Shift key and click on the parts that you wish to modify**

The selected parts will be highlighted (they must be contiguous).

2. **Choose Edit>Modify Parts**

The Part Settings window will be displayed. The Part Type will display "Mixed".

3. **Click the *Font* button to display the Font Style window**

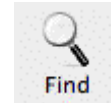
4. **Choose the required Font and Style options, and click OK**

5. **Click OK to close the Part Settings window**

The highlighted parts will now have the font and style attributes selected.

Finding Text

To find the location of some text in the report



1. **Click the Find Toolbar icon or press Ctrl-F/⌘-F**

Find

The Find dialog will open. Enter the text to search for and click *Find*. The next report element (from that which is currently selected) that contains the text will be highlighted. Press Ctrl-G/⌘-G to find the next occurrence. Note that the searching will recommence at the top of the report once the end is reached.

Changing the Page Size of the Report

The size of the page that the report is printed on, and hence how much information can appear on the report is determined by the Page Setup and the margin settings for the report. These are saved with the report, and can be adjusted when you print the report.

Page Setup

1. **Click the *Page Setup* Toolbar icon**



The page setup dialog box for your printer is displayed.

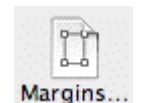
You can change the paper size and (on the Mac) alter the scaling

Page Setup

You can also access the Page Setup by clicking the Margins Toolbar button.

Report Margins

1. **Click the *Margins Toolbar* button**



Margins

The Margins Settings window will be displayed—on Windows you can specify the scaling here. For further information see [Changing the Margins and Leading](#)

The printed page (as determined by the current settings) is shown in white in the report area. Anything outside of this will not be printed.

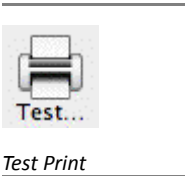
Scaling

You can set the scaling in the Page Setup window (Mac) or the Report Margins window (Windows). A scale of less than 100% gives more room to work in.

Note that the report is automatically scaled to fit if it is too large—this is controlled by the *Auto-Scale* option in the Margins window.

Testing the Report

You can print or preview a report as you work on it to see how it is looking:



- 1. Click on the *Test* Toolbar button or Choose File>Print (or press Ctrl-P/⌘-P)

The Report Settings dialog box appears.

Note: If you print the report by choosing it from the Reports menu and you have not saved changes made to the report, those changes will not be reflected in the printout that you get.

Report Errors

If you get an error in the report (for example, a badly formed expression or an uninitialised variable), an error dialog will be displayed with the error and part number on it (the offending part or cell in the report is also highlighted). If you want to see the report produced thus far, hold down the option key (Mac) or the *Ctrl* key (Windows) when you click the *OK* button in the error dialog.

Tip: To get a trace of the report (to help you debug it if something is not correct) hold down the *Option* key (Mac) or *Ctrl* key (Windows) and a trace of the report will open, detailing each part as it is calculated.

Report Profiling

001	Heading	1.5ms
002	Heading	0.0ms
003	Activate and Clear Accumulator PCT	0.0ms
004	Accounts of Type SA	0.7ms
005	Deactivate Accumulator PCT	0.0ms
006	Heading	0.1ms
007	Activate and Clear Accumulator TOTAL	0.0ms
008	Accounts of Type SA	1.3ms

When you test the report from the report writer window, the execution time for each part of the report is recorded and displayed alongside the part (you will only see this if the part selection bar is fairly wide). Profile times are displayed in milliseconds. Parts that were not executed (for example, where an “if” part evaluates to false) will have no time displayed. Parts that take longer than a millisecond to execute will have the time shown with a darker background.

Protecting your Report

If you have users set up for your MoneyWorks file you can restrict access to your report by “signing” it. To sign the report:

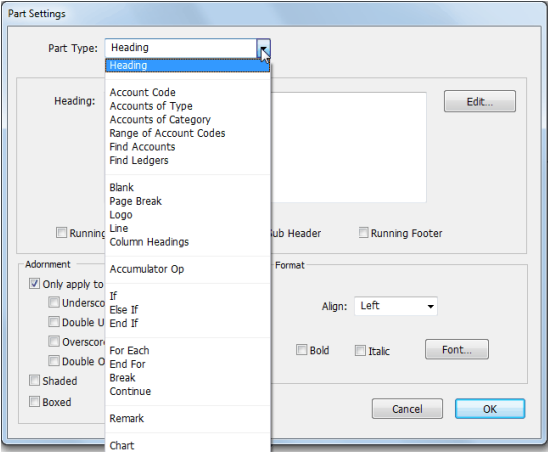


- 1. Click the *Signing* Toolbar icon

The report and form signing window will open—see [Protecting Reports and Forms by Signing](#) for more details.

Report Parts

Parts define the type of information that will be printed down the report. Each part contains a specific type of information, such as text headings, company logo, particular accounts or ranges of accounts. There are twenty-two possible part types from which to choose.



Heading Part



A heading part will print a single line of text. This information can be text that is typed directly into the Heading edit box, or a formula which includes one or more report variables containing the information you want to print such as NAME to identify the company name. The formula can also be used to combine literal text and report variables.

Tip: In a calculated heading, use the meta-character “\t” as a tab character to align components of the heading with individual report columns, e.g.

=“Column1\tColumn2\tColumn3”

Report Variables

The report variables describing the gestalt (i.e. the conditions under which the report is being printed) for the report are listed below (a full set of system variables in listed in [the Calculations section](#):

Company Details:
Information from Show>Company Details

Name	the company name
Address1 ... Address4	four fields each being one line of the postal address
State	the state/province of the postal address
PostCode	the postcode for the postal address
Delivery1 ... Delivery4	four fields each being one line of the delivery address
DeliveryPostcode	the postcode of the delivery address
DeliveryState	the state/province of the delivery address
Phone	the telephone number
Mobile	the mobile phone number
Fax	the fax number
Email	the electronic mail address
GstNum	the company's GST/VAT/ABN number
RegNum	the company's IRD/ACN/IRS number
TaxName	the name of the local primary tax (GST, VAT, TAX)
WebURL	the URL of your website; if this is a complete URL (i.e. includes the http://) it will be hot-linked to your website in pdf reports and forms
RemittanceMessage	text to appear on invoices and statements for direct credit details
GST/VAT/Tax cycle and MoneyWorks Environment	
GstCycleEndDate	The date the current GST ends on
GstCycleNum	the current GST Cycle number
GstIncomeInvoiceBasis	True if GST reporting is set to invoice basis for income
GstExpenseInvoiceBasis	True if GST reporting is set to invoice for expenses
Version	The version of the MoneyWorks that is being used
Formatting	
LinesLeft	the approximate number of lines left on the current page. This will not be correct if cells in subsequent parts use word wrap, or if you subsequently change the running footer
Report Period: <i>Variables that apply to the period for which the report is being printed, as selected in the period pop-up menu when the report is run</i>	
Period	the name of the current period for which the report is being printed.
PerEnd	The last day in the report period as text, e.g. “30 June 2007”
PerEndDate	Same as PerEnd, but as a date.
PeriodNames	A comma separated list of period names
PeriodNum	the internal period number of the report
PeriodsInYear	The number of periods in the financial year
YearEnd	The date of the last day of your financial year as text. Since the last period for the financial year may not be

	open, MoneyWorks guesses this by looking at the end date for the last period of the previous financial year.
YearEndDate	Same as YearEnd, but as a date.
Columns: <i>Variables used to determine information for a report column. Variables referencing periods are valid only if there is a well-defined period for the column.</i>	
ColID	The ID of the column (i.e. what you called the column in the <i>Ident</i> field of the column settings).
ColPer	The name of the period for which the report column is printing
ColYear	the name of the financial year for which the report column is printing
ColPerNum	the internal period number of the column
Report Settings: <i>Variables that are set by the user when the report is run</i>	
Omit_Zero_Balances	1 if the Omit Zero Balances option is set, otherwise zero
Include_Unposted	1 if the Include Unposted option is set, otherwise zero
Show_Departments	1 if the Show Departments option is set, otherwise zero
Print_Movements	1 if the Print Movements option is set, otherwise zero
Cash_Basis	1 if the Cash Basis option is set, otherwise zero
BreakDown	Where you are printing a breakdown of accounts this field gives the type of breakdown: "Category", "Department", "Classification" or "Depts in Group".
Scope	the name of the particular category, department, classification or departmental group printed in this area of the breakdown.
ScopeCode	the code of the particular category, department, classification or departmental group printed in this area of the breakdown.
Sort_By	The setting of the Sort By menu. Account Code is 1, Accountants Code is 2 and Description is 3. All other settings are 1
SubSummary: <i>Variables that reflect the SubSummary settings when the report is run</i>	
SubSummaryScopeCode	current breakdown code in a subsummary
SubSummaryScopeDesc	description corresponding to current breakdown code
SubSummaryHeadingLevel	1 (lowest) to 5 (highest), or 0 if not emitting a subsummary heading
SubSummaryTotalLevel	1 (lowest) to 5 (highest), or 0 if not emitting a subsummary total
SequenceNumber:	
StartupSequenceNumTransaction	The next sequence number for each of the files at the start of the session (i.e. file opened in single user mode, or client logged in). Can be used to implement session filters or reports. For example, <code>SequenceNumber >=</code>
StartupSequenceNumName	
StartupSequenceNumJob	
StartupSequenceNumJobSheet	

StartupSequenceNumProduct	StartupSequenceNumTransaction	would find
StartupSequenceNumUser		all transactions entered since the current user logged in.

Enter the fields into the Heading part using an equals sign. For example, to include the company name you would use:

`=NAME`

Use the plus sign to add these variables to other text—literal text should be enclosed in double quotation marks:

e.g: `= "Phone" + Phone =ADDRESS1 + ", " + ADDRESS2 = "Income and Expense Report for " + PERIOD`

For more information see [You use calculation formulæ in many different places in MoneyWorks.](#)

Account Code

Used to include information for a specific account code. Enter the desired account code or pattern into the *Code* box.

Account Code Patterns: You can also use the wildcard characters "@" and "?" to get a range of accounts based on account code.

Use a question mark to denote that any single character is an acceptable match. Use an @ at the end of the account code or at the end of the department code to match any sequence of zero or more characters or use @ on its own to match all account codes.

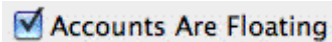
For example, the pattern "?10?-A@" will match all departmentalised accounts having a department beginning with "A" (only sub-ledgers with a department beginning with "A" will be included) and having a four-digit account code with a "1" in the second place and a "0" in the third place (E.g. 0100-ART, 1105-ADM, 2100-ACRIM, 3107-AM, etc. will be included; 1010-ADM, 210-AM, 0100-BOT, 5100 etc. will not be included).

Accounts of Type

Used to include information from all accounts of a specific type—all income or bank accounts for example. The type is selected from the pop-up menu which appears when you choose this option.

Sometimes the apparent type of an account can change (e.g. your cheque account is no longer an asset if it is overdrawn).

If you set the *Accounts are Floating* option for the Part, accounts from the “other side of the ledger” will also be included in this Part if they have an inappropriate balance. Note that, for reports spanning more than one period, one account may appear in two places if it has a debit balance in one period and a credit in another. The floating account types are:



Type Code	Type (Base Type)	Float to
SA	Sales accounts	CS
CS	Cost of Sales	SA
IN	Income accounts	EX
EX	Expense accounts	IN
CA	Current Asset accounts	CL
TA	Term Asset accounts	TL
CL	Current Liability accounts	CA
TL	Term Liability accounts	TA

In addition, you can use range of accounts “Sales and Income” (which combines types of IN and SA), and “Cost of Sales and Expenses” (combining types of CS and EX). Each floats to the other.

Accounts of Category

Used to include information for accounts of a specific category. Type the category code into the edit box which appears when you choose this option.

Category Code Patterns You can also use the wildcard character to specify a range of categories that share a common first letter(s) e.g. “SA@”.

Range of Accounts

Used to include information for accounts whose codes fall within a nominated range. Type the starting code into the *From* box and the finishing code into the *To* box which appear when you choose this option.

You can use the wildcard characters to specify a range of departments within accounts. For example, if you specify a range from “1000-A@” to “1000-D@”, you will get all sub-ledgers of account 1000 having a department beginning with A, B, C or D.

Find Accounts

Used to find a specified range of accounts. The range is determined by a search expression—this is a standard MoneyWorks search expression that can be typed in directly or constructed using the *Find by Formula* window that is opened when the Edit button is pressed.

Find Ledgers

The Find Ledgers part operates like the Find Accounts part, except it operates on the Ledger file instead of the Account file. The Ledger file has a many to one relationship with the Accounts file. For departmentalised accounts, there is one ledger record for each department for an account. You can find Ledger records for particular departments or classifications.

Blank

Inserts a blank line into the report.

Page Break

Inserts a page break between sections of the report. It is good practice to end each report with a page break. If you then print the report with a breakdown (by department for example), each breakdown will print on a new page.

Company Logo

If you have placed a copy of your logo into the Company Details dialog box, you can include this logo in the report layout. If there is no logo and you include this part, the company name is used and can be formatted using the Font options.

Tip: You can also put your company logo in a report cell whose *Display* is set to *Product Image*, and the Value is "Builtin:CompanyLogo" (without the quotes).

Line

Inserts a solid line into the report. The line goes right across the page.



Width: 6 points
Colour: #FF0000

The thickness (width) and colour of the line can be set in the corresponding fields. Colours are specified as 24 bit RGB colour format, similar to HTML colours (0 is black). These are easily expressed as hexadecimal values, a # followed by six characters. For example #FF0000 is red.

Column Headings

Inserts a line of column headings. The heading for a column is determined by the text or formula in the column *Heading* field.

Accumulator Operations

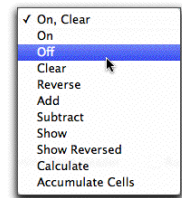
Accumulators provide a mechanism to calculate cumulative totals of the raw information contained in the report. An accumulator is an array of variables, one for each numeric column in the report.

When an accumulator is activated, any subsequent report parts that involve account balances, budgets or column calculations will be automatically totalled into the accumulator. In addition, a count of the number of values accumulated, (i.e. number of parts by number of accumulatable columns, including cell overrides) is maintained in *AccumulatorName.Count*. When the accumulator is deactivated it retains any values that it has accumulated. These values are unaffected by any subsequent parts until the accumulator is reactivated.

The values that are added to the accumulator are the raw (unadjusted) column values for all numeric columns. Debit balances will increase the accumulator values and credit balances will decrease them.

It is possible to have more than one accumulator in a report—hence the need to name an accumulator as you activate it. Specify the accumulator by name when you use it again in the report.

Use the Accumulator options pop-up menu to activate, print or deactivate a named accumulator. There are nine operations that affect accumulators. In using these operators the name of the affected accumulator must always be specified.



On, Clear: Activates the named accumulator and sets its values to zero.

As accumulators are not cleared across report chains, for breakdowns or for multiple periods, this is the preferred method of activating new accumulators. Otherwise the data is carried from one segment of the report to another.

On: Activates the named accumulator. If this is the first appearance of the accumulator in the report, its values will be initialised to zero.

Off: Deactivates the named accumulator.

Clear: Resets the named accumulator to zero, allowing you to use an accumulator to total one range of accounts, clear it and then reuse it for another.

Reverse: Reverses the sign of the named accumulator, so that debits become credits and vice versa.

Add: Adds the values in one accumulator to another accumulator.

Enter the appropriate accumulator names into the edit boxes. This operation changes the values of the accumulator named in the second box.

Subtract: Subtract the values in one accumulator from another.

Enter the appropriate accumulator names into the edit boxes. This operation changes the values of the accumulator named in the second box.

Show: Prints the values in the specified accumulator.

Nothing is printed in the non-numeric columns. If you want a heading to be shown somewhere on the same line as the accumulator values are printed, use a Cell to place the text in the desired column.

Show Reversed: Equivalent to the Show operation, except that each item in the accumulator is shown with a reversed sign. The actual values in the accumulator are not affected.

Calculate: Used to apply calculations on Accumulators. Specify the calculation in the field supplied, or click the *Edit* button to bring up the standard calculation editor. The calculation result is put in the named Accumulator. Note that you can use other accumulators in the calculation, or individual elements from within an accumulator (e.g. TOTAL.COL3).

Accumulate Cells: Adds the cell calculations on the part into the nominated accumulator. This is independent of the “Cell value gets added to active accumulator” cell setting. Note that the nominated accumulator does not have to be active.

If...Else if...End if

The *If ... Else if ... End if* parts are used to specify conditional output. The expression in the *If* statement is evaluated when the report is run, and if it is true the parts up to the corresponding *Else* part are output. If the expression is false, the parts between the *If* and its corresponding *Else* or *End if* are skipped.

If 014 If linesLeft < 5

The *If* part is used to specify the expression to be tested. Enter this in the field supplied, or click the *Edit* button to bring up the standard calculation editor window. The expression should evaluate to true or false (or if numeric, 0 is false, anything else is true). There must be a corresponding *End if* part for each *If* part.

Note: *If* parts can be nested within other *If* parts up to nine levels deep.

Else if 015 Else If linesLeft < 10

The *Else If* part marks the end of the true part of an *If* section in a report, and hence can only be used if there is a preceding *If* part. You only need to have this part if there is an alternative to the *If*, and it will only be evaluated if the preceding *If* parts (or *Else If* parts for a compound statement) evaluate to false.

An optional expression can be specified as part of the *Else if* part. If this expression is present, the subsequent parts (down to the next *Else if* or *End if* part) will only be output if the expression evaluates to true. If the expression is omitted, the subsequent parts down to the associated <EquationVariables>End if</EquationVariables> are output regardless.

End if 016 End If

The *End if* part must be used to mark the end of an *If* block.

For Each...break...continue...End For

The *For Each ... End For* is used to loop through either (a) the elements in a comma-delimited text string, (b) lines in a newline-delimited table, (c) an integer series, or (d) the selected records found by a search expression from one of the MoneyWorks tables. The loop is traversed once for each item list, or each record found in the order of the specified sort, e.g. the following will step through each transaction entered today, in the ordered entered (SequenceNumber):

Identifier: TRANS in: Transaction

where: EnterDate = today()

☒ sorted by: SequenceNumber ☐ And Slot

Every *For Each* part must be terminated by an *End For* part.

Identifier: A name by which to reference the fields of records of the nominated list. Thus to get the transaction date of the record in the above example, you would use "TRANS.TransDate".

In: A comma-separated list of values, an integer series, or a MoneyWorks List (table) selected from the pop-up menu.

```
For each COUNTRY in "NZ,USA,CAN"
```

Comma-separated: Loops with COUNTRY = "NZ", "USA", "CAN"

```
For each NUM in 1...5
```

Integer series: Loops with NUM = 1, 2, 3, 4, 5

Note: For series involving variables, you will need to enter the loop parameters as a calculation, e.g. to step through each available period:

```
PER ="1..." + PeriodToNum(CurrentPer)
```

Parsing of "..." for a range can be disabled by turning off the *Parse "number...number" as a numeric range for the loop* checkbox. You should do this if iterating over user-supplied data such as the contents of a file. Parsing for a numeric range will also not happen if the data is more than 30 bytes long, or contains non-numeric characters.

Note: When looping through Categories, Departments or Classifications, Account parts (e.g. Accounts of Type) within the loop are automatically filtered to show only accounts/ledgers that match the current for-loop value.

Where: A search expression, normally involving fields from the nominated list, [relational find](#), or [pre-calculated selection](#). If no search is specified, the highlighted records in the list will be used (or all records if the list has not been opened). Click the *Edit* button to open the Calculation window. Examples:

```
For Each TRANS in Transaction where EnterDate = Today()
```

steps through every incomplete (unpaid) debtor invoice

```
For Each ITEM in Product where <highlighted>
```

```
For Each T in Transaction where ="[detail:detail.stockcode = '"+ITEM.Code+"'] [transaction.type= 'POI']"
```

the first For loop steps through every highlighted product; the second loop finds every detail line involving the product, then uses a relational find to locate every outstanding purchase order containing those lines.

Note: The special test string `file://` (optionally followed by a platform specific file path) can be used to read and step through the records in a text file. If the file cannot be located, the standard File Open dialog will be displayed, allowing you to choose the file. For example

```
file://Users/Accounts/Documents/SupplierX/priceList.txt
```

will (on a Mac) open the priceList.txt file if it exists, otherwise the file open dialog will be displayed. To access a text file hosted on a web site, specify the URL to the file (e.g. <http://www.somewhere.co/somefile.txt>)

Note: If you want your report to run on the server, do not use <highlighted>. Instead [precalculate the selection in an invisible control](#).

List: When stepping through the records of a tab or newline delimited list, the list to use. This can be a calculated result (preceded by =).

Sorted by: The field from the modified list by which to sort the records. Using the And option to provide another level of sort.

Break

The Break part is used to prematurely terminate the processing of a For Each ... End For loop. When encountered, the next part of the report to be output will be that following the enclosing End For part. For this reason the Break part will normally be enclosed in If ... End If parts.

Continue

The Continue part is used to terminate the current iteration of a For Each ... End For loop. The report will continue from the top of the enclosing For Each part, using the next value in the list that meets the Where criterion. The Continue part will normally be enclosed in If ... End If parts.

End For

Required to terminate a For Each loop.

Remark

The Remark part is primarily intended for internal report documentation and is not printed when the report is run. It is good practice to put remarks into your report to make them easier to understand later on.

Note that cells in Remark parts are evaluated, allowing you to calculate intermediate values without them being printed.

Chart

Use the Chart part to display a simple chart or graph in your report. This will take up the full width of the page; smaller charts can be created within cells.

Table Text: The data to use to generate the chart. This needs to be a table of tab-delimited values, with each row separated by a new line. The first row contains the column headings (which will constitute the key on the chart—if all values are empty, no key will be produced), the first column contains the x-axis headings. For textual data, the tab character can be represented as “\t”, and the newline as “\n”.Thus the following table:

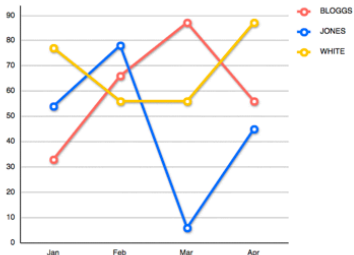
	Bloggs	Jones	White
Jan	33	54	77
Feb	66	78	56
Mar	87	6	56
Apr	56	45	87

could be represented by the following in the Table Text field:

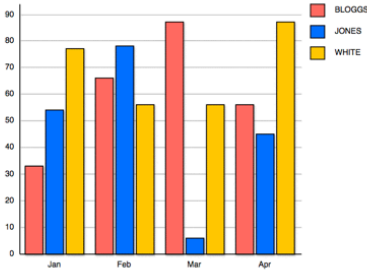
```
= " \tBLOGGS\tJONES\tWHITE\nJan\t33\t54\t77\nFeb\t66\t78\t56\nMar\t87\t6\t56\nApr\t56\t45\t87\n"
```

In practice you will probably want to build your table at report time based on the data in your MoneyWorks file. Useful functions for doing this are *Analyse*, *Dice*, *Head*, *Slice*, *Sort*, *TableFind*, *TableAccumulate*, *Transpose*. You can also use the For Each ... End For loop to step through selected records and build up the table text in a cell variable.

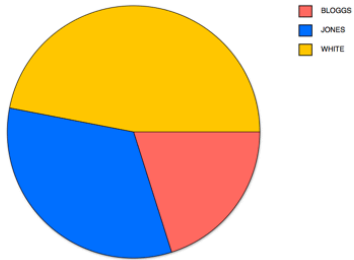
Type: Sets the chart type. The diagram below has examples based on above data



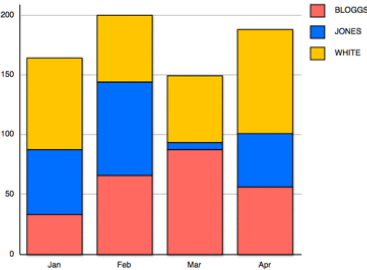
Line



Columnar



Pie



Stacked

Note that Pie graphs only reasonably display a single column of data. The above was done by using the Head function to take the first two rows (the first being a heading), then converting this into a column using the Transpose function.

Composite Charts

Individual columns can override the chart type setting by appending the column label with “|x”, where “|” is the “pipe” character and x is one of:

C	Column with black border
c	Column with no border
S	Stacked
L	Line with data points
I	Line with no data points (lower case L)
P	Pie (useful for only one column)
M	9-month moving average
Mn	n-month moving average, where n is 1..9

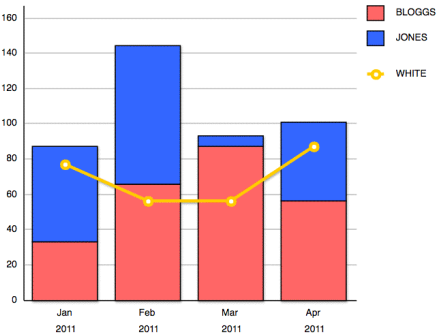
The “|x” text will be removed from the label and not appear on the chart.Thus

```
"\tBLOGGS|S\tJONES|S\tWHITE|S\nJan\  ..."
```

will force a stacked column graph, regardless of the Type setting in the report part. More interestingly, in:

```
"\tBLOGGS|S\tJONES|S\tWHITE|L\nJan\  ..."
```

the “|L” in the WHITE label generates a line graph, giving a composite graph:



Splitting the column labels

A colon in a column label will split the label into two lines, allowing (for example) the month and year name to be on separate lines, as shown above, where the month labels were changed to end in “:2011”:

```
"Jan:2011\t33\t54\t77\nFeb:2011\t... " etc:
```

You can get category divisions by only including the “:division” part for the first category of each division. The “division” label will be cunningly centred under its related categories. If there are too many categories to fit, only the division labels will show.

Running Headers and Footers

Running headers and footers can be created by setting the appropriate header/footer options in the part(s) you want to constitute the header/footer.

Heading: =Name

Edit...

☐ Running Page Header☐ Running Sub Header☐ Running Footer

Not all parts can be used in a header/footer—it makes no sense for example to have a page break or a range of accounts in a header/footer.

Header, subheader and footer definitions show in the report editor window with labels and (respectively) dark grey, light grey and diagonal-stripe bars, as shown.

Heading	(Page Header)
Heading	(Page Subheader)
Heading	(Page Footer)

Headers

You can define a running header using the Running Page Header or Running Sub Header check boxes. All contiguous parts with the same header setting will form a running header of the designated type.

Each subsequent new page generated following the definition of a running header will result in the header parts being emitted: first the Page Header (if any), then the Sub Header.

The Page Header is likely to be used for a global header at the top of every page of a report; the Sub Header is likely to be redefined at the start of sections needing a header repeated in the event of a page break (column headings, typically).

Any part that has a Running Page/Sub Header check box set that is not immediately preceded by a part with the same check box also set will be taken to denote the start of a fresh definition of the header—the old header definition will be discarded.

To cancel a running header entirely, define a new Header using just a Remark part (technically, you still have a running header, but it won't print anything).

Footers

Footers are defined in the same way as Headers, except the parts constituting the Footer definition do not print at the position they appear in the report: Rather they will be emitted whenever a page break is about to occur. Thus the footer will appear at the bottom of each page. As with headers, you can cancel a footer by redefining the footer as just a Remark part, which does not print.

Since footers need to be a known number of lines high, don't use a word-wrapped cell on a footer—it may spill onto the next page.

Reporting Options

There are several options that apply to parts which involve some sort of range of accounts (e.g. account code, accounts of category, accounts of type). These determine how much information is printed for the part.

Summarise these accounts: Set this option if you want to pre-define a [subsummary for this part](#). A subsummary attached to a part overrides any subsummary that may be applied globally.

Column Headings at Top: Automatically adds headings for the fields in the columns in this part above the first row of data. The text for these headings comes from the Heading field in the Column Settings for each column.

Column Headings After Page Breaks: If this is set, the column headings will be printed at the top of each new page (but after the running header), should the part encompass more than one page.

Totals at Bottom: Automatically adds totals for each of the columns of numeric data at the bottom of the part. The totals appear under a line.

Act/TP/ITY
Act/TP/ITY

When these options are checked, a line appears at the top of the part to indicate the presence of headings and at the base of the part to show that totals are on.

The lines at the top and bottom of the first part indicate headings and totals respectively.

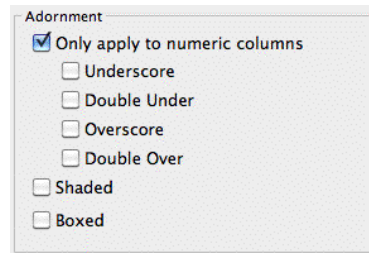
For ranges of accounts that have the Totals At Bottom option set, a Subsummary applied to the range will generate a grand total as well as subtotals for each breakdown level. The grand total will not have a caption.

If you want a captioned grand total, you should not use the Totals At Bottom option but should generate your own total using an accumulator. You can caption this in the usual way using a cell.

Summary Only: Prints only the totals for the range of accounts, not the individual accounts in the range.

Invisible: Suppresses printout of the part. This is useful if you want to accumulate data into an accumulator without it being printed—for example you may want a line in your report that reports on profit, without showing the actual income and expense lines.

Adornment



Adornment

- ☒ Only apply to numeric columns
 - ☐ Underscore
 - ☐ Double Under
 - ☐ Overscore
 - ☐ Double Over
- ☐ Shaded
- ☐ Boxed

Use the adornment features to underline, overscore or shade the part as it prints out. If the Apply only to numeric columns option is set, the adornment will not appear on columns such as description and account code.

The Boxed option places a box right around each line in the part.

Setting the Style & Font



Format

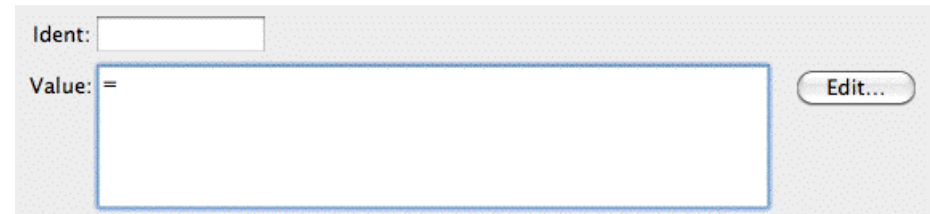
Align: Left

☐ Bold ☐ Italic

The Format options are used to set the font, style and alignment for the part:

The font attributes for a part are set by the *Font* button, which opens the font settings window —see [Modifying the Report](#). The selected font will apply to all elements in the part unless overridden by the attributes of a cell in the part.

Tip If you just want to change the style for a portion of the report, put a cell formula over the portion that you want to change see [Report Cells](#). Make the desired format, colour and style adjustments using the Font button in the Cell Settings window, and give the cell a formula of just “=” (omitting the quote), as shown below



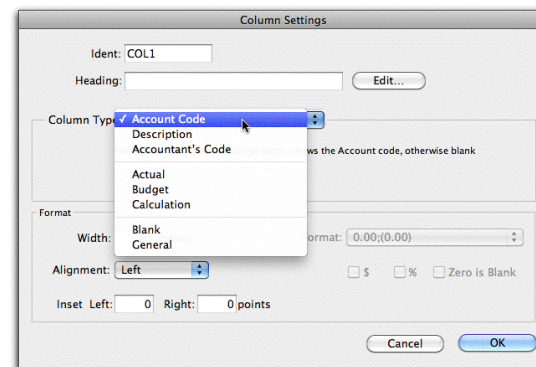
Ident:

Value: =

Note: Remember that whatever computer runs the report (including the Datacentre server for server-side reports) will need to have the fonts installed.

Report Columns

Columns specify what data from the accounts will be printed in the report. For account and ledger parts, and unless overridden by a cell calculation, each column contains one specific type of information such as the account code, description, or actual account balances or budgets.



Column Settings

Ident: COL1

Heading:

Column Type:

- Description
- Accountant's Code
- Actual
- Budget
- Calculation
- Blank
- General

Format:

Width:

Alignment: Left

Inset Left: 0 Right: 0 points

☐ \$ ☐ % ☐ Zero is Blank

Ident

This is how you can [identify the column in other column or cell calculations](#). A default identifier name is supplied whenever a column is created. You don't need to change this, but if you do you should ensure that you use a name that is not already used in another column of the report.

Heading

The text in the heading is printed on the report whenever a column heading is printed (printing the heading is done by the *Column Headings* report Part, or by the various column headings Part options). This will normally be just text, but full expressions and *report variables* can be used in column headings. Clicking *Edit* will open the *Calculation* window, enabling the easy entry of expressions.

To use a variable in a column heading, the heading must start with an equals operator, e.g.

Heading: `=ColPer+" "+ColYear`

will result in a column heading of the form: `Nov 2007/08`

The variables *Colper* and *ColYear* show respectively the period name and the year name to which the column corresponds.

Report Column Types

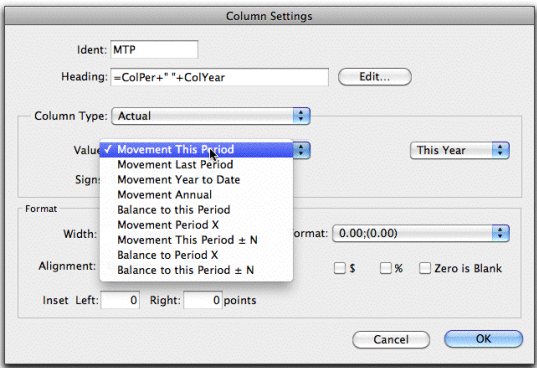
The type of column is chosen from the Column Type pop-up menu. This determines what will print in that column for any part involving accounts or accumulators. There are six possible types to choose from

Account Code: Prints the code for each account or range of accounts in the part.

Description: The text description for the account code.

Accountant’s Code: The value in the Accountant’s Code field for the account.

Actual: An actual (as opposed to budget) value from the general ledger.



The information extracted for the report depends upon the value of the *For* pop-up menu. These are detailed in the following table where *report period* refers to the accounting period for which the report is being printed (this is selected when the report is printed). The financial year for which the information is extracted is determined by the right hand pop-up menu.

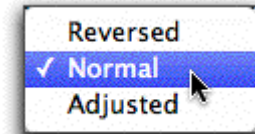
	This Year	Last Year
Movement This Period	The movement for the account in the report period. This is the difference between the current (or closing) balance for the period and the opening balance for the period.	The movement for the account in the period one financial year prior to the report period. For example, if the report is being printed for July 2000/01, this gives the movement for July 1999/00.
Movement Last Period	The movement for the period prior to the report period. For example, if the report is being printed for July 2000/01, this gives the movement for June 2000/01.	The movement for the period one year and one period prior to the report period. For example, if the report is being printed for July 2000/01, this gives the movement for June 1999/00.
Movement Year to Date	The movement for the account from the beginning of the year to the end of the report period. This is the difference between the current (closing) balance for the period and the opening balance for the financial year.	The movement for the account from the beginning of last year to the end of the period one year prior to the report period.
Movement Annual	The movement for the account for the entire year. For example, if the report is being printed for April, but the current period is July, this gives the account movement from the beginning of the year to the end of July.	The movement for the account for last year. For Income and Expense accounts, this is the closing balance of the account for the previous year (since they always have an opening balance of 0.0)

Balance To this Period	The closing balance of the account for the report period.	The closing balance of the account for the period one financial year prior to the report period.
Movement Period X	The movement for the account in the designated period (selected from the pop-up menu) for the current year. The period will not change regardless of the report period. If the period is not open and the Budgets Report Preference option is set, the A budget will be printed.	The movement for the account in the designated period (selected from the pop-up menu) for the previous year. The period will not change regardless of the period.
Movement This Period $\pm N$	The movement for the account in a period relative to the report period. The number of periods preceding or following is entered. Negative values are for prior periods, and positive for subsequent periods. For example, -3 represents 3 periods prior, and 1 represents the following period. If the period has not been opened and the Budgets Report Preference option is set, the A budget will be printed.	As for this year, except relative to the period last year.
Balance to Period X	The balance for the account in the designated period (selected from the pop-up menu) for the current year. The period will not change regardless of the periods setting when the report is printed.	The balance for the account in the designated period (selected from the pop-up menu) for the previous year. The period will not change regardless of the periods setting when the report is printed.
Movement This Period $\pm N$	The balance for the account in a period relative to the report period. The number of periods preceding or following is entered. Negative values are for prior periods, and positive for subsequent periods	As for this year, except relative to the period last year.

Future Values Using the *Movement Period X* and *Movement This Period $\pm N$* options, it is possible to refer to general ledger movements that do not yet exist because the period is not yet open. These will print as zero unless a Budget option has been set in the [Report Prefs](#), in which case figures from the A or B budgets (as specified) will be used instead.

Signs

Use the Signs pop-up menu to control the way that account information is printed. For Profit and Loss type reports the signs should normally be set to *Adjusted*; for Balance Sheet type reports, they should be set to *Normal*.



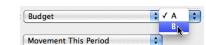
Reversed: Debit balances will be printed as negative; credit balances as positive.

Normal:

Debit balances will be printed as positive; credit balances as negative.

Adjusted: Debit balances in accounts of type Income, Shareholders Funds, Current Liability and Term Liability will be printed as negative, credits as positive. For other account types they are treated as normal. You will need to use Adjusted in a Profit and Loss report. Otherwise the income account balances will be displayed as negative values (because they will normally be credits).

Budgets



By default, this is the account A budget for the period for the report period. The Budget to use (A Budget or B Budget) is selected from the A/B pop-up menu. Budgets can be printed for the current year, the previous year, or the next year.

	This Year	Last Year
Movement This Period	The budget for the account in the report period.	The budget for the account in the period one financial year before/after the report period.
Movement Last Period	The budget for the period prior to the report one.	The budget for the period one year before/after the previous report period.
Movement Year to Date	The budget for the account for all periods from the beginning of the year to the end of the report period.	The budget for the account for all periods from the beginning of last/next year to the end of the period one year before/after the report period.
Movement Annual	The annual budget for the account for the entire year. This is the sum of all of the period budgets for the year	The annual budget for the account for last/next year.
Balance To this Period	Not available.	Not available.

Movement Period X	The budget for the account in the period designated by the period pop-up menu in the current financial year.	The budget for the account in the period designated by the period pop-up menu in the previous/next financial year.
Movement This Period ±N	The budget for the account in the period relative to the report period in the current financial year.	The budget for the account in the period relative to the report period in the previous/next financial year.
Balance to Period X	Not available.	Not available.

Note: If you have only specified annual budgets (by entering the annual budget into the first period of the financial year), then you will (not surprisingly) get this value for the *Movement This Period* budget value for that period, and zero for all the rest.

Calculation

The calculation option allows you to specify a calculation that may involve other columns or fields. The calculation is specified in the Calculation field, or you can use the *Edit* button for the full Calculation entry window.

Note: If you open a calculation column that was created in ancient versions of MoneyWorks, you will get the limited calculations options that were then available. This is for backward compatibility only, and will remain unless you use the Edit button.

You can access a particular column of an accumulator and use it as a base for calculating percentages by putting a reference to it of the form:

<Accumulator Name>.<Column Name>

For an example of this, see the right hand column of the Profit Monthly report, which uses the reference PCT.COL6 to show income and expenditure as a percent of total income.

Note: For calculations not returning a number, set the format to *Non-numeric*.

Note: Since there is no guarantee that an accumulator will exist for the entirety of the report (it's not created until it is used in a part), the syntax check for a column calculation will give an "unknown identifier" warning when you use an accumulator.column in a column calculation. So long as the accumulator you use in the calculation gets created before any account

parts that will cause the column calculation to be evaluated, this won't be a problem - just ignore the warning.

Accum. Behaviour: Determines how the calculation is applied to accumulators.

Apply Formula to Accumulator: The formula is applied to the accumulated totals. You will typically use this option when you are calculating percentage differences across columns.

Accumulate Calculated Values: The result of each calculation is accumulated. This will give the same result as the Apply Formula to Accumulator option provided the calculation involves only addition and subtraction.

Accumulator Behaviour

This Month	Last Month	% Change	% Change
22,142.41	47,871.02	46.25%	46.25%
140.44	256.53	54.75%	54.75%
22,282.85	48,127.55	46.30%	101.00%

This column has *Apply Formula to Accumulator* set. The percentage is got by dividing through by the accumulated values, which is correct in this case.

This column has *Accumulate Calculated Values* set, so has added all the percent changes to give a total, which is wrong in this case.

Blank

A *Blank* column displays nothing. Use this for formatting your report. Numeric cell calculations in blank columns are not (by default) accumulated into active accumulators, and nor do accumulator totals show in a Blank column.

General

Similar to Blank columns, but numeric cell calculations are accumulated by default, and accumulator totals are displayed. General is the default column type for new columns.

Column Format Options

Format

Width: 90 points

Format: 0.00;(0.00)

Alignment: Decimal

☐ \$ ☒ % ☐ Zero is Blank

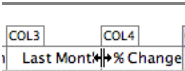
Inset Left: 0

Right: 0 points

Individual columns can be formatted using the Column Format options:

Width

Use this to explicitly set the width of the column. Column widths can also be altered by dragging the right-hand column boundary in the heading as shown. A width setting of zero makes the column entirely invisible.

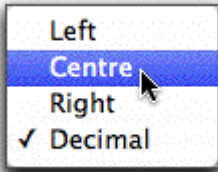


Changing a column width

Tip: You can highlight an entire column by clicking in the heading of the column. If you then press your Keypad-enter key (or press Ctrl-M/⌘-M), the column settings will open. Highlighting a column and pressing Tab will highlight the next column (or shift-Tab for previous). If you tab into a column with zero width, no column will show as highlighted, but you can still open the settings by pressing Keypad-enter.

Alignment

Use the alignment option to specify whether information in the column should appear against the left or right hand side of the column, centred in the column, or on the right side with the decimal points aligned.



You should always choose *Decimal* alignment for numeric data.

On some printers, you may need to switch off the Font Substitution option for the printer in order for figures to be correctly aligned.

Format

Use the format option to specify the format in which numeric values should be printed. The pop-up menu provides examples of the format for positive and negative numbers. Zero balances always print with positive number formatting. Calculations resulting in zero print with the formatting for the sign of the result (which may be positive or -ve zero).

The format options are as follows (the two right hand columns are the format constant name and number, either of which can be used as parameters to functions such as [TextToNum](#)):

Positive as	Negative as	Description	Name	No.
Non-Numeric		Use this if the column is a calculation that returns a non-numeric result	-	
0	-0	integer, negative with minus sign	NumFormInt	0
0.00	-0.00	2 decimal places, zero pad, negative with minus sign	NumFormDec	1
0	(0)	integer, negative with parentheses	NumFormIntParen	2
0.00	(0.00)	2 decimal places, zero pad, negative with parentheses	NumFormDecParen	3
0 DB	0 CR	integer, positive with DB, negative with CR	NumFormIntCRDB	4
0.00 DB	0.00 CR	2 decimal places, zero pad, +ve with DB, -ve with CZ	NumFormDecCRDB	5
0	0 CR	integer, negative with CR	NumFormIntCR	6
0.00	0.00 CR	2 decimal places, negative with CR	NumFormDecCR	7
0.000	-0.000	3 decimal places, zero pad	NumForm3DP	8
0.#####	-0.#####	up to 8 places after the decimal place	NumFormMax8DP	9
0.##	-0.##	up to 2 places after the decimal place	NumFormMax2DP	10
0.####	-0.####	up to 4 places after the decimal place	NumFormMax4DP	11
0.00##	-0.00##	2 decimal places, with up to 2 more significant digits	NumFormMin2DP	12
0.0000	-0.0000	4 decimal places, zero pad	NumForm4DP	13
0.0	-0.0	1 decimal place	NumForm1DP	14
0.000000	-0.000000	6 decimal places, zero pad	NumForm6DP	15

0.#### (no sep)	-0.#### (no sep)	up to 4 places after the decimal place, no thousands separator	NumFormNoThouSep	16
0.00 (no sep)	-0.00 (no sep)	2 decimal places, no thousands separator	NumFormDecNoThouSep	17
0.0e0	-0.0e0	Scientific notation	NumFormSci	18
0.0xxxxx	-0.0xxxxx	Forces output through printf "%f" (also implies no decimal separator and nonlocalised decimal point)	NumFormPrintf	19

The dollar and the percent check boxes can be used to include the currency and/or dollar symbol in the formatted number.

Zero is Blank

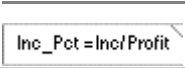
If this is set, zero values will show as blanks on the report.

Inset

Use these setting to indent the text output in the column by the number of points indicated. This is useful if you have right aligned and left aligned columns adjacent to each other. You can specify both a right and left inset.

Report Cells

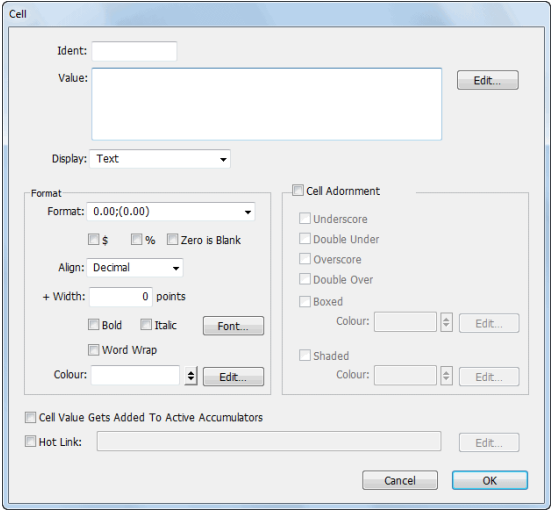
It is also possible to enter text, formulae and to format individual cells in the report layout. You can, for example, use a cell to enter the description of an accumulator total when you show the accumulator, or even to change the format of underlying information. A cell is formed by the intersection of parts and columns.



Cells display with a little diagonal line in the top-right corner. If the cell has a result name, then the on-screen representation shows as "resultname=expression"

Creating or Modifying a Cell

To create a cell, or modify an existing one, simply double click on the intersection of the part and column to bring up the Cell Settings dialog box:



Ident: If you want to use the result of this formula in another calculation later in the report, you need to give the cell a unique name—this is entered in the Ident field. Leave this blank if you do not need to access the cell.

Value: Enter the text or formula to appear in the cell into the Value edit box, or click the Edit button to open the Calculation window. Only the text that fits in the cell’s column width will be printed (unless the Word Wrap option is set). A formula needs to start with an equal sign (“=”): e.g.

```
=if(Col6 < 0, "Less:", "Plus:") + " Adjustments"
```

The formula will be evaluated when the report is printed, and the result used in the report.

Tip: An empty formula (consisting of just the = sign) will display the underlying value that the cell is covering, but with the adornment and formatting specified in the cell settings.

Display: This determines the type of information that will be displayed in the cell. You will normally leave this at Text (the default value), which is used for all numerical and text values Other options are:

Product Image: Set this to display a product image (if any). The Value must resolve to the Code of the product. The image will be scaled to the cell width; the aspect ratio of the image is retained, unless the cell has been resized, in which case the image will be stretched. The special code of "Builtin:CompanyLogo" will display the company logo in the cell.

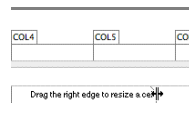
As Chart: Set this to the cell display a chart of the cell calculation (which should evaluate to a table, as for composite charts in the chart part type. MoneyWorks will determine a suitable aspect ratio.

Blank: A blank cell can perform a calculation on a printed part, but will not itself print. This saves having to put a Remark in just to do the calculation.

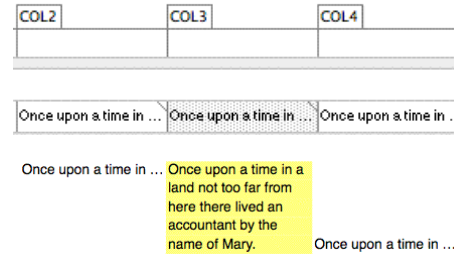
Barcode: A barcode will be displayed in the nominated encoding. The value of the cell should resolve to a valid string of the form "encoding:data", where encoding is one of EAN13 or Code128 (e.g. "EAN13:941900793006"). If the encoding is omitted, Code128 is assumed. Note that the text for the Code128 barcode should be wrapped in the MoneyWorks Code128 function, e.g. "Code128:" + code128(barcode text). To get a UPC code, use an EAN code starting with 0, e.g. "EAN13:0" + UPC_Code

Format, Align and Font options: Use this to set the format for cell —see [Format](#). Non-numeric cells should have a format of None.

+ Width: A cell can be wider than its column provided that the next column does not also have a cell in it. Use this to specify the additional width, or drag the right hand boundary of the cell.



Word Wrap: Set this if you want the text in the cell to wrap round more than one line. If this is not set any text that doesn't fit in the cell will be truncated. Note that cells to the left of a text with word wrap will be printed aligned to the top of the text wrapped cell; cells to the right will be aligned with the bottom.



Colour: An expression that results in a colour that is applied to any text in the cell. The expression, which can be conditional, must return one of:

Either: A literal colour from "None", "Orange", "Red", "Magenta", "Cyan", "Blue", "Green", "Brown", e.g. = "Red", or a user specified colour name (e.g. = "Urgent")

Or: A number in the range 0-7, which corresponds to the colours above;

Or: A result in 24 bit RGB colour format, similar to HTML colours (0 is black). These are easily expressed as hexadecimal values, a # followed by six characters, e.g. #FF0000 which is red.

if(self < 0, #FF0000, 0)

returns the value #FF0000 (Red) if the value of the cell (as represented by the keyword self) is less than zero.

Tip: You can use the stored colour value in a record to set the colour in a portable way. So =Account.Colour will print in the colour of the current account in an account range. Or, if you have a for-loop iterating over, say, products and the control variable is called PROD, then you would use =PROD.Colour.

Cell Adornment: Use the cell adornment to apply underlines, overscores, boxes or shading to the cell. The colour options for boxing and shading operate in the same manner as those for the text, allowing you to have conditional boxing or shading.

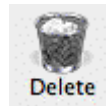
Cell gets added to active accumulators: Turn this option on if you want the (numeric) value in the cell to be added to all active accumulators.

Hot Link: If you want to provide this cell with drill down capability, you need to set this option and specify the drill down hot link. The hot link indicates where in MoneyWorks you want to drill down to, and what information to display. You get automatic drill-down information for account codes and descriptions, and also for ranges of accounts when using a subsummary. See [building hot links](#).

Removing a Cell

To remove a Cell:

1. Click on the cell to select it, then click the *Delete* toolbar button

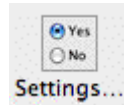


Setting the Report Preferences

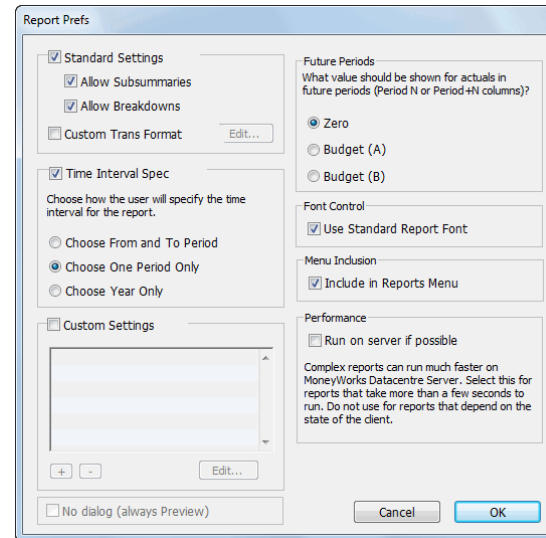
Different reports may have different requirements regarding how they handle financial periods. For example for some reports it might be appropriate to print the report over a range of periods, whereas for others it is only sensible to print it for a single period. Also some reports may have specific “environmental” variables or options that you need to specify at run time, such as a projected exchange rate, or number of work days in a month.

To set the Report Preferences:

1. Click the *Settings* Toolbar button



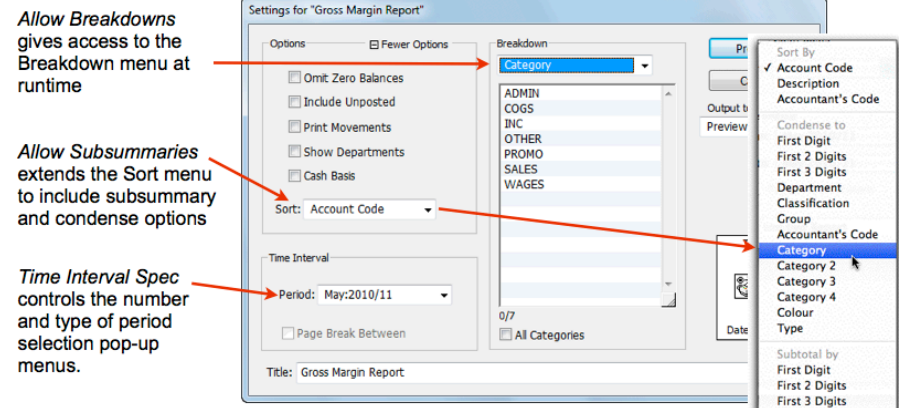
The Report Preferences window will open.



2. Set the options you require (as discussed below) and click *OK*

Report Run-Time Settings

The Standard Settings, Time Interval Spec and Custom Settings options determine which options are displayed in the [Report Settings](#) window when the report is run, and hence how configurable the report is at runtime.



Allow Subsummaries

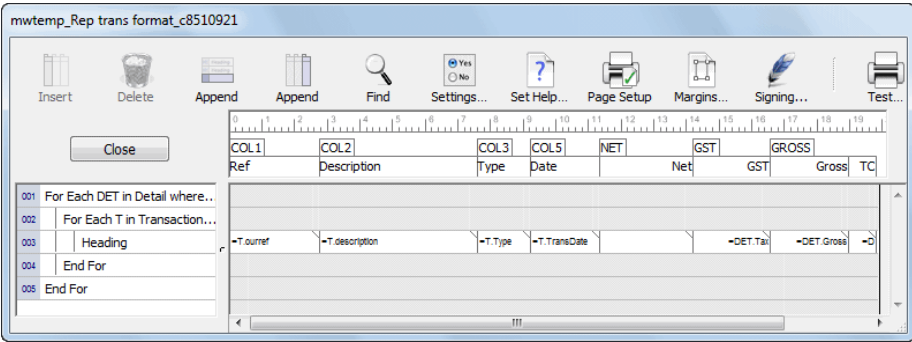
This adds run-time sub-summary options to the Sort pop-up menu in Report Settings window, allowing the user to select a sub-summary or condensed report at runtime —see [Subsummary Reports](#). Note that subsummaries can also be built into a report part —see [Summarise these accounts](#), and that these override the user-selectable ones.

Allow Breakdowns

This gives the user access to the Breakdown options in the Report Settings window —see [Breakdowns](#). If the option is not set, the user will not be able to do reports by (for example) individual department.

Custom Trans Format

Set this if you want to provide your own format for the layout of any transactions printed (using the *Show Movements* option) when the report is printed. When you set this a new report window will be displayed:



It is this “sub-report” that is processed whenever transactions need to be printed. It is set up to step through the relevant lines and print out the transaction information. You can move, delete, resize or add columns, or even add new parts (but be circumspect—a page break in the For loop will chew through a lot of paper, and a Range of Accounts will give unpredictable results). The actual information to be displayed is extracted using a cell formula.

Time Interval Spec

Determines the number of period menus available when printing the report. If it is not appropriate that your report has such menus (such as a back order report), you should turn this option off.

Choose From and To Period Two period pop-up menus will be displayed in the Report Setup box, allowing the selection of multiple periods for the report. One copy of the report will be printed for each period in the selected range.

Choose One Period Only A single pop-up period menu will be presented in the Report Setup box. The report will only be printed for the one selected period. You would use this setting where you have a report with (say) the 12 previous months listed in it in separate columns.

Choose Year Only A single pop-up menu with the Year Names will be presented in the Report Setup box. The report will only be printed for the nominated year, and the report period is set to the last period of the year. You would use this setting where you have a report that lists all the periods in a financial year in separate columns.

Custom Settings

Turn this option on if you want to add custom controls, privilege control or environment variables to your report. Any controls created here will appear below the *Sort* menu in the Report Settings window, and can be set by the user when the report is run. See [Custom Settings](#) for more details.

Always Preview

This can only be set if there are no other output settings. If set, no Report Settings will be displayed when the report is run, and it will always be previewed. You will not be able to print, email, send to Excel etc (although you can print and email from the Preview window).

Future Periods

In MoneyWorks it is possible to show data in a report from a period that has not yet occurred (i.e. after the current period). The Future Periods options allow you to specify what you want to show in this case:

Zero The value for future periods will be displayed as zero.

Budget (A) The A budget will be used for the future periods.

Budget (B) The B budget will be used for the future periods.

Use Standard Report Font: If this is set, the report will only use the standard report font and size. Any individual fonts that might have been built into the report are ignored, although their Style attributes will be maintained.

Performance: Run on server if possible

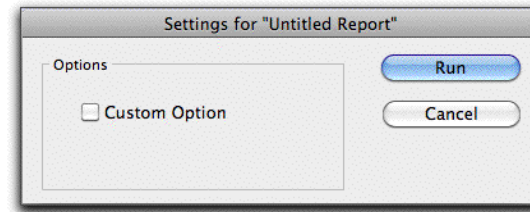
Complex reports can run much faster on the MoneyWorks Datacentre Server. However such reports must be able to run independently of the client (so for example cannot process a selection of highlighted records, unless you pass the selection to the server an *invisible control*). Select this option for eligible reports that take more than a few seconds to run.

Tip: Hold down the Shift key when you click Preview and MoneyWorks will reverse the setting if possible when it prepares the report.

No Output Options

Turn this on if you want to make a Report Script. Such a report, if placed in the MoneyWorks Custom Plug-ins/Scripts folder, will appear at the end of the Command menu (along with other user installed scripts). This allows you to use reports as simple scripts.

If this is turned on, no output options apart from your custom controls will be presented when the report is run. The Print/Preview button is replaced by a Run button. Any output generated by the report will appear in the Preview window.

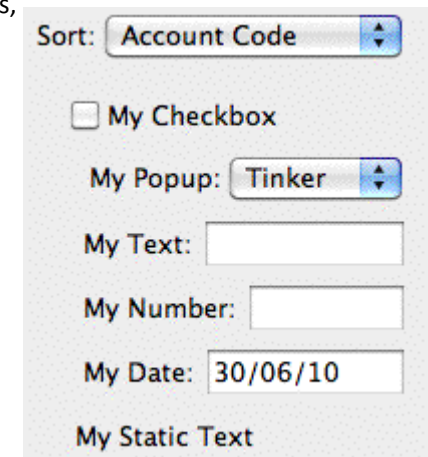


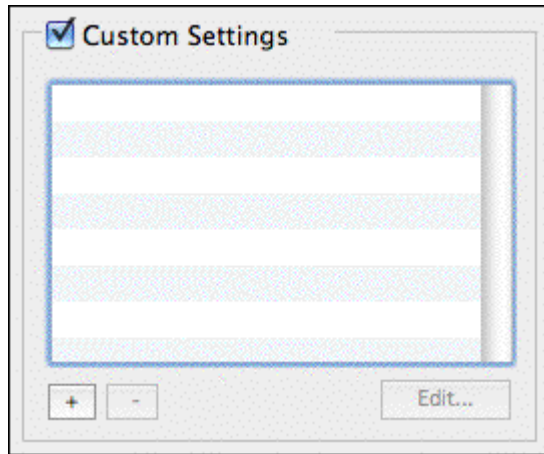
For the No Output Options to be enabled you must first turn off the Standard Settings and Time Interval Settings.

Custom Settings

You can add your own custom controls or environment variables to your report using the *Custom Settings* option. Any controls created here will appear below the *Sort* menu in the Report Settings window, and can be set by the user when the report is run.

Controls can be Check Boxes, Radio Buttons, Pop-up menus, and fields for entering text, numbers and dates, plus just plain text. In addition you can provide scripts to control the Report Settings dialog, and a Privilege Check to control access to the report.





To add a custom control: click the + button

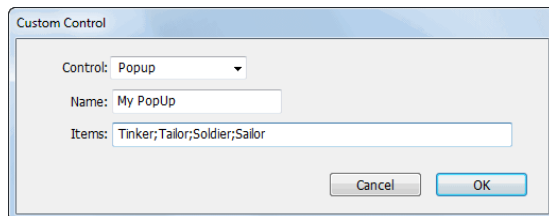
To delete a custom control: highlight the control in the list and click the - button

To move a custom control: Drag the control up or down in the list.

To modify a custom control:

1. Double-click it in the list, or highlight it and click the Edit button

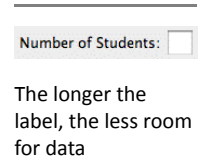
The Custom Control window will be displayed.



2. Set the Control pop-up menu to the type of control you require
3. Type the name of the control into the Name field

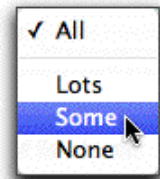
This is what will appear as a label to the control on the Report Settings window, and hence needs to be something meaningful to the user. It is also made available as a variable within the report, so you can access its value. Thus a name of "Number of Students" becomes the report variable Number_of_Students.

- You should not make the name too long, as there is limited space for it to display ("Number of Students" is probably a bit too long; "Student Count" might have been better).
- It is important that your name not conflict with any of the existing report variables. Thus names like "Period" or "YearEnd" are to be avoided. The existing names can be seen listed in the Calculation window, available when you click the Edit button in a report calculation.
- The choices in a pop-up menu are entered into the Items field of the Custom Control window. Individual choices are separated by a ";". A "(-" will insert a separator into the menu. Thus:



All; (-; Lots; Some; None)

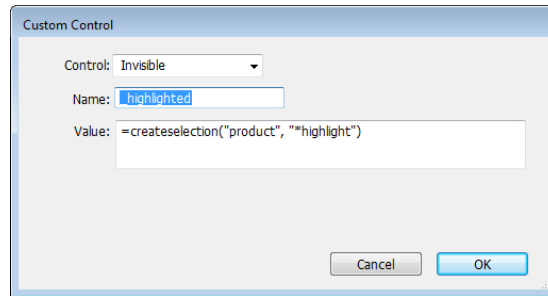
results in the pop-up menu shown on right.



- The special value #PER can be supplied as a pop-up menu value, which results in a pop-up menu of periods. The value returned is the period number.
- Use the *Find() function* with a semicolon as a delimiter to populate the pop-up menu with data from your accounts. For example, set the Items field to the following to display up to 100 bank accounts in the pop-up menu:

```
=find("Account.code","system = `BK`", 100, ";", "account.code")
```

- Use an invisible control to generate some pre-calculated value. You will need to use these if your report operates on a selection of records, and you want to run the report on the Datacentre Server. Because the server has no idea what selection the user has made in a list, you need to capture it in the report settings, which are then passed back to the server for processing.

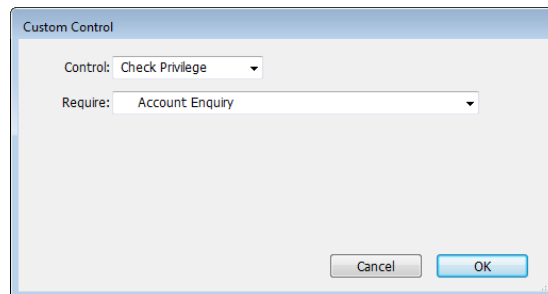


For more information on pre-calculated selections, see [Selections](#).

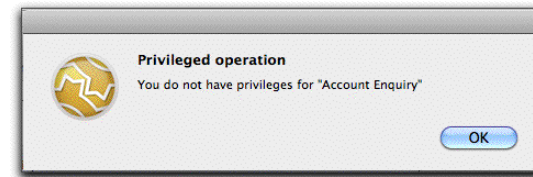
- Adjacent radio buttons are considered to form a single group (i.e. only one button can be set at any one time). If another control separates the radio buttons, then they will operate as different groups, allowing you to use static text to give you a label, or even an invisible control to logically group your radio buttons.

Check Privilege

Access to the report can be controlled by a specific user privilege (as well as by signing). This is achieved by using the Check Privilege control, and choosing the privilege the user must have to run the report from the supplied list of privileges. For example, the following setting means that a user must have the Account Enquiry privilege set to run the report:



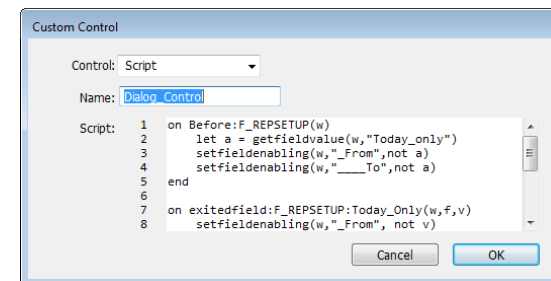
The following will be displayed if a user without the privilege attempts to run the report:



If there is more than one *Check Privilege* control in the report, the user must have access to all privileges specified. Note that users who do not have the *Signing and Using Unsigned Forms and Reports* privilege will still need to have the report explicitly signed to them.

Script

You can provide a script as a report control that can (among other things) control the highlighting of your custom controls, or provide some complex form of access control.



Note that the WindowID for the report setup dialog is F_REPSETUP.

Tip: It is much easier to write and debug a script in the script editor window than in the control window. Get it working there, and then create the custom script control and copy and paste the script text. Make sure the control has the same name as the original script, and remember to deactivate the script.

Tip: Public handlers in the report script (or any loaded script. provided the report is not being run on the server) can be seen from the report, allowing you to make custom functions that can be used by the report. For example the following handler in a script control named "repScript":

```
on trickycalculation(x, y) public
```

would be accessed from the report by something along the lines of:

```
=repScript:trickycalculation(3.141, 42)
```

See the Recurring Transaction report, which contains a script to calculate the next recurrence of a transaction, for an example of this.

Note: You can include an on SetupReport handler in a script. This will run just before the report itself is executed, and allows you to dynamically set a column width in the report, as in the following example:

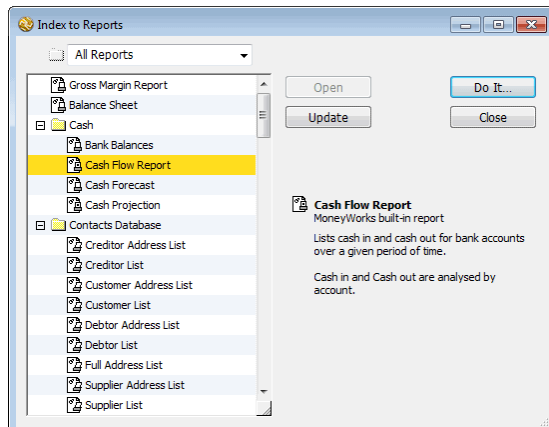
```
on SetupReport
  SetReportColumnWidth("TAXCOL", if(Val("Show_Tax"), 80, 0))
end
```

If the handler returns false, the report will silently abort.

For more information on scripts, see [Scripts, Automation and the REST of it](#).

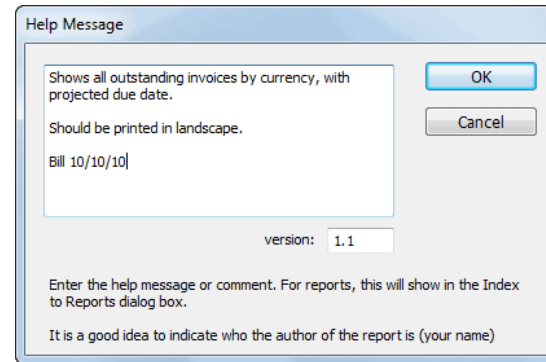
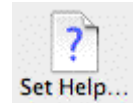
Setting the Help Text

It is often useful to provide a brief summary of what the report is for, and how it should be used. This is accomplished by means of the help text, which is displayed when the report is selected in the [Index to Reports](#), as shown:



1. Click the *Set Help* Toolbar button to set the Help text

The help text entry window will be displayed.



2. Enter the help text, and click *OK*

The version number is useful for managing deployment of reports, and ensuring people are not using an obsolete version.

Report Signing

In a multi-user environment, you may want to restrict access to the report only to authorised users, and/or upload it to the Datacentre Server. You can do this once you have completed and debugged the report by clicking the Signing toolbar icon (see [Protecting Reports and Forms by Signing](#) for more details). Note that if you modify a previously signed report, you will need to re-sign it. The report signing is in addition to any [Check Privilege](#) controls that exist in the report (e.g. if the report has a Check Privilege of Account Enquiry, Jo will not be able to access the report even though it is signed for him unless the Account Enquiry privilege is turned on in his user privileges).

Sequential Report Chains

It is possible to chain a number of reports together so that they print sequentially. Note that report chains are deprecated, as equivalent reports can now be created using For-Loops in a single custom report.

Caution: As a report chain consists of a number of separate reports (files), they will cease to operate if one or more of the component reports are moved, renamed or deleted.

Simple Report Chain

A report chain can be used to have a number of reports print as a single job. This is useful if the reports will take some time to print and you don't want to attend the computer to start each one printing individually. This is called a *Simple Report Chain*.

When printing a Simple Report Chain, each report uses the page setup and report settings that have been saved with the chain document, and each report will always start on a new page.

Compound Report Chain

A report chain can also be used to create a single compound report in which members of the report chain are printed with their own individual breakdown settings. This allows you to have breakdowns within a report, rather than simply having the report reprinted for each item in the breakdown. This is called a *Compound Report* or *Chain Report*.

When printing a Compound Report, you have a single page setup for the whole report, but each element of the chain (or sub-report) has its own report settings.

As a simple example of this process, you could create a report with two basic parts designed to print details of all income accounts and then expense accounts. When printing this report using a breakdown by category, the report would print income and then expense details for the first category, and then repeat the process for subsequent categories.

If you wanted a report which printed a category breakdown for all income accounts in one section, and then repeated the process for the expense accounts, you could create two sub-reports and chain them together. Each sub-report would contain the appropriate part (containing either the income or the expense accounts) and would print a full breakdown of the accounts in that range in a consecutive block.

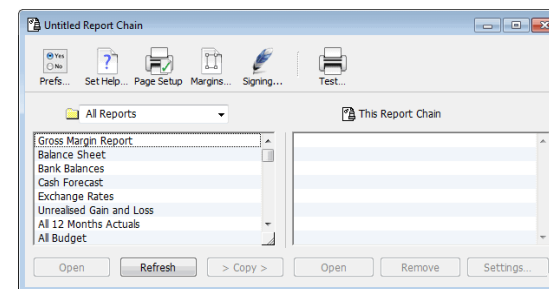
Creating a New Report Chain

Simple and Compound report chains are created the same way.

Ensure that you have created and saved all the reports that you would like to include in a chain. Reports not stored in the Reports folder in either your Custom Plug-ins folder or Standard Plug-ins folder will not be available in the Report Chain dialog box.

1. Choose File>New>New Report Chain

An Untitled Report Chain window is displayed.



All the reports in the Reports folder(s) appear in the scrolling list on the left

2. Highlight a report (in the left hand list) and click the **Copy** button to add it to the This Report Chain list on the right

Double clicking the report name will also add it to the chain.

3. Repeat step 3 for each report in the order in which you would like it to be printed within the chain

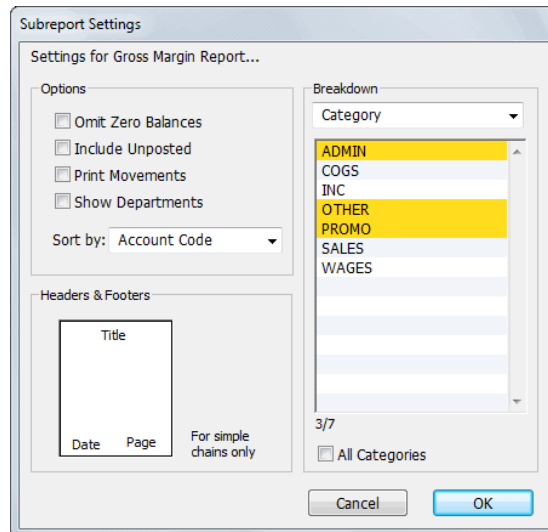
Highlight a report in the This Report Chain list and use the *Remove* button to remove a report from the chain if you make a mistake.

You can open one of the reports in your chain in a Report Editor window to see what it looks like by highlighting it in either list and clicking the appropriate *Open* button.

Report Part Settings

4. Highlight the sub-report in the This Report Chain list and click Settings

This allows you to specify the report settings that will be used for the printing of the sub-report as part of the Report Chain.



Select the desired options for the sub-report from the check boxes.

Choose the Breakdown (if any) for the sub-report from the *Breakdown* pop-up menu. This works in the same way as it does for an ordinary report except that the breakdown (and the other options) will affect only this part of the chain.

Changes to the settings made here will be saved as part of the Report Chain document (they do not affect the saved settings for the original sub-report document).

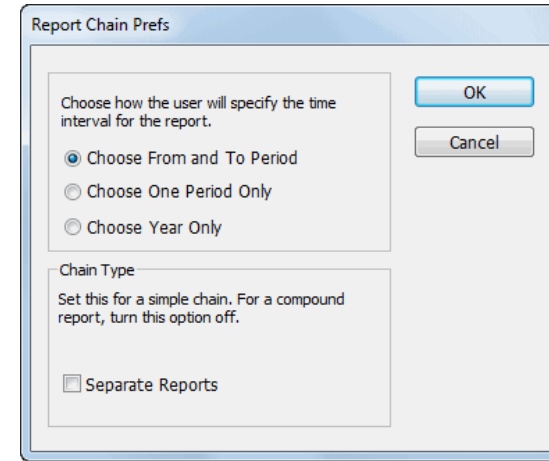
The Headers and Footers options apply only to Simple Report Chains (they are ignored for Compound Chains).

Double clicking the report name in the right hand list also brings up the Settings dialog box

If you are making a Simple Chain:

5. Click the *Prefs* toolbar button

The Chain Report Prefs window will be displayed.



6. Set the *Separate Reports* option

7. To set the help text, click the Set *Help* button

The Report Help Message will be displayed into which you can type information about the report.

Reordering a Chain Report: To reorder the reports, hold the cursor over a report in the This Report Chain list and drag either up or down.

To Save the Report: Choose File>Save Report to save the report. If you close the Report Chain window, you will be asked if you want to save any changes you have made.

To Test the Report: To print the chain report click the Test Toolbar button. The *Report Settings dialog box for the chain appears.*

Refresh Button: New reports that you create while the Report Chain window is open will not automatically appear in the Reports List. If you want to use new reports in the report chain, click *Refresh*—the left hand report list will be updated to represent the current reports in your Reports folders.

Opening and Modifying a Report Chain

Use the Open command from the File menu and choose a report chain document, or locate the report in the Index to Reports and click the *Open* button.

You can change the reports in the chain by clearing out those that you no longer want, and adding new ones with the *Remove* and *Copy* buttons.

You can also modify the settings for particular reports in the chain by using the *Settings* button.

Click in the close box to close the report chain (you will be prompted to save the report chain).

Hot Links

Reports cells can have drill-down information that allows them to be clicked in the preview to drill-down to an enquiry on the related record, a list of related records (e.g. transactions that make up a total), another report, or even a website.

Analysis Reports automatically get drill down information for every line/figure (not totals)

General Ledger reports get automatic drill-down information for account codes and descriptions, and also for ranges of accounts when using a subsummary.

In addition to the automatic drill-down information, cells can optionally supply a *relational search* Hot Link that will select records to drill down to when clicked in the preview.

In its simplest form, this is a *Relational Search*, ending in the file to link to, e.g.

```
[Name] // will display all names

[transaction] // will show all transactions in the All tab
               in the transaction list

[transaction:Type = "DII"] // will limit the display to
                           incomplete debtor invoices (receivables).

[Transaction:SequenceNumber = 1234] // the transaction
                                   whose seq is 1234

[Account:Type = "CA"][Details] // the detail lines that
                               pertain to a current asset account

[Account:Type = "CA"][Transaction:Period > X and Period < Y]
[Details]
```

The final example displays just the details in a given period range.

Since the relational search is invoked only when the user clicks on the hot link in the Preview, you can't use report variables (like PeriodNum) directly in the search functions, but you can use them indirectly by calculating your hot link. e.g:

```
= "[Account:Type = `CA`][Transaction:Period >= " + (PeriodNum
- Mod(PeriodNum, 100)) + "][Detail:Detail.Account=`" +
Account.Code+ "-@" ]"
```

This might result in a hot link such as:

```
[Account:Type = `CA`][Transaction:Period >= 204]
[Detail:Detail.Account=`3000-@`]
```

which is a valid hot link specification.

Note: Hot links are evaluated only when clicked in the report preview. You must test your links before unleashing a report on an unsuspecting populace.

Where to display

The window to open when the hot link is activated is determined by the file name of the last term, as shown in the following table:

FileName	Default Window

Account	Account Enquiry
Name	Customer Sales Enquiry
Product	Product Sales Enquiry
Transaction	Transaction List (All tab)
Detail	Detail Line List (All Lines tab)
Job	Job List (All tab)
Job Sheet	Job Sheet List (All tab)

These defaults can be overridden by appending a special “dispatch” code, either as a prefix before the first square bracket (separated by a colon), or after the last [...] term. For example, the addition of the lidi dispatch code in the link below causes the transactions to be displayed in the debtor invoice tab of the transaction list, as opposed to the All tab (thus giving all debtor invoices that involve a fixed asset). The two examples below are equivalent:

```
lidi:[Account:Type = `FA`][Transaction]`
```

```
[Account:Type = `FA`][Transaction]lidi
```

Linking to a specified sidebar in a list

When you want to link to a named sidebar in a list, and there is no specific dispatch code, use the prefix form and append the sidebar name. Thus the following example will display the accounts with category “COGS” in the Cost of Sales and Expenses sidebar tab of the accounts list:

```
liac:[account:category=`COGS`]Cost of Sales and Expenses`
```

Note: When linking to a list (as opposed to any enquiry), any filter in the list will be reset.

Linking to another report

You can link to another report by using the “repo:report=” dispatch code with a null search. This is followed by the report name (in quotes) and an optional list of parameters and values. For example, the following will generate and “Drill down to” the Profit & Loss comparison report from April to June 2010.

```
[ ]repo:report='Profit and Loss Comparison' from='1/4/10' to='1/6/10'
```

Linking to a website or other URL

You can link to a website or other form of URL from the report. This will be active in the preview window or in a saved pdf. The entire hot link must constitute a valid URL (there are no square brackets). For example the following will link to a cool website in your default browser:

```
http://www.cognito.co.nz
```

The following will create an email in your email program:

```
mailto:info@myemail.com?subject=Response to mailout
```

Common Hotlink Despatch Codes

Transaction: default is All tab in list	
licr	Receipts
licp	Payments
lici	Creditor Invoice
lidi	Debtor Invoice
lijn	Journal
	All
	Posted
rcvb	Receivable
payb	Payable
lipc	Bought
lisc	Sold

lipo	Purchase Order
liso	Sales Orders
liqu	Quote
Name: default is Customer Enquiry	
licu	Customers
lisu	Suppliers
lidr	Debtors
licd	Creditors
lina	All
Product: default is Product Enquiry	
lipr	Products
lire	Resources
liti	Time
lifr	Ship Methods
Account: default is Account Enquiry	
liac	Accounts
Jobs: default is All tab in list	
lij1	Quoted
lij2	Active
lij3	Completed

lij5	All jobs
Job Sheet: default is Pending tab in list	
ljpe	Pending
ljpr	Processed
libu	Budget
Enquiries	
To link to a specific tab in an enquiry window, append "/tab name" after the Dispatch code (or just use the tab name if no Dispatch code is used). E.g. <code>cuen:graph</code> will display the Customer Sales Enquiry graph, and <code>cuen:P/graph</code> will graph supplier purchases.	
cuen	customer sales
cuen:P	Customer Purchases
pren	product sales
pren:P	Product Purchases
sten	stock enquiry
hist	Payment history
Reports	
To link to a named report. The report must be correctly named, and is generated in a new preview panel when the link is activated. An optional list of parameter names and values can follow. The parameter names must be spelt correctly (substitute an underscore for any spaces),	

with the values in quotes and no extra spaces, e.g. my_param="3"

```
[ ] repo="repname"  
param="value"
```

¹ They need to be saved into the *Invoices* (or *Statements*) folder in the *Plain* folder in the *MoneyWorks Custom Plug-ins* folder ↗

Analysis Reports

Whenever you enter a transaction into MoneyWorks you are recording more than simple accounting information. For example, if you are using the debtors and product system each sale will record information about what that customer purchased. Over a period of time these transactions will build up, and within MoneyWorks you will have a valuable resource of customer buying habits, product sale patterns and so forth.

This information is not (necessarily) accounting information, but is of great potential value for management and marketing purposes. You can access this information at a simple level by using the Customer and Product [sales enquiry screens](#). Analysis reporting in MoneyWorks offers an even more powerful way of extracting this information.

Analysis reports are quick to set up, and produce what is basically a weighted cross tabulation (cross tab) of selected transaction information. Cross tabs have been used for many years to collate data for decision making purposes.

Some of the more common sorts of analysis (e.g. customer by product, product by customer) come presupplied with MoneyWorks. However you can create your own reports as you need them, and save these for reuse at any time. The sorts of analysis that you can do include (but are by no means limited to):

- Breakdown of Products Sold by Customer
- Breakdown of Costs (or Income) by Job
- Breakdown of Customer Purchases by Period
- Breakdown of Product Sold by Customer by Period
- Breakdown of resource use by job
- Breakdown of resource use over time

Note that you don't have much control of the layout of an analysis report. If you want more control of the formatting and layout, you can (with a bit more effort) use the [Analyse function](#) in a custom report.

Analysis Tutorial

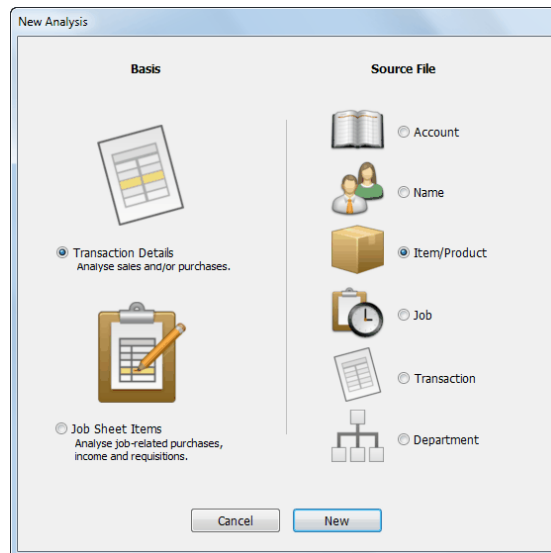
This tutorial, which takes about ten minutes, steps you through creating and using Analysis reports, and will (hopefully) give you an appreciation of what they are and how they can be used. Although designed to be used with the “Acme Widgets” tutorial file, you can use this tutorial with your own accounts if you want—there are no side effects (but you will obviously get different results).

Creating an Analysis Report

Analysis reports can provide information from either the transaction file or the job sheet item file, both of which hold “raw data”, and hence can be usefully analysed. In this tutorial we will use the transaction file to create an analysis report to show who has purchased specific products.

1. Choose File>New>New Analysis

The New Analysis window will be displayed.



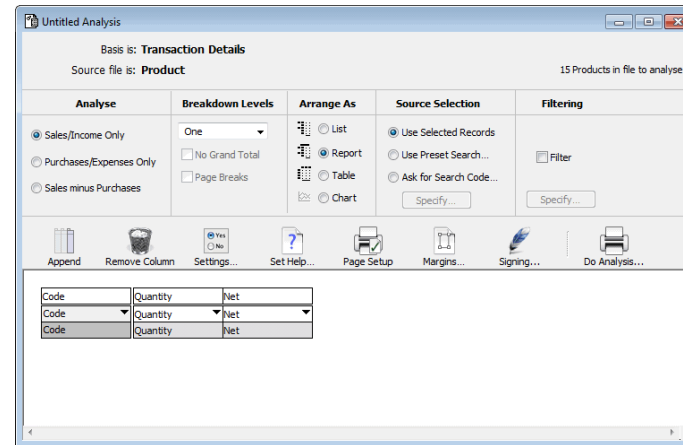
2. Set the **Basis** to Transaction Details and the **Source File** to Item/Product as shown

An analysis report is always based on a *Source File*, which is used to select the transactions to be analysed¹. In our example, we want to report on sales of specific products, so the product file will be the source file.

The *Basis* indicates where the information that we are analysing comes from. For this tutorial we want the transactions.

3. Click **New**

The Analysis Definition window opens.



In this window we can specify the information that we want to appear on the analysis, and how the report will be formatted.

4. In the **Analyse** part of the window, click **Sales/Income Only**

As this analysis is concerned with who purchased the selected products, we only want to look at sales.

5. In the **Arrange As** section, click **List**

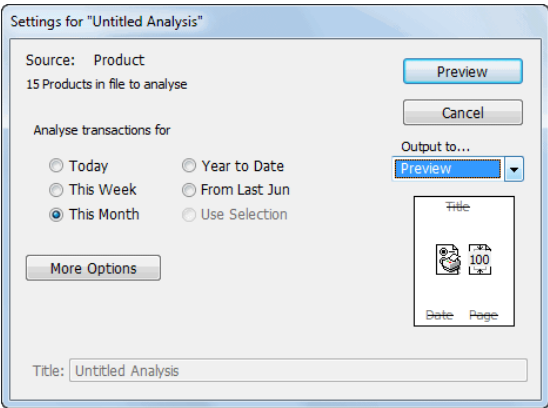
This determines how the information is displayed in the report.

The bottom part of the window displays the structure of the analysis. The fields on which the analysis will be done are in the left hand columns. The default setting has one label column called Code. The remaining columns show the

information that will be printed, and are currently set to Quantity and Net. We'll look at the default report, even though it is not quite what we want.

6. Click the *Do Analysis...* button

The Analysis settings window will be displayed. We use this to select the output options and time interval for the analysis.



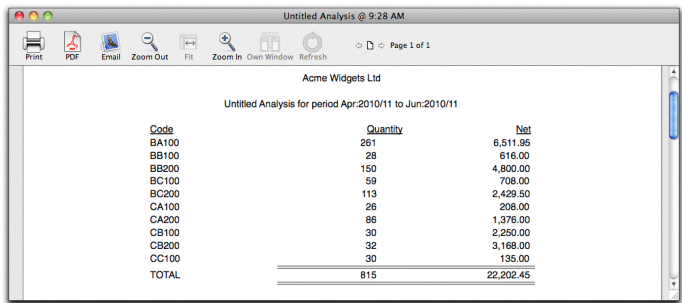
If your's does not look like the one above, click the *Fewer Options* button.

7. Click the *Year to Date* radio button

We'll look at all sales for the year to date.

8. Set the output to *preview* and click the *Preview* button

The analysis report will be displayed.



The report consists of three columns, each one corresponding to one of the columns in the setup window. To prepare the report MoneyWorks did the following (more or less):

- Stepped through each product in the product file (the source file)
- For each product, found all details lines in transactions that occurred this financial year.
- Added up the quantity and net for the detail lines.

The summary information for that product was then printed.

9. Close the preview window

The analysis setup window will be the front-most window.

Adding other breakdown fields

The report we just previewed had a single level of breakdown which was product. We want the report to be of product by customer, so we need to add another breakdown level.

1. Set the pop-up menu under *Breakdown Levels* to *Two*

A new column “NameCode” will be displayed.

Code	NameCode	Quantity	Net
Code	NameCode	Quantity	Net
	NameCode	Quantity	Net
Code	NameCode	Quantity	Net
	NameCode	Quantity	Net

This is a two level breakdown. The first level is for the product, and the second is for the customer. The columns are already set to this, so we don't need to change them.

At the top of each column is a column heading (see diagram). The heading defaults to the name of the column contents. We'll change the headings for the label columns.

- Click on the **Code** heading to highlight it, type “Product” and press tab to go to the **NameCode** heading and type “Customer”

The first column displays Product details, and the next Customer.

- Click the **Do Analysis...** button

The Analysis settings window will be displayed.

- Click **Preview**

The analysis report will be displayed.

Acme Widgets Ltd

Untitled Analysis for period Apr:2010/11 to Jun:2010/11

Product	Customer	Quantity	Net
BA100	BROWN	28	698.60
	GREEN	7	174.65
	ROSE	17	424.15
	SCARLET	10	249.50
	SMITH	111	2,769.45
	SPRING	22	548.90
	SUMMER	18	449.10
	WHITE	48	1,197.60
total for Product = BA100		261	6,511.95
BB100	BROWN	7	154.00
	GREEN	7	154.00
	ROSE	4	88.00
	SUMMER	1	22.00
	WHITE	9	198.00
total for Product = BB100		28	616.00

For each product there is a list of all the customers (the second report column) who purchased the product in the time period. The quantity purchased and the amount spent (ex GST) for each customer are displayed.

- Scroll through the report, then close the preview window

The analysis setup window will be the top-most window.

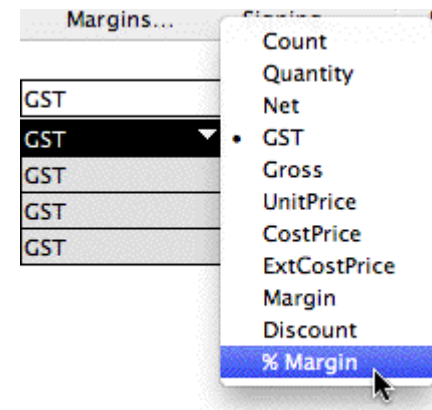
Adding additional columns

Let's add the percent margin that we are getting from each customer for each product. To do this we need to add another column to the report.

- Click the **Append** toolbar button

A new column (labelled GST) will be appended to the existing columns. We want to set this to display the percent margin.

- Choose **% Margin** from the GST pop-up menu under the GST column heading



The column entries and heading will change to % margin

- Click **Do Analysis...**, then click **Preview**

The Analysis report will preview.

The percent margin column has been added. Notice that this is the same regardless of who buys a particular product. This indicates that we are not discounting these products to individual companies. The bottom line of the report (the total over all products and customers) will show the average margin.

- Close the Preview window

Selecting records for breakdown

At present the report is printing all products in the product file. If we only want to do some of the products, we can highlight them in the product file and reprint the analysis. Let's do just bronze widgets.

1. Choose Show>Products or press Ctrl-3/⌘-3

The product list window will be displayed.

2. Highlight all the bronze widgets in the list

Remember that to highlight more than one item in a list you hold down the control/command key and click.

We want to leave the window open and return to the analysis window. To do this we need to bring the analysis setup window to the front.

3. If you can see a part of the analysis window, click on it to make it the front window.

If you can't see it, a list of open windows is maintained in the Windows menu. Choose "Untitled Analysis" from this.

The number of records in the source file that will be analysed is displayed in the top of the window. This should now say six—previously it was seventeen, being all the records.

4. Preview the report and check that only the highlighted products are included

5. Close the preview window

Changing the breakdown fields

We'll change the breakdown slightly. Instead of breaking it down by product code, we'll break it down by product size. The size information has been stored in field Category2 of the product record.

1. Hold the mouse down in the pop-up menu that is labelled Code in the first column

A complete menu of available breakdown fields will be displayed.

2. Choose *product.category2* from the menu and Preview the report

Acme Widgets Ltd

Untitled Analysis for period Apr:2010/11 to Jun:2010/11

Product	Customer	Quantity	Net	% Margin
Large	BROWN	21	715.00	54.83%
	GREEN	18	748.00	59.63%
	ROSE	31	992.00	53.13%
	SCARLET	5	160.00	53.13%
	SPRING	44	2,182.00	63.15%
	SUMMER	8	256.00	53.13%
	WHITE	41	1,312.00	53.13%
	WINTER	12	685.00	65.55%
total for Product = Large		180	7,050.00	58.30%
Medium	BROWN	75	1,630.10	53.70%
	GREEN	27	608.15	55.78%
	ROSE	49	1,048.15	53.96%
	SCARLET	10	249.50	45.65%
	SMITH	111	2,769.45	45.65%
	SPRING	65	1,346.90	54.02%
	SUMMER	38	824.60	51.97%
	WHITE	103	2,274.60	52.13%
	WINTER	10	182.00	59.34%
total for Product = Medium		488	10,933.45	51.29%

Instead of product codes, the report is broken down by size of product. This is one way that we can use the category fields in MoneyWorks to supply useful management information.

We'll now change the report to give us a breakdown of product size by region. Acme Widgets have put regional information into the Category1 field of their customer records.

3. Close the preview window

4. Set the NameCode pop-up menu in the second column to *Name.Category1* and Preview the analysis

Product	Customer	Quantity	Net	% Margin
Large	North	74	2,712.00	56.71%
	South	101	4,178.00	59.53%
	total for Product = Large	175	6,890.00	58.42%
Medium	North	188	4,086.70	53.08%
	South	179	3,827.80	53.84%
	total for Product = Medium	367	7,914.50	53.45%

5. Close the preview window

Table view

Viewing the analysis as a list is only one of four ways the analysis can be displayed. The Report view is a slightly altered form of the list view (try setting the *Arrange As* option to Report and look at the report).

In the table format one field is displayed horizontally across the page, with the remainder displayed vertically down the page. Only one calculation can be shown on the report itself.

1. Change the *Arrange As* option to Table

Notice that only one calculation value (currently quantity) can be used.

2. Preview the analysis

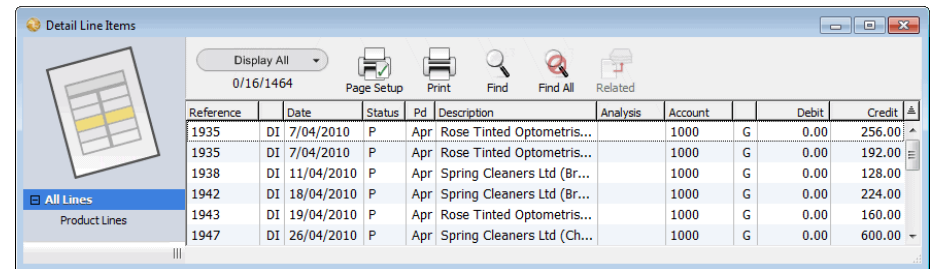
Product	North	South	Total
Large	74	101	175
Medium	188	179	367
Small	41	41	82
XLarge	11	13	24
TOTAL	314	334	648

Drill Down

From the preview of an analysis report, you can drill down on a data point to see the underlying records.

1. Move the cursor over one of the table values (but not a total) until it turns into a magnifying glass, and click

The Detail Line Items list window will be displayed with just the lines of the transaction that comprise the results.

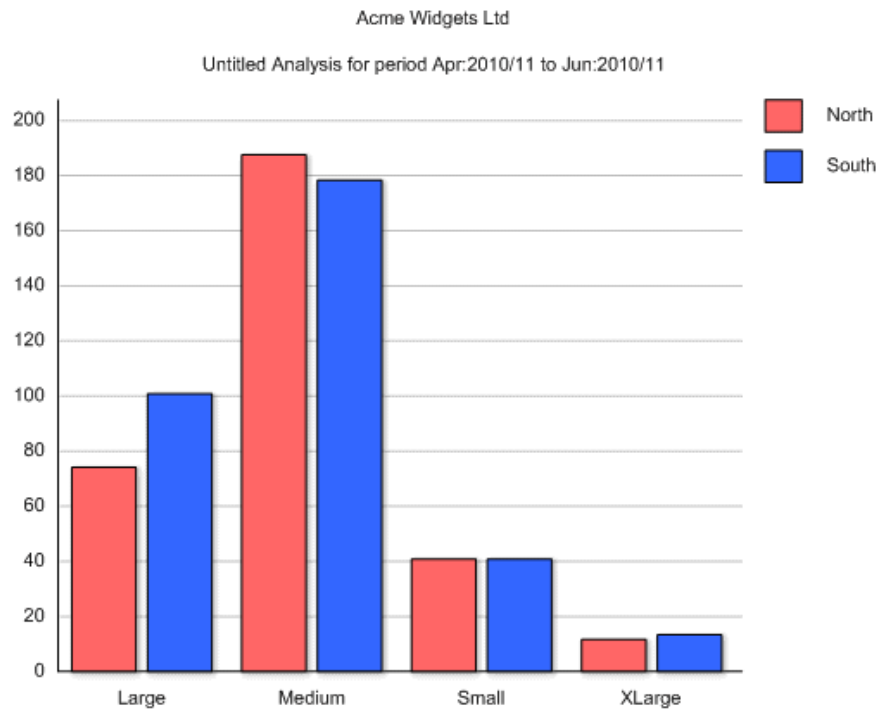


2. Close the Detail Lines list window, then the preview window

Chart View

You can also view your analysis as a chart:

1. Change the *Arrange As* option to Chart and Preview the analysis



Preselecting the source records

To select the source records (products) that we wanted to analyse, we highlighted them in their list window, and then did the analysis. This is useful for doing ad hoc reports, but we can also preset the search pattern so that we can use the report again for the same records.

1. Set the *Use Preset Search* option under Source Selection

The Find window will open.

We can specify a search based on any attributes in the source file. We'll set this report to do all small widgets. The size is stored in the category2 field.

2. Set the left hand menu to *Category2* and type "Small"

The search pattern should read "Category2 Starts with Small".

3. Click *OK* to close the Find window, then click *Preview*

It will only include those products with "Small" in the category2 field.

4. Close the Preview window

You can change the search criteria by clicking the Specify button. Try setting the search to "Category1 is not Bronze" and redoing the analysis.

Specifying the source records at print time

The third way that source records can be specified is to have MoneyWorks ask at the time the report is to be printed.

1. Set the *Ask for Search Code* option under the Source Selection

The Setup Search window will be displayed.

Setup Search

Set up analysis for user-specified Product...

Please specify the field and relational operator to be used when searching for candidate records to analyse. When the analysis is printed, you will be asked for a value which will be matched to this field.

For example, if you want to be able analyse a particular Product by typing its code, then set the pop-up menus to: "Code" "=" "user-specified value".

Prompt Text:

Search field...

BarCode = user-specified value

Cancel OK

In this you can specify the text of a message to ask when the report is selected for printing, and also which field to search on and how to search.

2. In the *Prompt Text* field type "Please enter the size"

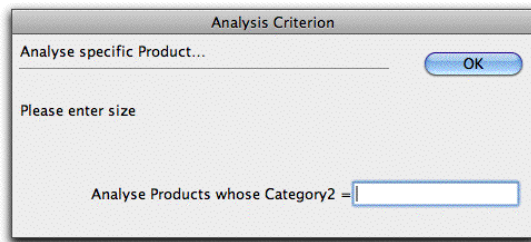
3. Set the Search field popup menu to *Category2*

4. Set the relationship pop-up menu to =**5. Click *OK***

The Setup Search window will close.

6. Click the *Do Analysis...* button

The Analysis Criterion window will be displayed.

**7. Type “Large” and click *OK*, then click *Preview***

The analysis will be done for large widgets only.

8. Close the preview window, and redo the analysis this time typing “small” when prompted.**9. Close the preview window**

Saving an Analysis Report

Once you have created the analysis report you can save it for later use.

1. Close the Untitled Analysis window

You will be asked if you want to save the analysis

2. Click *Save*

The standard file creation dialog box will be displayed.

The report should be saved in the *Reports* folder in the *MoneyWorks Custom Plug-ins* folder—the file creation dialog box should already be “pointing at” to this.

You can also save the report in a folder located in the *Reports* folder. If you do this the report will be in the hierarchical menu in the Reports menu that corresponds to that folder.

3. Type “My Analysis” as the report name and click *Save*

The Analysis Definition window will close. The report will be saved and is now accessible from the Reports menu.

4. Choose Reports>My Analysis and preview the analysis

You will need to enter the size when prompted.

If you want to change the layout or specifications of the report, you need to open the report by using the Open command in the File menu.

Congratulations!

You have successfully created an analysis report.

Printing An Existing Analysis Report

Analysis reports are designed to be printed “in context” starting from a selection of records in a source file (Products or Jobs, for example). When you print an analysis report the source file is always used to establish which records you require for analysis. There are three ways in which records are selected from the source file, the method for selection being specified when the analysis report is created.

Use Selected Records: Analyse the highlighted records in the source file.

Use Preset Search Use an embedded search function in the report to locate the records in the source file to analyse.

Ask for Search Code Use an embedded search function to locate the records in the source file, but prompt the user for the value to search for.

Both the source file and the number of records in it that are being analysed are shown in the Analysis Settings window which is displayed after you start the analysis. You should always check these before continuing with an analysis.

To print from an existing analysis setup:

Printing from selected records

1. Display the appropriate Source file by selecting it from the Show menu

The list of records in the file will be displayed.

2. Isolate the records you want to analyse in the Source file

You can do this by using the *Find* command or highlighting the records by holding down the control/command key and clicking on the items you want to select.

3. Select the required analysis report from the Reports menu

The analysis settings dialog box will be displayed.

4. Go to step 4 below

To print using a preset search

1. Select the required analysis report from the Reports menu

The analysis settings dialog box will be displayed.

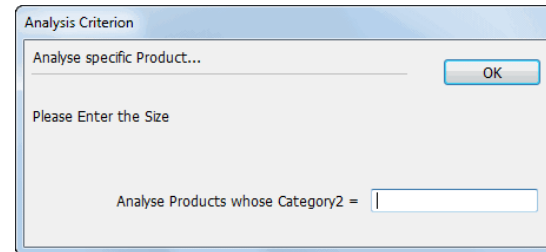
The number of records in the source file that match the preset search criterion is displayed in the top portion of the window.

2. Go to step 4 below

To print using a user specifiable search

1. Select the required analysis report from the Reports menu

The Analysis Criterion window will be displayed.



2. Enter the search pattern that you wish to use and click *OK*

The Analysis Settings window will open. MoneyWorks will find all records in the source file that match the code you entered, and the number of records found will be displayed in the top left of the window.

The information that you enter depends on how the search was specified. In the example above, we should enter a debtor code. Note that you can use the wildcard characters “@” and “?”—for information on these see [Account Code Patterns](#).

3. If you need to redo the search, click the *Specify* button

The Analysis Criterion settings window will be displayed again.

4. Set the options for the Analysis

These options are discussed in the next section. For page and output options see [Output Settings](#)

5. Click the *Print*, *Preview*, *Save As*, or *email* button as appropriate to print the Analysis report

The Analysis report will be prepared and either printed, previewed or exported, depending upon the Output options settings.

Transaction Based Analysis Settings

The Analysis Settings window is displayed whenever an analysis report is printed. There are two forms of settings of the settings window, one of which is simpler than the other. The settings window that was last used will be used next

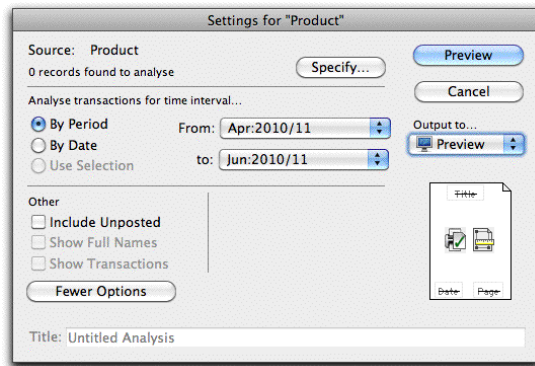
time the analysis is printed—to change to the more complex settings window, click *More Options*.

Simple Settings

The simple settings (as displayed above) allow you to specify the time options for printing the report. Only those transactions that fall in the indicated date range will be used in the report.

The *Use Selection* option is only available when the source file is the same as the base file (i.e. is Transactions). In this case the time range is determined by the selection itself.

The *Specify* button only appears in reports which are created using the *Ask for Search Code* option, and is used to specify the search pattern.



More Settings

The second form of the Analysis Settings provides additional options.

In this window you can specify either period or date ranges. Only transactions that fall in the indicated time range will be included.

Include Unposted Unposted as well as posted transactions will be included in the analysis. Normally only posted transactions are analysed.

Show Full Names When set, both the code and descriptions are shown on the report (making the report wider). By default, only codes are shown

Show Transactions The individual transactions that make up each analysis line will be listed under that line.

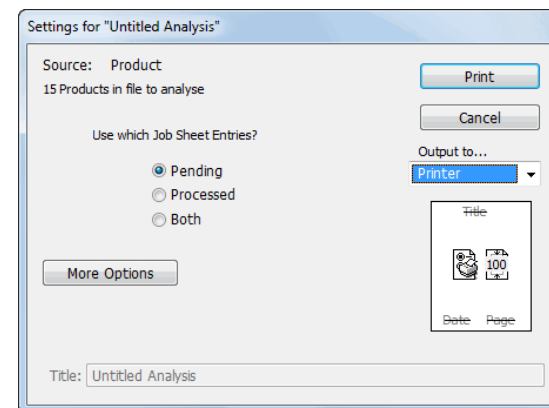
Clicking *Fewer Options* changes to the simpler settings window. Note that the options set in the more complex window will still apply—they are merely hidden in the simple window.

Job Sheet Based Analysis Settings

The Analysis Settings options for Job Sheet based analysis reports operate in a similar manner to those for transactions.

Simple Settings

The simple settings allows you to specify which job sheet records you want to include in the report.



Pending

Only pending (i.e. unbilled) job sheet items will be used.

Processed

Only processed (i.e. invoiced) job sheet items will be used.

Both

Both pending and processed job sheet items will be used.

To change to the more complex form, click *More Options*.

More Settings

The second form of the Analysis Settings provides more options and allows you to specify time ranges. These operate in the same manner as in the settings box for the transaction analyses. Clicking *Fewer Options* changes to the simple settings window.

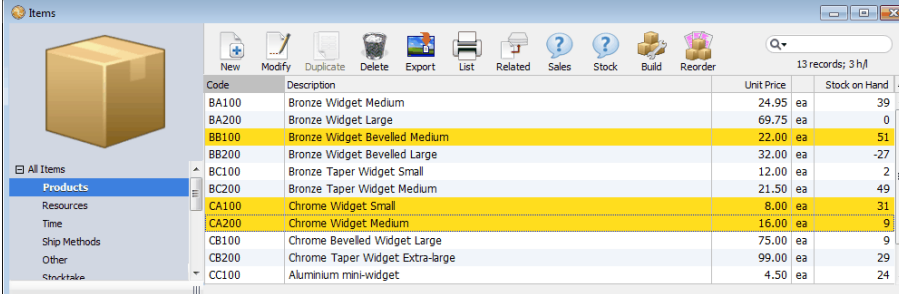
Anatomy of an Analysis Report

An analysis report will produce what is basically a cross tabulation (or cross tab) of selected transaction or job sheet information. Cross tabs are commonly used to collate data for decision making purposes.

When you create an analysis report you specify which is the source file. When the analysis is done every transaction detail record (or job sheet item) in the nominated time interval that uses one of the selected source records is located. The summary information (e.g. count, quantity, net) from the detail or job sheet records is calculated and summarised.

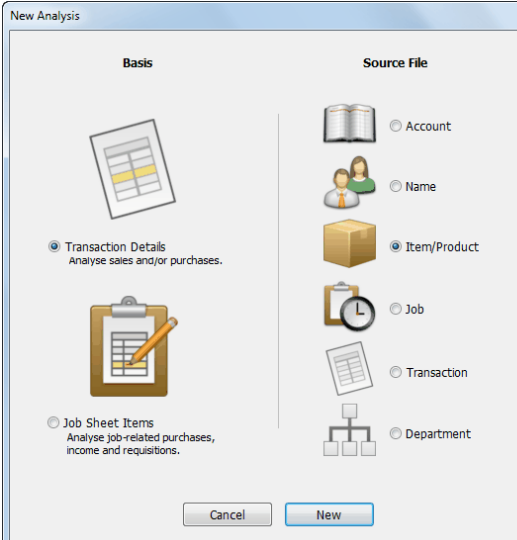
In the following we are doing a Product by Customer analysis, i.e. who has purchased the specified products:

1. The source file is determined by what information is required. Here we require sales information by product, so the source file is Products. Three products have been highlighted to analyse.



Code	Description	Unit Price	Stock on Hand
BA100	Bronze Widget Medium	24.95 ea	39
BA200	Bronze Widget Large	69.75 ea	0
BB100	Bronze Widget Bevelled Medium	22.00 ea	51
BB200	Bronze Widget Bevelled Large	32.00 ea	-27
BC100	Bronze Taper Widget Small	12.00 ea	2
BC200	Bronze Taper Widget Medium	21.50 ea	49
CA100	Chrome Widget Small	8.00 ea	31
CA200	Chrome Widget Medium	16.00 ea	9
CB100	Chrome Bevelled Widget Large	75.00 ea	9
CB200	Chrome Taper Widget Extra-large	99.00 ea	29
CC100	Aluminium mini-widget	4.50 ea	24

2. Choosing New Analysis from the New hierarchical menu in the File menu displays the New Analysis window in which the source and base files are selected. Here we want the source file to be *Item/Product*, as this is our starting point.



New Analysis

Basis

- ☒ Transaction Details
Analyse sales and/or purchases.
- ☐ Job Sheet Items
Analyse job-related purchases, income and requisitions.

Source File

- ☐ Account
- ☐ Name
- ☒ Item/Product
- ☐ Job
- ☐ Transaction
- ☐ Department

Cancel New

3. Clicking *New* displays the analysis definition window in which the details of the analysis are specified. The following schematic shows how this works.

Type of transaction to analyse → Sales/Income Only

Number of breakdown levels → Two

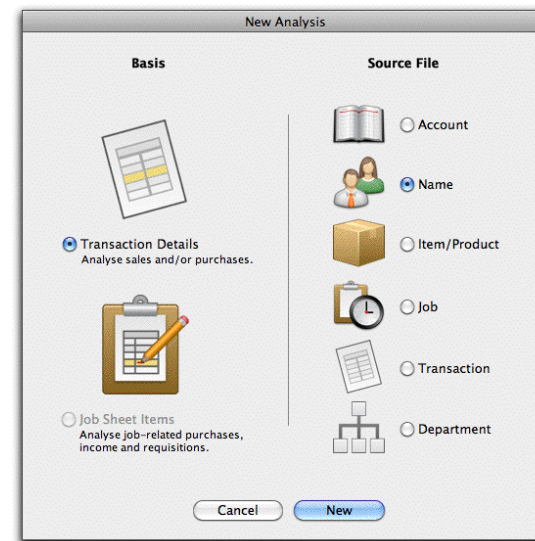
The fields to break down by → Product Code, Transaction.No...

The fields to summarise → Quantity, Net

Each breakdown field creates a segment of the analysis report

Each summary field is totalled for each breakdown level

Code	NameCode	Quantity	Net
BB100	AUTUMN	9	193.70
	BROWN	11	236.74
	GREEN	14	301.30
	ROSE	14	301.30
	SMITH	2	43.04
	SPRING	9	193.70
	SUMMER	2	43.04
	WHITE	23	495.01
		84	1,867.83
CA100	BROWN	25	195.66
	GREEN	6	46.96
	ROSE	14	109.56
	SPRING	18	140.87
	SUMMER	4	31.30
	WHITE	10	78.27
	WINTER	16	125.22
		93	727.84
CA200	BROWN	81	1,267.82
	GREEN	42	657.40
	ROSE	70	1,099.67
	SPRING	60	939.13
	SUMMER	27	422.62
	WHITE	112	1,753.03
	WINTER	30	469.57
		422	6,605.24
TOTAL		599	9,140.91



2. Choose the file to be the Basis for the Analysis

This file determines where the records that are analysed are found.

You will choose Transaction Details if you are preparing an analysis that is based on the information in the transaction file (for example, if you want anything to do with sales).

You will choose Job Sheet Items if you are preparing an analysis based on the items that have been entered in the Job Sheet Item file (for example, who has worked on what project, what resources were used in a specific project).

3. Choose the Source File for the Analysis

The Source File determines how you specify what can be analysed. For example, if you want to analyse sales by customer, the source file will be *Name*. If you want to analyse sales for a particular range of products, the source file will be *Product*.

4. Click the New button

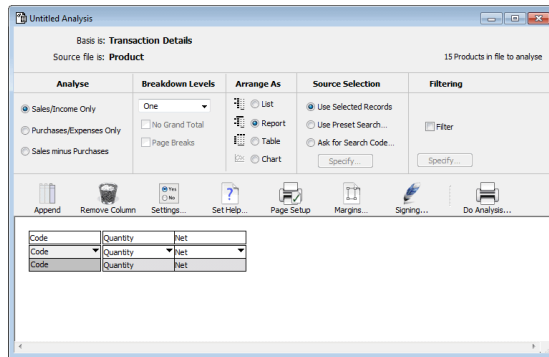
The Analysis Definition window is displayed.

Creating a New Analysis

You can define your own analysis reports and use them just once or save them as a template for repeated use in the future. Each analysis is based on a *source file*, which you specify when you create the analysis. You also need to indicate the *basis* for the analysis, which can be either transaction detail lines or job sheet items. To create an analysis report:

1. Choose File>New>New Analysis

The New Analysis window will be displayed.



5. Change any of the options as required

For further information on these options see [Analysis Definition Options](#).

6. Change the number and type of the columns if required

See [Changing the Number of Label Columns](#) for information on this.

7. If you are saving the report for subsequent reuse, you should set the help text.

For information on this see [Setting the Help Text](#).

8. Click **Do Analysis...** to start preparing the Analysis report

The Analysis Settings window will be displayed. See [Printing An Existing Analysis Report](#) for details of this.

9. When you have finished with the analysis, close the Analysis Definition window

You will be asked if you want to save the analysis.

10. If you want to reuse the analysis, click **Save**

The standard file creation dialog box will be displayed. You need to enter the report name in here, and also ensure that it is saved in the MoneyWorks Reports folder (or a folder contained within this folder) so that it will appear in the Reports menu.

You may like to devise some name coding scheme for the names of the analysis so that you can readily identify what the source file is for each. For example analyses starting with P could refer to the Product file, J to the Job file and so forth.

Modifying an Analysis Definition

You can modify existing analysis definitions, in much the same way that you can modify report templates.

1. Choose **File>Open**

The standard file open dialog box will be displayed, listing the analysis and report definitions (which are stored in the MoneyWorks Reports folder).

2. Open the Analysis file that needs modification

The Analysis Definition window will open for the analysis.

If a report definition opens instead of an analysis, you have chosen a report instead of an analysis file. Close the report by clicking in the close box at the top left of the window, and repeat from step 1.

3. Make any changes that are required

4. Reset the Page Setup and margins if required

5. Choose **File>Save Analysis** to save the new definition

If you don't want to save the changes, close the window by clicking in the close box at the top left of the window, and click the No button when asked if you want to save the changes.

If you want to keep the original analysis definition as well as the one you have changed, choose **Save Analysis As** from the File menu instead of **Save Analysis**. You will be prompted for a file name, and the changes will be saved into a file of that name.

Analysis Definition Options

In the Analysis definition window, you can define the information that you want to appear in the Analysis. The window is laid out in much the same way as the analysis will appear when printed, and defaults to a single label column and 2 columns of data.

Analysis reports consist of a set of columns across the page. There are two types of columns, *label columns* and *data columns*. The label columns always contain information indicating what is in the data columns (for example, a product or debtor code); the data column contains a calculated value (the net amount or the number of occurrences for example). The first column will usually be a label and will probably contain information from the source file (the job code for example). Depending upon the level of breakdown, there may be up to two additional label columns, drawn from either the source file or another file.

You cannot change the fonts, the column width or the formatting of numbers in an analysis report. However you can export the report and import it into either a spreadsheet or word-processor for subsequent reformatting.

The options in the window are:

Analyse: Determines the type of transaction or job sheet item records that will be included in the analysis.

For transaction based analyses these are:

- **Sales/Income Only:** Only cash sales and debtor invoice transactions will be included in the analysis.
- **Purchases/Expenses Only:** Only cash purchases and creditor invoices will be included in the analysis.
- **Sales minus Purchases:** All sales and purchases will be included in the analysis. Transactions representing purchases will be represented as negative values, whilst those corresponding to sales will be represented as positive.

For Job Sheet Item analyses these are:

- **Incomings:** Only job sheet lines created as a result of a debtor invoice or a cash sale will be included in the analysis.

- **Outgoings:** Only job sheet items directly entered into the job sheet item file or created as a result of an expense will be included.
- **In - Out:** All job sheet items will be included. Those representing incomings will be treated as positive, and those representing outgoings will be treated as negative (but will not be printed as such). The net result will represent a surplus or deficit for the analysed fields.

Breakdown Levels: This is the number of levels that the analysis will be printed for, and can range from none (total only) to three. There will be a label column for each level of breakdown.

Arrange As: This determines how the report is laid out.

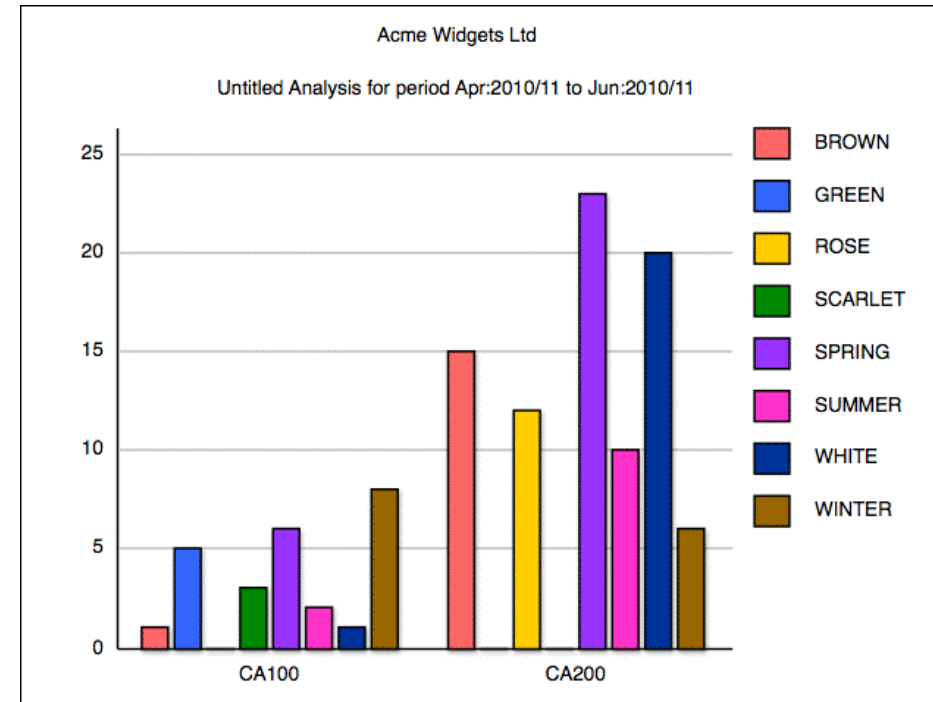
List: The report is presented down the page. Totals are given after each change in the Label columns.

Report: Similar to the list format, but a separate heading is given for each change in the left hand most Label column.

Two additional options are available for this format. If *No Grand Total* is selected the printing of the grand total at the end of the report is suppressed. If *Page Breaks* is selected, a new page is started whenever the left most field value alters.

Table: The right most label in the analysis definition window is printed horizontally across the page, and the remaining labels are printed vertically as for a list. Only one numeric value can be analysed in this format.

Acme Widgets Ltd		
Untitled Analysis for period Apr:2010/11 to Jun:2010/11		
Summary for Code = CA100		
<u>NameCode</u>	<u>Quantity</u>	<u>Net</u>
BROWN	1	8.00
GREEN	5	40.00
SCARLET	3	24.00
SPRING	6	48.00
SUMMER	2	16.00
WHITE	1	8.00
WINTER	8	64.00
total for CA100	26	208.00
Summary for Code = CA200		
<u>NameCode</u>	<u>Quantity</u>	<u>Net</u>
BROWN	15	240.00
ROSE	12	192.00
SPRING	23	368.00
SUMMER	10	160.00
WHITE	20	320.00
WINTER	6	96.00
total for CA200	86	1,376.00
	112	1,584.00



Source Selection

The Source Selection options determine how the source file records are selected.

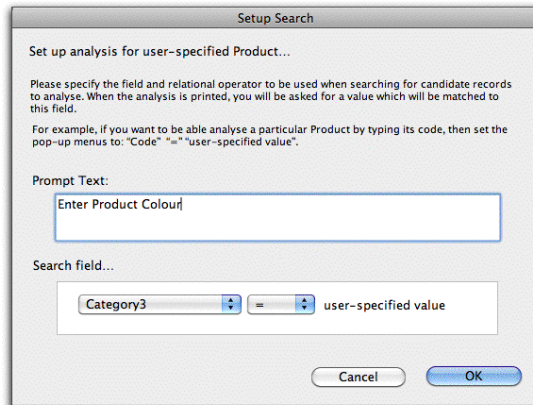
Use Selected Records: If this is set, the user must identify the records in the source file to be analysed before the analysis report is printed. The records are selected by highlighting them in the source file list. If the source file list window is not open, all records in the file will be analysed. If the source file list window is open but no records are highlighted, all the records currently displayed in the list [the found set](#) will be analysed.

Use Preset Search: Selecting this option causes the standard Find window to be displayed see [Find by Field](#). You set the search criteria in this, and this criteria is saved with the report. Whenever the report is printed, a search of the source file is undertaken using the criteria, and those records found will be analysed.

Chart: Similar to table, but the information is presented as a chart. By default this will be a column chart as shown, but you can select a different chart type by clicking the chart icon and selecting from the pop-up menu. You can also append the curve-type meta-characters (|S |L |C |Mn |P) — (see [Chart](#)) to the column heading to get a different form of graph. For example a heading of “Quantity|P” will produce a pie chart, whereas “Quantity|L” produces a line graph.

The preset search may be altered by clicking the *Specify* button. If the option key is held down and the Specify button is clicked the complex search window is displayed see [Find by Formula](#).

Ask for Search Code: Causes the Setup Search window to be displayed.



Setup Search

Set up analysis for user-specified Product...

Please specify the field and relational operator to be used when searching for candidate records to analyse. When the analysis is printed, you will be asked for a value which will be matched to this field.

For example, if you want to be able analyse a particular Product by typing its code, then set the pop-up menus to: "Code" "=" "user-specified value".

Prompt Text:

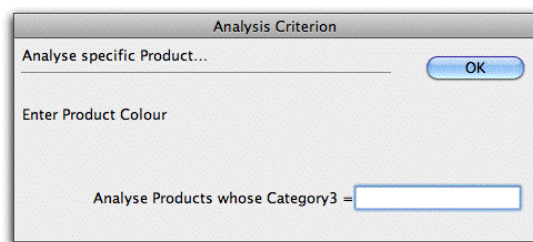
Enter Product Colour

Search field...

Category3 = user-specified value

Cancel OK

This allows you to specify some prompt text, and the basis of the search criteria. When the report is run, a window is displayed with the prompt text and a field into which the user can enter a pattern to complete the search criterion.



Analysis Criterion

Analyse specific Product...

OK

Enter Product Colour

Analyse Products whose Category3 =

The source file is then searched for the matching records.

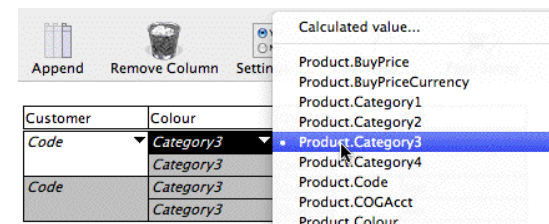
Filter

The optional filter function will filter the candidate detail or job sheet records based on the search expression. Only those records that match the source selection and the filter will be included in the analysis. When you select the filter option, the [Advanced Find window](#) is displayed for you to enter the search expression for the filter. If a [relational search](#) is used, it must terminate with [detail] or [Jobsheet].

Analysis Column Settings

The information that will be appear in the analysis is determined by the settings in each of the columns in the analysis report.

To change the settings for a column, hold the mouse down on the pop-up menu immediately below the column heading, and select the item required.



Label Columns

For Label columns, the pop-up menu will contain a list of field names from a variety of files. Select the field name that you wish to use (for further information on these fields see [Appendix A—Field Descriptions](#)). All records in the base file will be grouped by this field, and each occurrence of it in the base file will appear as a line in the report.

Calculated Value: Choosing Calculated Value (at the top of the menu) allows you to specify your own calculated breakdown in the Calculation window that opens. Calculations must be correctly formed expressions — see [Calculations and things](#) — pertaining to the basis and source files. The following expression for example will do a sales analysis by day of week:

```
DayOfWeek (lookup(Detail.ParentSeq, "Transaction. transdate"))
```

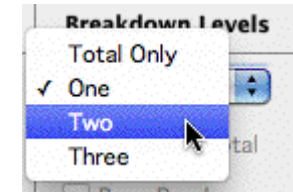
Value Columns

The pop-up menu for value columns contains a list of values that can appear in the report. These values will be aggregated for each combination of the label columns, as shown in the following table.

Base File	Value	Description
Transaction Details	Count	The count of the number of detail lines.
	Quantity	The sum of the product quantity field.
	Net	The sum of the values in the Net field, or (for a product transaction), the Extension field.
	GST/VAT/tax	The sum of the values in the tax field.
	Gross	The sum of the values in the Gross field, or (for a product transaction), the extended price including GST/VAT/Tax (this does not show on the transaction entry screen).
	UnitPrice	The average of the unit selling price field for product transactions (this will be zero in service transactions).
	CostPrice	The average of the unit cost price for product selling transactions, representing the average unit cost of goods. For buying transactions, it has the same value as the unitprice, so that margin calculations will be correct, and for service transactions it is zero.
	ExtCostPrice	The sum of the unit cost price multiplied by the quantity for product selling transactions. This represents the total cost of goods for the detail line.
	\$ Margin	The difference between the Net and the ExtCostPrice.
	\$Discount	The sum of the total discount for the detail line.
	% Margin	\$Margin/Net displayed as a percentage.
Job Sheet Item	Count	The count of the number of job sheet item records.
	Quantity	The sum of the quantity field.
	Cost	The sum of the cost field.
	Value	The sum of the value field.
	\$ Margin	The sum of the value field minus the sum of the cost field.
	% Margin	The \$ margin divided by the sum of the value field.
	Budget	The sum of the budget (cost) field.
	Budget Variance	Budget - Cost.
	Budget Variance	Budget Variance divided by budget shown as a percentage.

Changing the Number of Label Columns

An analysis report can have between zero and three label columns (levels of breakdown). Zero columns corresponds to printing only totals.



To change the number of label columns use the Breakdown Levels pop-up menu.

Changing the Number of Value Columns

Use the *Append* and *Remove Column* toolbar buttons to change the number of value columns in the report. A report can have between one and ten value columns—a table can have many more.

By default the Auto Scale option (set in the Margins window) is on for analysis reports. This will scale the report to fit, regardless of the number of columns. To keep very wide reports legible, you should set the page orientation to landscape.

Column Headings

Each column in the report is assigned a heading.

Customer	Colour	Quantity	Net
Code ▼	Category3 ▼	Quantity ▼	Net ▼
	Category3	Quantity	Net
Code	Category3	Quantity	Net
	Category3	Quantity	Net

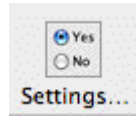
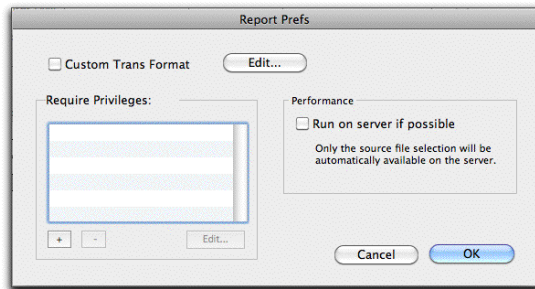
To change a column heading, click on the existing heading and type in a new one. Although headings can be up to 31 characters long, they will be truncated if they are too long to fit on the printed report.

Report Preferences

The *Report Preferences* allow you to customise the presentation of transaction (or jobsheet) lines in your report, and also protect it from unauthorised use without signing. To access the preferences:

1. Click the **Settings** button

The report preferences window will open.



The *Settings* button

To customise the presentation of transaction/jobsheet lines:

1. Turn on the **Custom Trans Format** option

A small custom report will open that prints the line. Customise this as required (see [Custom Trans Format](#)).

You can edit an existing custom format by clicking the *Edit* button.

To restrict who can run your report

1. Click the “+” button at the bottom of the *Require Privileges* list
2. Select the privilege that an unsigned user must have to access the report.

For example, a user might need to have the Sales Enquiry privilege to access a report of sales by customer. If you add more than one privilege, a user must have all those privileges. Note that users who do not have the *Signing*

and *Using Unsigned Forms and Reports* privilege will still need to have the report explicitly signed to them.

To increase performance on Datacentre

Analysis reports that are run over a network can be slow, so in general it is better to run them on the Datacentre server. To do this:

1. Turn on the **Run on server if possible** option

The report will be uploaded to the server for running, along with the selection it is based on. Note that reports that have the Ask for Search Code option on cannot run on the server.

Setting the Help Text

The help text is displayed whenever the report is selected in the [Index to Reports](#). If you are going to save the report for later use, it is good idea to include a brief description of the report and any requirements it may have.

To set the help text click the *Set Help...* button. For further details see [Setting the Help Text](#).

¹ The transaction file itself can be the source file. In this case the analysis will be done on all highlighted transactions or, if there are none in the found set or if the transaction window is not open, all transactions. ←

Exporting & Importing

Transferring data electronically from MoneyWorks for use in other applications (such as spreadsheets or word processors) is called exporting. Bringing electronic data into MoneyWorks is called importing.

MoneyWorks has extensive exporting and importing capabilities to allow you to transfer data to and from other applications. Information can be transferred either through the clipboard (using the Copy and Paste commands), through files (using the Import and Export commands), or directly to other applications using AppleEvents on the Mac or COM on Windows.

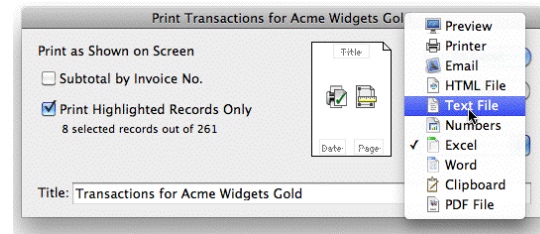
Exporting

There are several ways of exporting information from MoneyWorks. Virtually any report or list that you print can be exported to either an html or text file by setting the output to an HTML or Text file. In addition, the individual records themselves (transactions, accounts and so forth) can be exported by use of the *Export Selection* command in the File menu (or by clicking the Export Toolbar button)—The resultant file will be a tab delimited text file which can be opened by most mainstream applications¹.

You can also use the Copy command in the Edit menu to copy the highlighted records in the list. They can then be pasted into another application.

Exporting When Printing

Whenever you are printing, whether it is a report from the Reports menu or just one of the lists on the screen, the Print Settings dialog box will be displayed. Set the Output to pop-up to *HTML File* or *Text File* as shown below. You can also export directly to Excel, Word or the clipboard.



Clicking the *Save As...* button will display the standard File Creation dialog box, where you name the file and choose its type (tab delimited or html).

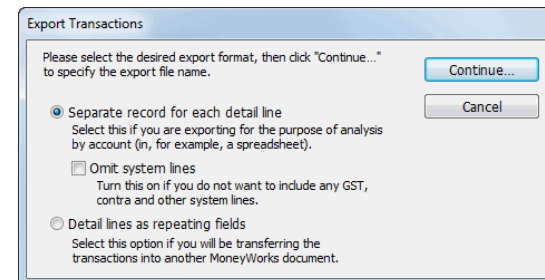
Exporting Transactions

Transactions can be exported for use in another application or for importing into another MoneyWorks document. A copy of the transactions are exported—the original are not affected.

To export transactions:

1. **Highlight the transactions to export in the Transactions list**
2. **Choose File>Export Selection...**

The Export Transactions settings window is displayed.



3. **Choose the format for the export**

Separate record for each detail line Use this if you want to use the transactions for analysis based on account code or some other value associated with the detail lines of the transactions. This tells MoneyWorks to output each detail

line as a separate record. Transactions are exported with one record for each detail line in each transaction. Data from the transaction itself (that is not part of a detail line) is repeated in the export file for each detail line. The first line of text contains the field names, separated by tabs.

Omit System Lines: If you do not want to exclude the system lines automatically added to every transaction by MoneyWorks, set the *Omit System Lines* option. System lines are added to handle GST, contra (bank, accounts receivable/payable), multi-currency and inventory.

Detail lines as repeating fields Use this to export each transaction as a single record, with the detail lines in a repeating field format compatible with the MoneyWorks Import Transactions facility (also compatible with FileMaker Pro repeating fields). The data is exported as tab delimited text, with the repeating detail line fields separated by ASCII 29. The first line of text contains the field names, separated by tabs. Detail lines are exported as two distinct sets of fields (denoted in the table by the prefixes u and s). The detail lines whose field names are prefixed by u are user-entered detail lines that are visible in the transaction entry window. Detail lines designated by s are system detail lines that are added by MoneyWorks to balance the transaction. In the case of cash transactions, the system detail lines affect the bank and the appropriate GST control accounts. For invoices, the system line affects the appropriate accounts receivable or accounts payable account.

4. Click *Continue*

The standard Save File dialog box appears.

5. Name the export file and click *OK*

The highlighted records will be exported in the specified format.

Exporting from Other Lists

Names, Products, Jobs etc can all be exported for use in another application or for importing into another MoneyWorks document. This takes a copy of the information and transfers it to a new file—the original records are not affected.

To export the information:

1. **Open the appropriate list window**
2. **Highlight the records to export in the list**
3. **Choose File>Export... or click the Export Toolbar button**

The standard Save File dialog box appears.

4. Name the export file and click *OK*

The highlighted records will be exported. The first line of the export will contain the field names.

Exporting Account Balances and Budgets

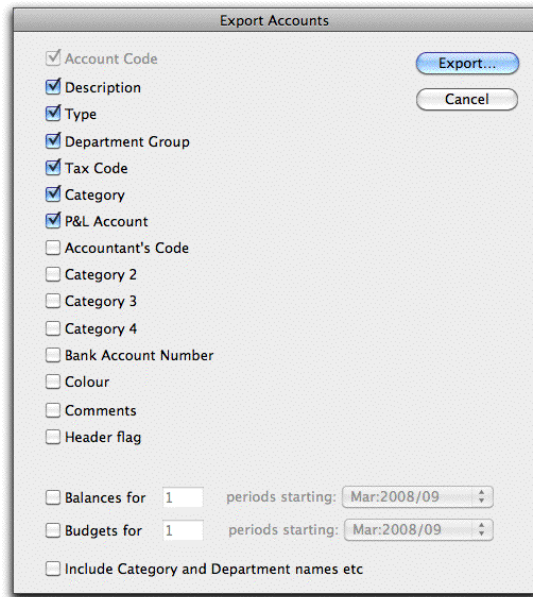
You can export accounts, balances and budgets from MoneyWorks.

1. Choose Show>Accounts

The Accounts list will be displayed.

2. Highlight the accounts you want to export and Choose File>Export

The Export Account Details dialog box appears.



You can select what data for the accounts will be exported—the Account Code is always exported (you cannot deselect this item), but you can select what other account fields, balance or budget to export.

The data will be exported as a tab-separated text file—one row of data corresponding to a single account (or sub-ledger for departmentalised accounts). The first row will contain column headings.

Include Category and Department Names etc

Set this option if you are intending to re-import the accounts into another MoneyWorks document. When set, MoneyWorks will include department and category information in the export.

3. Uncheck the fields which you do not want to export

Click in the appropriate check box if you want to export budgets or balances. Enter the number of periods (columns) of data to export and set the pop-up menu to the first period to export.

4. Click the *Export...* button

A Save File dialog box allows you to name the file.

Note: If you are exporting the accounts for import into a new MoneyWorks file, it may be easier to use the [Save a Clone as](#) feature.

Importing

Importing is done either by using the appropriate File>Import command, or by pasting the data if it has been copied in a suitable format onto the clipboard.

You can import accounts, budgets, names, products, transactions and job information. The information can be sourced from other applications such as a word processors, spreadsheets, databases or even other accounting programs (provided they have an export capability). It can be simple text (csv or tab delimited), or xml.

MoneyWorks will always check the data being imported, and will discard any information that has errors. For most imports you have the option of rejecting the entire import file if any errors are found, or just the records that are in error (which are written to a new file so they can be identified and corrected).

Importing the Chart of Accounts

You can import account information for your chart of accounts. This can be done either by importing the data from a text file, or by using the Paste command in the Edit menu if you have previously Copied the information onto the clipboard.

To import accounts:

1. **Choose File>Import>Accounts, or Choose Edit>Paste if you are pasting the data in from the clipboard**

The Import Accounts window will be displayed.

The account information must be formatted as tab-delimited text, with fields in the following order:

Continue... Cancel

Account Code	required
Description	required
Type	required
Department Group	required
Tax Code	required
Category	required
P&L Account	required
Accountant's Code	optional
Category 2	optional
Category 3	optional
Category 4	optional
Bank Account Number	optional
Colour	optional
Comments	optional
Is Header (0/1)	optional

☒ First Line of Text File Contains Headings
☐ Update if account already exists

This gives information on the structure of the file that can be imported. See [Importing Chart of Accounts](#) for details of this.

2. If your file contains headings or other information in the first line, set the *First Line of Text File Contains Headings* option

When this is set any information in the first line is ignored.

3. If you are updating information in an existing account, set the *Update if account already exists* option

If the account already exists in your system, it will be updated to reflect the information being imported. Only some fields can be updated.

4. Click *Continue*

The Import Accounts window will close and be replaced by the standard file open dialog box.

5. Highlight the file to import, and click *Import*

The import file checking window will be displayed.

Checking import file...

Stop

Start check: Wednesday, 30 June 2010 11:58:18 a.m.
Finish check: Wednesday, 30 June 2010 11:58:18 a.m.

There are no errors in the data. You may click Import to begin the import.

Print Rejects Close Go Back Import

If any errors are found in the file they will be listed here. You will need to correct these and repeat the import procedure.

6. Click *Import* to import the accounts

The accounts will be imported and any necessary departments and categories created.

If *Close* is clicked no import is done.

Accounts File Format

The information required for importing is displayed in the table below. All items of information about the account must be supplied. These fields must appear in the order shown in the following table.

Field	Description
Account Code	The code that identifies the account. If you wish MoneyWorks to departmentalise the account as it is imported, the whole line should be duplicated for each department, and the account codes should be suffixed by a hyphen and the department code (e.g. = "1000-XYZ= "). Accounts with a department code must have a department group code in the Department Group field. If the account code already exists, the entire line is ignored unless the Update if Account Already Exists option is set.
Description	The name of the account
Type	The type code for the account. This must be one of:IN, SA, EX, CS, CA, CL, FA, TL SF for Income, Sales, Expense, Cost of Sales, Current Asset, Current Liability, Fixed Asset, Term Liability and Shareholders Funds respectively; or: BK, AR, AP, GR, GP, PL for the system account types Bank Account, Accounts Receivable, Accounts Payable, GST Received, GST Paid and Profit & Loss.
Dept Group	The code of the department group if the account is to be departmentalised.

Tax Code	The tax code for the account. This must be one of the codes already present in the tax rates table.
Category	A category code. This can be a category that you have already created, or you can have MoneyWorks create the new category as the accounts are imported.
P&L Account	If the account is an income account or an expense account (it has = "IN= " or = "EX= " in the Type field), you need to specify which P&L account the income/expense account will be associated with. For accounts of other types, this field must be empty.
...	The remaining fields are optional, and will be imported if they exist in the file. The position is important--if you want to import Category2 but not the Accountants Code, there needs to be an empty field where the Accountants code would be. You do not need to have the optional fields after the one you wish to import.

Specifying the P&L account for IN, SA, CS and EX codes

The P&L Account specified for a new Income, Sales, Cost of Sales, or Expense account must already be present in the chart of accounts. If, in your text file, you use a P&L account code that is to be created by the import process, the account definition must appear in the import file before it is used in the P&L Account field of an Income or Expense account. A sample text file would be something like:

Account	Description	Type	Group	TC	Category	P&L Acc
900	Profit and Loss	PL		*		
100-JF	Wages	EX	WAGES	E	FEXP	900
100-DP	Wages	EX	WAGES	E	FEXP	900
100-AB	Wages	EX	WAGES	E	FEXP	900
110	Stationery	EX		G	AEXP	900
120	Telephone	EX		G	AEXP	900
150-WD	Sales	SA	PCENT	G	TINC	900
150-GD	Sales	SA	PCENT	G	TINC	900
400	Cheque Account	BK		*		

In this example notice that the Profit and Loss account appears in the file before it is assigned to the expense and income codes 100, 110, 120 and 150. Notice also that the type codes used for the Profit and Loss account and the bank account are PL and BK respectively. After being imported, these accounts will appear in the accounts list with types SF and CA, since these are the general account types corresponding to those system account types.

When imported, MoneyWorks will create the department groups WAGES and PCENT. It will also create the departments JF, DP, AB, WD and GD. JF, DP and AB will be added to the group WAGES. WD and GD will be added to the group PCENT. The categories FEXP, AEXP and TINC will also be created. You will need to type in the descriptions for these — see [Departments](#).

Importing into Other Files

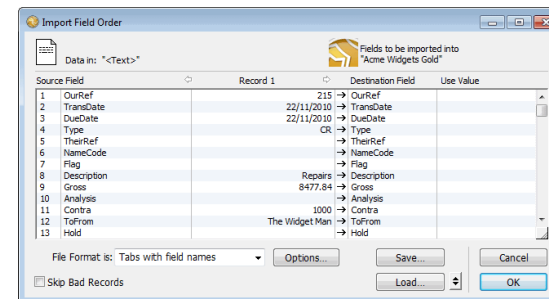
The procedure for importing other files (names, transactions, products, etc.) is the same, except that the file structure and import options will differ. For QIF Bank Statement importing see [Importing Bank Statements](#).

1. Choose the type of information (Names, Products, etc) to import from the Import submenu in the File menu

The File Open dialog box will be displayed

2. Locate the file you wish to import and click *Open*

If you used the Import XML, the XML data will be imported directly — see [XML Importing](#). Otherwise the Import Field Order window for the import file is displayed.



This shows a preview of the data in the file, allowing you to step through it, and match the data to the MoneyWorks fields.

Note that if the information is already on your clipboard (having been copied from a MoneyWorks document or another application), you can choose Edit>Paste to open the Import Field Order window.

3. Choose the import file format from the *File Format* pop-up menu

The import file formats are described at [Import](#).

4. Match the *source fields* in the data file with the destination fields you want to import and set any options.

For specific information on field definitions and import options see the appropriate section ([transactions](#), [payments on invoices](#), [names](#), [products](#), or [job sheet items](#)).

MoneyWorks will not import any data that does not pass its validation checks. How it handles errors is determined by the Skip Bad Records option:

- If the option is off (the default), MoneyWorks first scans through the entire import file to check the data for validity. If there are problems with a record, an error message will appear in the scrolling list with the line number that the error occurred on. No records will be imported.
- If the option is on, MoneyWorks will check each record individually. If it is valid, it is imported. If there is a problem it is not imported but is instead written to a text file "Rejected Import Records.txt". You can subsequently correct the rejected records and re-import them.

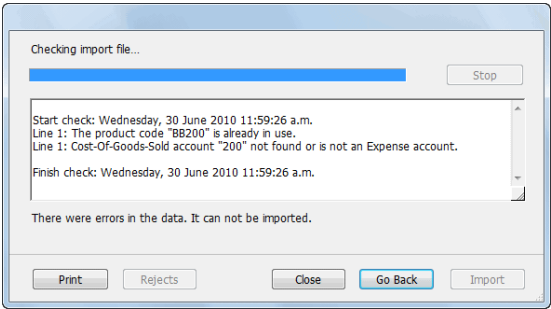
5. Set the Skip Bad Records option if required

6. Click the *Options* button to specify any import options

The options vary depending on the file being imported into. For example, when importing Products or Names, you might want to update existing records in MoneyWorks.

7. Click *OK* to check and import the data

The Import Status window is displayed and the import/scan started. Any errors found are listed².



- If you want to stop the import/scan, click the *Stop* button. Any records already imported will remain in MoneyWorks.
- If there were no errors, and the *Skip Bad Records* option was not set, you will be asked if you want to import the records. Click *Import* to do the actual importing of the data.
- If there are errors and the Skip Bad Records option was not set, none of the data will be imported. You must correct the errors and start again.
- If there are errors and Skip Bad Records is set, any bad records are written to the reject file. Click the *Rejects* button to view them in a text editor. You should correct them, save them in a file with a different name, and re-import them
- You can print the error list by clicking the *Print* button.
- Clicking *Back* will close the progress window and return you to the import map configuration window.

Tip: If you have a lot of records to import, turning off the MoneyWorks preference [Enable Rollback and Crash Recovery](#) can make importing up to ten times as fast. Remember to turn the option back on afterwards.

Import File Format

The import data may be in one of four different text file formats:

Format	Details
Tab-separated text	This format is common to most applications. Records have a fixed number of variable-length fields with each field separated by a TAB character (ASCII 9), and each record terminated by a Carriage Return character (ASCII 13) or CR/LF.
Tab-separated	This format is the same as Tab-separated text except that the first record in the file contains not data, but the names of the fields present in the file. If

text with field names	you are using this format when importing accounts or budgets, make sure you set the <i>Ignore First Line</i> option in the File Open dialog.
Comma-separated values (CSV)	This is a text format in which the fields begin and end with a quote character (ASCII 34), and are separated by a comma (ASCII 44). Records are terminated by a carriage return or CR/LF. e.g. "Field One", "2", "Field 3". This is not supported when importing accounts or budgets.
Merge format (Comma-separated with field names)	Merge format is the same as CSV (above) except that the first record contains not data, but the names of the fields present in the file (and this first record is comma-separated without quotes around the field names). This is not supported when importing accounts or budgets.

If you are importing transactions from FileMaker Pro, MoneyWorks supports the FileMaker Pro repeating field export format. Each FileMaker repeating field can be mapped onto a field in the transaction details.

Import Field Matching

When importing transactions, names, products and job sheet information, MoneyWorks allows you to specify which fields will be imported and in what order. This is done by means of the *Import Field Order* dialog box.

To specify the field order:

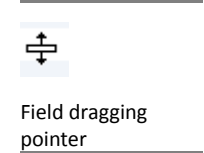
1. Choose the correct file format from the *File Format is* pop-up menu

On the left side of the Field Order dialog box is displayed the data from the text file that you chose. The first column contains the field number. You can use this to calculate values derived from the raw data as part of the import.

If the format of the text file is Merge File or Tab Separated with Field Names, then the field names will appear in the *Source Field* column.

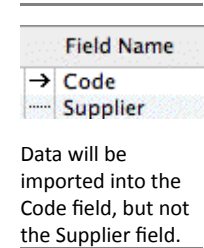
The *Record x* column displays the actual record data from the import file. If this data does not appear correct—everything is on the first line for example—then you may have selected the wrong file format. You can scan through the data by clicking on the left and right pointing arrows at the top of the Record column. The Record number will change as you scan through the data. Scanning the data in this way will help you to identify the fields if the File Format does not include field names.

The fields within MoneyWorks into which you can import data are listed in the *Destination* column. The order of these fields can be changed by dragging them up or down the list. The mouse cursor will change shape to indicate that the field can be dragged. When you drag a field and drop it in a new location (opposite the data that you want to be imported into it), it will swap places with the field name that was in that position.



2. Modify the field order to map the data into the correct MoneyWorks fields

The data is mapped from the Source to the Destination column wherever there is an arrow in the central column. To activate a field for importing, click on the dotted line in the central column. An arrow appears, indicating that data will be imported into the field. If you do not want to import data into a particular field, click on the arrow to turn it off. A dotted line is displayed in place of the arrow to indicate that no data will be imported into the field.



Fields into which data is not being imported can be filled with calculated data. This is shown in the *Use Value* column—see [Using Calculations in Imports](#).

3. Click *Options...* to change the importing options

The Options dialog box appears. The options available depend on the file that you are importing into.

MoneyWorks will remember the last used field order and option settings, so the next time you import the field order will default to that previously used. However if you will be importing data from several sources, you may want to save the import setup for later use. The map can be reloaded in subsequent imports by using the *Load* button.

4. To save the import map for reuse, click *Save...*

The standard file save dialog box is displayed. You should save the map into the Import Maps folder in your *MoneyWorks Custom Plug-ins* folder.

5. If you have a previously saved Field Order and want to use it now, click **Load...** to load it
6. Click **OK** to continue with the Importing

The Import Progress dialog box appears.

If no errors are found, you can import the data as described previously.

Using Calculations in Imports

MoneyWorks allows you to massage the data being imported. This means that if the data is incomplete, or doesn't quite have the right fields, it might be possible to fix this as part of the import process.

To specify a calculation:

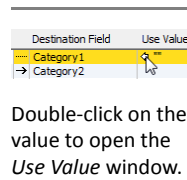
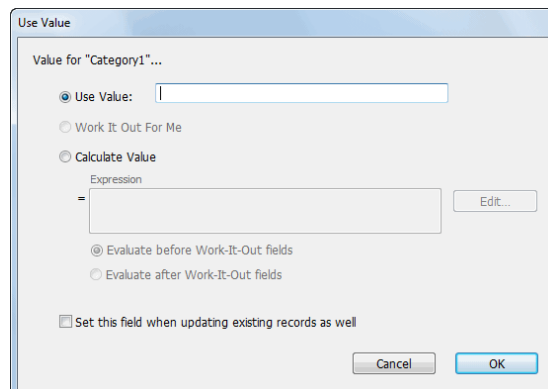
1. Ensure there is no import arrow in the centre column

If there is, click on it to turn it off.

2. Double-click on the value in the right hand column

The Use Value dialog box opens.

You can only do this if no data is being directly imported (i.e. the centre column has no arrow in it).



3. Choose the calculation method

Use Value: If you have a single, known value that you want to apply to all imported records, specify it here;

Work it Out for Me: Set this if you want MoneyWorks to provide a value. This is not always available—see [Working it Out](#).

Calculate Value: Set this if you want to calculate a value for the field. This is discussed further below.

Any calculations/values supplied here are normally only applied to new records being imported.

4. If you want this to also apply to the updating of existing records, turn on **Set this field when updating existing records as well**

Records are only updated if the *Update if Exists* import option is set (set using the *Options* button).

5. Click **OK**

The Use Value window will close, and your value or calculation will be shown in the Value column of the Import Field Order window.

Calculations

Calculations can be based on the data on the record being imported, as well as MoneyWorks functions and global variables. The calculation is entered as a normal MoneyWorks expression either direct into the Expression field, or into the Calculation window that opens when you click the Edit button. For information on expressions see [Calculations and things](#).

Note: The fields being imported can be used in an expression by their field name. You can also refer to data in the import file that is not being directly imported by its field number (as shown in the first column). The number is preceded by an underscore, so “_3” would refer to field 3 of the import. For example, if field 4 contains “Money makes the world go around”

```
Left(_4, 3)
```


"Mon", the left 3 characters of field 4

```
left(_4, positionintext(_4, " ")-1)
```

"Money", the first word of field 4

- If you use the * / - operators, MoneyWorks will attempt to coerce the values to numeric. The + operator is for a string concatenation; if you want addition you need to coerce the fields to number by using TextToNum. For example if field 3 contains "10" and field 4 contains "5"

```
_3*_4 = 50 (multiplication)
_3 + _4 = 105 (string concatenation)
TextToNum(_3) + TextToNum(_4) = 15 (Addition)
```

Transaction Importing³

Clicking the *Options* button on the Import Settings window will display options that affect how the information is imported.

Signs: MoneyWorks can adjust the signs of values imported. By default MoneyWorks assumes that all import data will have positive values. If you are importing (say) Cash Receipts, and the import data is negative, then you must click the *Negative* radio button in the Receipts/Debtor Invoices box. The signs of values for these transaction types will be corrected as the transactions are imported.

Check Invoice N°s: Set this if you are importing Debtor Invoices and you want to ensure that imported invoice numbers do not duplicate existing ones.

Create Names: Set this if you want MoneyWorks to automatically create a new Debtor or Creditor record if the Debtor Invoice or Creditor Invoice being imported contains a Debtor or Creditor code that MoneyWorks does not know. When this box is checked, information can be imported into the fields designated by "Name." in the *Destination Field* list.

Create Jobs: Set this if you want MoneyWorks to automatically create a new Job record if the transaction being imported contains a job code that MoneyWorks does not know. When set, MoneyWorks will create a new (descriptionless) job record for unknown job codes, otherwise an error will be reported for unknown jobs.

Rounding Tolerance: MoneyWorks expects that the sum of the Detail.Gross values will equal the transaction Gross value. If you are importing the transaction gross value and have MoneyWorks work out the Detail.Gross values for you, you may find that the application in which the transactions were created rounded the GST differently, resulting in an inequality between the sum of the individual gross values and the overall gross value.

MoneyWorks is lenient concerning the foibles of the source application. Provided that the difference between the imported transaction gross value, and the total gross as calculated by MoneyWorks is less than or equal to the *Rounding Tolerance* specified (\$0.02 by default), MoneyWorks will adjust the individual GST values in the detail lines as it imports the transaction so that the detail line gross values sum up to the transaction gross value that is imported.

Each line of text holds one whole transaction: Set this if each record in the import file holds the information for a complete transaction. This is the format to use if you are importing information from another MoneyWorks document. This format is also suitable for FileMaker Pro repeating fields

Transactions are split over multiple lines of text Set this if one record in your source file corresponds to a transaction detail line in MoneyWorks. For MoneyWorks to know when a new transaction starts there must be a *Key field*, which holds the same value for each record within a transaction. Choose this field from the *Key Field* pop-up menu—the field you choose will

be displayed in red on the import map. Adjacent records from the imported file with the same key field value will be amalgamated into a single transaction.

Note: MoneyWorks will not import any transactions that are dated after the end of the current period.

Working it Out

MoneyWorks has heuristics for determining sensible values for fields that you do not import values into. To use the heuristic, double click on the field value in the right hand column and click the *Work it Out For Me* radio button. The following table describes the fields for which the *Work It Out For Me* option is available and how they are evaluated by MoneyWorks.

Field Name	Heuristic
OurRef	If the transaction type is DI, then use the next sequential invoice number.
TransDate	Use today's date.
DueDate	Use the Names' payment terms to work out the due date.
Type	If there is a debtor/creditor code present in the NameCode field, then the transaction must be an invoice. If the account in the first detail line is an income account then it is a Debtor Invoice (DI), otherwise it is a Creditor Invoice (CI). If there is no debtor/creditor code then if the first detail line is an income account then it is a Cash Receipt (CR), otherwise it is a Cash Payment (CP).
Gross	Use the sum of the gross values in the detail lines.
Contra	For invoices, use the Accounts Receivable or Accounts payable account for the Debtor or Creditor. For cash transactions we can't decide which bank to use so if importing cash transactions you should not use the Work It Out option for Contra. (MoneyWorks will insert = "no bank into the Contra field which will generate an error.)
ToFrom	For invoices, use the company name of the debtor or creditor.
Hold	For debtor invoices, set to Yes if the Auto Credit Hold option is on in the preferences and the debtor has overdue invoices or is over the credit limit specified in the Debtor record.
Detail.Account	Use the relevant control account for the product in Detail.StockCode. Do not use Work it Out for this field if you are not importing product codes.
Detail.TaxCode	Use the tax code for the account in Detail.Account
Detail.Net	If there is a stock code in Detail.StockCode, use Detail.UnitPrice * Detail.StockQty Otherwise use Detail.Gross - Detail.GST
Detail.Gross	Use Detail.Net + Detail.GST

Detail.GST	If we know the net and the tax code, use Net * Tax Rate. If we know the gross and the tax code, use Gross - (Gross / (1 + Tax Rate)). If we know gross and net, use Gross - Net.
Detail.UnitPrice	If there is a stock code, look up the product sell price in the Products file
Detail.CostPrice	If there is a stock code, look up the product's average stock value in the Products file. For a transaction of type CI or CP, the buy price.
Detail.Unit	If there is a stock code, look up the product sell or buy unit in the Products file

Transaction Field Names

The following table gives a list of any special import requirements. For a full list of fields, refer to [Appendix A—Field Descriptions](#).

Field	Size	Description
OurRef	11	For Cash Payments, the cheque number; for Cash Receipts, the receipt number; for Debtor Invoices, the invoice number; for Creditor Invoices, the order number.
TransDate		The date of the transaction. This should be normally specified in dd/mm/yy format (If your system is set up for U.S. date formats, you will need to specify dates in mm/dd/yy format). MoneyWorks will also accept dates in d mmm yyyy format.
DueDate		For invoices, this is the date that the invoice is due for payment. For cash transactions, you should set it to the same as the transaction date (TransDate)
Type	2	CP for Cash Payment; CR for Cash Receipt; DI for Debtor Invoice; CI for Creditor Invoice; SO for Sales Order; PO for Purchase Order; QU for Quote
TheirRef	21	For debtor invoices, this is the customer's order number; for creditor invoices, this is your order number; for cash transactions, this field is not used.
NameCode	11	For debtor invoices, this is the debtor code; for creditor invoices, it is the creditor code.
Flag	5	This can be any text. If this field is not blank, a flag icon shows up in the status column of the transaction list.
Gross		The gross amount of the transaction. This must be equal to the sum of the detail line gross values (which it will be if you use the Work it Out option).
ToFrom	255	The name of the person to whom the invoice or cheque is written or from whom cash or the invoice is received. The customer or supplier name is used if the Work it Out option is set.
Contra	7	For Cash Payments, the account code of the bank account from which the payment is made; For Cash Receipts, the account code of the bank to which the receipt will be deposited; For

		Debtor Invoices, the Accounts Receivable control account; For Creditor Invoices, the Accounts Payable control acct.
Hold		Yes or No, 1 or 0, true or false
Salesperson	5	The salesperson field. This is the field that can be used for appending a department to product control accounts during data entry. Transaction importing will append this value to the Detail.Account field only if you have the Work It Out option set for Detail.Account and the product's control account has the Append Salesperson option set.
Recurring		A pseudo field for setting the recurrence of a transaction. The parameters are encoded with whitespace separating the 5 parameters (start d m w finish). Examples: "3/8/07 3 2 * *" -- 3rd day of every second month "1/8/07 14 * * *" -- every 14th day "31/7/07 2 * 3 *" -- every second wednesday "22/8/07 3 1 5 *" -- 3rd friday of every month "31/7/7 32 1 * *" -- last day of every month "1/8/07 7 * * 31/12/08" -- every 7 days, finishing 31/12/08 "1/8/07 7 * * 5" -- every 7 days, recurring 5 times
n.Detail.Account	13	The account code for the detail line
n.Detail.TaxCode	3	The tax code for the detail line.
n.Detail.Net		The net amount for the detail line. This will be the extended amount for a product transaction.
n.Detail.Tax		The GST/VAT or Sales Tax amount for the detail line
n.Detail.Gross		The gross amount for the detail line. This must be equal to the sum of the Net and the tax
n.Detail.Description	255	The description for the detail line
n.Detail.StockQty		The quantity of a product bought or sold
n.Detail.StockCode	15	The product code of a product
n.Detail.CostPrice		The cost price of the product. Use this for purchase transactions.
n.Detail.SaleUnit	3	The selling unit of the product
n.Detail.UnitPrice		The selling price of the product. Use this for sales transactions.
n.Detail.JobCode	9	The job code of the job to which the item relates
Name.CustType		The type of customer: 0 for not a customer; 1 for a customer; 2 for a debtor.
Name.SuppType		The type of supplier: 0 for not a supplier; 1 for a supplier; 2 for a creditor.
Name.Terms		The payment terms for a creditor. A positive number N, denotes N days. A negative number -N, denotes Nth day of month following.
Name.Hold		0 for No, 1 for Yes. This corresponds to the Hold check box for debtors.

Importing into Detail Lines

The transaction detail line fields appear in the field list as N.Detail.FieldName where N is a number denoting that the fields with that number belong to the same detail line definition. You can have many detail line definitions. When you use a field in the last detail line definition, MoneyWorks automatically appends a new set of detail line fields to the bottom of the field list. You do not have to use the new set if you do not need them.

Importing Serial Numbers and Locations

Values imported into the *n.detail.serialnumber* and *n.detail.stocklocation* fields are not validated by MoneyWorks (the assumption is that you have clean data coming in from the other system). For purchasing serialised items this is as expected, as the serial numbers will not exist. However for sales it is possible to sell a serial number that does not exist in MoneyWorks (this can be corrected if necessary with a [Stock Transfer Journal](#)).

If a non-existent location is imported on a detail line, it will be used in the imported transaction, but no corresponding new location will be created in the "Stock Locations" validation list. You will need to create this location yourself if you want to use the bogus location.

Repeating Fields

If you are importing repeating fields from FileMaker Pro, the repetitions will appear in the data list with slashes (/) between them. This slash actually represents the ASCII value 29 (Hex 1D) that FileMaker inserts between exported repeating fields. Repeating fields can only be imported into detail line fields.

When repeating fields are imported into a transaction detail line, as many detail lines as there are repetitions of the repeating fields will be created. Each repeating field must have the same number of repetitions.

Note: If you elect to place a constant value into a detail line field, and other fields of that detail line have repeating values imported into them, the same constant value will be inserted for each of the lines thus created.

Importing General Journals

Journals in MoneyWorks are always debiting/crediting the detail.net value, and do not have a GST/VAT/Tax component, and hence the detail.gross value is not strictly defined. For this reason you should always set the detail.tax to 0, and both the detail.taxcode and detail.gross to "work-it_out". This applies whether using an import map or xml.

Transaction Import Errors

The Error Messages Table lists the possible error messages that you may get when attempting to import transactions along with an explanation and/or suggested remedy.

Message	Explanation
"<CODE>" is not a creditor	The transaction is a Creditor Invoice, but the NameCode supplied does not correspond to a creditor. It may correspond to a debtor, in which case you will need to open the debtor in the Debtors/Creditors list and click in the Creditor check box.
"<CODE>" is not a debtor	The transaction is a Debtor Invoice, but the NameCode supplied does not correspond to a debtor. It may correspond to a creditor, in which case you will need to open the creditor in the Debtors/Creditors list and click in the Debtor check box.
"<TYPE>" is not a valid transaction type	Transaction type must be one of CR, CP, DI, Cl., JN, SO, PO or QU
Account Code not specified	The Detail.Account field is blank.
Bad field type (<Field Text>)	You may get this error if MoneyWorks was expecting a number or a date, and the text was not a valid number or date. You should check the field ordering because you may be importing information into the wrong fields.
Contra account "<CODE>" does not exist	The value supplied for the Contra field is not a valid account code.
Contra account "<CODE>" is not a bank account	For cash transactions, the Contra field must contain a bank account code.
Contra account "<CODE>" is not an accounts payable account	For Creditor Invoices, the Contra field must contain an Accounts Payable account.
Contra account "<CODE>" is not an accounts	For Debtor Invoices, the Contra field must contain an Accounts Receivable account.

receivable account	
Could not determine transaction type.	There was not enough information for the Work It Out heuristic to determine the transaction type. Typically this is because there were no detail lines for the transaction.
Couldn't adjust for rounding error. Transaction not written	If there is serious sunspot activity and Venus is in Sagittarius it may happen that MoneyWorks cannot adjust the GST values in the detail lines to make the sum of the detail line grosses match the transaction gross. This "cannot happen", but if it does this error will occur during the import phase (not the check phase). The transaction will need to be corrected in the source application.
Debtor/creditor code missing	When importing invoices, you must supply a debtor or creditor code.
Detail line does not balance	Detail.Net + Detail.GST does not equal Detail.Gross
Details don't match gross	The supplied transaction gross value does not match the sum of the detail line gross values (actually, the difference is larger than the specified rounding tolerance). The gross value supplied may not include all of the detail lines that you are importing or you may be importing the wrong gross values (are you importing net values into the Detail.Gross field for example?)
Field dependency too complex	MoneyWorks could not determine a value for one of the Work it Out fields. You may have a circular dependency. This will happen if, for example, you specify Work It Out for all of the Net, GST and Gross fields of a detail line. MoneyWorks does not have enough information to work out sensible values.
Field too long (<Field Text>)	The text is too long to fit into the field. Text fields in MoneyWorks are limited in length. You must shorten the text in the source file.
Invalid character	You have included a space or an @ sign in the debtor or creditor code.
Invalid record format	The data in the text file does not correspond to the format that was specified.
Invalid transaction date	The transaction date is not a valid date. Make sure that the dates in the import file match the local date formatting
The Name "XXX" is not of the correct type	You are attempting to import a sales invoice to a name that is not a debtor, or a purchase invoice to a name that is not a creditor. You need to change the settings in the original name record.
Not enough fields	There are less fields in the import file than were specified to be imported. The source application may not be exporting records in a consistent format.
Record too long	The record is larger than MoneyWorks' import buffer. The only solution to this problem, should you encounter it, is to reduce the amount of information in the record.
Run out of disk space!	There is no room on the disk to make more transactions. You need to quit from MoneyWorks and make more space available on your hard disk. If this happens, you will get this error during the import phase (not the check phase). The import will stop.
Specified period not open	MoneyWorks determines the transaction period from the transaction date. The transaction date may be beyond the end date of the most recent period. You will need to open a new period before you can perform the import.

Stock journals cannot be imported	MoneyWorks does not allow you to import stock journal transactions. General journals are OK, using JN for the transaction type. and a negative detail.net for a credit. Tax must be zero.
System account not allowed	You cannot include "system" accounts in imported transactions. System accounts include bank accounts, accounts payable/receivable, profit and loss, and GST control accounts. MoneyWorks automatically inserts an "invisible" detail line for the contra account, which is always a system account (either BK, AR or AP). You can see this detail line when you print transactions with the Print Full Details option.
Tax cannot be applied to a * account transaction	The Detail.GST field is non-zero and the tax code for the detail line is *. The * tax code must not have tax applied to it.
The account "<CODE>" does not exist	The account code in one of the detail lines is not a valid account code.
The Debtor/ Creditor field must be empty for cash transactions	You have imported a value into the NameCode field (or used a constant value) and the transaction type is not CI or DI. The NameCode field must be blank for cash transactions. You cannot import receipts or payments that correspond to invoices using transactions--see Importing Payments/Receipts on Invoices
The debtor/ creditor "<CODE>" does not exist	The debtor or creditor code supplied in the NameCode field does not correspond to an existing debtor or creditor. To have MoneyWorks create new creditors when an unknown creditor code is encountered, click the <i>Create Names</i> check box in the Options dialog box when setting up the import.
The invoice number: <NUMBER> is already used	If the Check Invoice N's option is being used, you will get this error if the invoice number (OurRef field) being imported is the same as the invoice number of an existing invoice. If you are using the Work It Out option for OurRef, you may need to set the next Invoice Number correctly in the Preferences (see Sequence Nos).
The Tax Code "<CODE>" does not exist	The tax code is not present in the tax table. This is most likely a fault in the source file, but you can also correct this problem by adding the code to the tax table using the Tax Codes command.
Too many fields	There are more fields in the import file than were specified to be imported. The source application may not be exporting records in a consistent format.
Transaction is dated after current period	The transaction date is after the end of the current period. You need to open the new period(s) before you can import the transactions.
Warning - Tax code missing	The Detail.Tax Code field was empty. You will get away with this warning only if the Detail.GST field is zero. You should really ensure that the tax code is supplied. This can be done easily by using the Work It Out option.

Importing Payments/Receipts on Invoices

Importing payments on invoices is similar to importing other transactions except that the imported payments are automatically posted. You can import payments/receipts on invoices by choosing File>Import>Payments on Invoice, or if you have the information on the clipboard, you can hold down the option key (Mac), or the shift key (Windows) and choose Edit>Paste Records.

If the Payment.InvoiceID is set to Work it Out, MoneyWorks will choose which invoice to allocate the amount to based on the Credit Handling pop-up in the Import Options (for a discussion of the options, see [Accepting the Batch of Debtor Receipts](#)).

The import fields are:

Field	Size	Description
OurRef	11	For Cash Payments, the cheque number;for Cash Receipts, the receipt number;
TransDate		The date of the transaction. This should be normally specified in dd/mm/yy format (If your system is set up for U.S. date formats, you will need to specify dates in mm/dd/yy format)MoneyWorks will also accept dates in d mmm yyyy format. Work it out will insert today's date.
Type	2	CP for Cash Payment; CR for Cash Receipt
NameCode[Required field]	9	For debtor invoices, this is the debtor code;for creditor invoices, it is the creditor code.
Flag	5	This can be any text. If this field is not blank, a flag icon shows up in the status column of the transaction list.
Description	255	The transaction description.
Gross[Required field]		The amount of the transaction. This must equal the sum of the payment amounts. It will be set automatically to the sum of the payments/receipts if the Work it out option is set.
Analysis	9	Any text you like.
ToFrom	255	The name of the other party. This will be set to the creditor or debtor name if the Work it Out option is set.
Salesperson	5	The salesperson field.
Payment.InvoiceID	7	For receipts, this is your invoice number (which must be unique). For payments, this can either be your order number (which ought to be unique), or the creditors invoice number (which ought to be unique for that creditor)--this choice is set in the import Options.If this field is set to <i>Work it Out</i> , payments are allocated based on the <i>Credit Handling</i> pop-up in the Import Options.

Payment.Amount	N	The amount of the payment/receipt to be allocated to invoice InvID. For payments, this must be less than the outstanding invoice amt. For receipts, any surplus will be handled as an overpayment.If this field is set to Work it Out, the minimum of the outstanding balance of the invoice and the residual amount from the gross is allocated.

A note on exporting Payments/Receipts on Invoices

You cannot export payments/receipts on invoices in a manner that is suitable for importing back into MoneyWorks. However you achieve the same result by using a variant of Edit>Copy. To export payments or receipts on invoices:

1. In the Transaction list, highlight the payments/receipts to export
2. Hold down the *option* key (Mac) or the *shift* key (Windows) and choose Copy from the Edit menu

MoneyWorks will copy the highlighted payments/receipts against invoices to the clipboard, ignoring those that are not payments/receipts against invoices. The format used is tab delimited with repeating fields.

You can paste this into a spreadsheet or word-processor, and save the resulting document as a text file if you wish, or option/shift paste it into a another MoneyWorks document.

To paste into another MoneyWorks document

1. Open the transaction list in the other MoneyWorks document
2. Hold down the *option* key (Mac) or the *shift* key (Windows) and choose Paste from the Edit menu

The import map for Payments on Invoices will be displayed.

Note: The target MoneyWorks document must have the same invoices (and Names) as the originating one, with unique invoice numbers.

Product Importing

To view or set the product import options click the *Options* button in the Import Field Order window.

Update if Exists: If set, MoneyWorks will update the data for any records whose product code matches the code of the record being imported. Calculated values are imported only if the *update* option in the *Use Value* window is on. If the *Update if Exists* option is off, then MoneyWorks will report an error if the code for a record being imported matches an existing code.

Sell Prices are Tax Inclusive: If set, all sell prices imported are stored as GST Inclusive, otherwise they are stored as GST Exclusive, unless overridden by a setting in the Flags field.

Field Descriptions for Products

The following fields may need special consideration when importing into MoneyWorks. For a full description of product fields see [Products \(Items\)](#).

Field	Size	Description
Code	15	Code to identify product. Must be unique (unless updating) Can not contain spaces or @.
Supplier	11	The creditor who normally supplies this product. If present must be a valid creditor code.
SalesAcct	13	Income account to be credited when the product is sold. Not required if you do not sell the product.
StockAcct	13	Current Asset account to be credited when product is sold. Not required if you do not stock the product.
COGAcct	13	Expense account to be debited when the product is sold. If you are not stocking the product, this is the purchase expense account.
SellPrice		The unit sell prices. See the Flags for GST/Discount settings
BuyPrice		Price you normally pay per buy unit
AverageValue		Average per-unit stock value; you cannot alter this
ConversionFactor		Sell units = ConversionFactor * BuyUnits. Note that this is the reciprocal of what is on the entry screen.
SellDiscount		Sell discount percentage (0..100)
SellDiscountMode		Discount mode. A number in the range 1..4 corresponding to the discount mode menu items.

Flags

This is used to set the various selling price options for the products, each of which is represented by a bit.

```
fBreakAdd = #00008000
fReorderWarn = #00000100
fPriceTaxInclusiveA = #00000200
fPriceTaxInclusiveB = #00000001
fPriceTaxInclusiveC = #00000080
fPriceTaxInclusiveD = #00001000
fPriceTaxInclusiveE = #00002000
fPriceTaxInclusiveF = #00004000
fCostPlusD = #00010000
fCostPlusE = #00020000
fCostPlusF = #00040000
fDiscountD = #00080000
fDiscountE = #00100000
fDiscountF = #00200000
```

Note that the Buy, Sell, and Inventory options will be set according to which control account fields you supply. This can only be done when importing new products, not when updating existing ones.

Product Import Errors

Message	Explanation
The product code "<CODE>" is already in use	Product code is not unique. Check that there is no existing code in your product file and that the code does not appear twice in the import file. If you are trying to update existing products, you need to set <i>Update if Exists</i> .
Sales account "<CODE>" not found or wrong type	Sales account must be an Income account.
Stock account "<CODE>" not found or wrong type	Stock account must be Current Asset
Product code missing	You must supply a product code
COGS account "<CODE>" not found or wrong type	COG/Purchase account must be Expense.

Names Importing

To view or set the Name import options click the *Options* button in the Import Field Order window. Note that Mac users can import their Mac Address Book directly using the [File>Import>Address Book](#) command.

Update if Exists:

If you set this option, MoneyWorks will update the data for any records whose code matches the code of the record being imported. Only imported fields are updated—default values and Work-it-Out values will be updated only if the Set this field when updating existing records as well option is set — see [Update if exists](#).

If this option is off, then MoneyWorks will report an error if the code for a record being imported matches that of an existing record.

This feature could be used to update customer address lists from an external database.

Name Field Descriptions

The following Names fields need special consideration when importing. For a complete list of fields, see [Names](#).

Field	Size	Description
Code	11	Unique code to identify debtor or creditor. Can be set to "Work it Out" to create a unique name code based on the current settings for <i>Code Assignment for New Names</i> in the Terms panel of the Document preferences
CustomerType	1	0 for not a customer, 1 for customer, 2 for debtor
SupplierType	1	0 for not a supplier, 1 for supplier, 2 for creditor
DebtorTerms		The payment terms for a debtor. A positive number N, denotes N days. A negative number -N, denotes Nth day of month following.
CreditorTerms		The payment terms for a creditor. Settings as for DebtorTerms.
Hold		0 = Not hold, 1 = Hold. This corresponds to the Hold check box for debtors.
CreditLimit		Credit limit for a debtor
RecAccount	7	Accounts Receivable control account for a debtor.
PayAccount	7	Accounts Payable control account for a creditor.

Import Names Error Messages

Message	Explanation
The Accounts Receivable control account is not valid--	The Accounts Receivable control account is not valid--missing or wrong type.

missing or wrong type.

The Accounts Payable control account is not valid--missing or wrong type.

The debtor/creditor code is longer than 6 characters. It will be truncated.

The debtor/creditor code has spaces or wildcards. They will be converted to underscores.

Job Importing

There is only one Job import option, *Update if Exists*. To view or set this click the *Options* button in the Import Field Order window.

If *Update if Exists* is set, MoneyWorks will update the data for any records whose code matches the code of the record being imported. Only imported fields are updated—default values and Work-it-Out values are ignored and these fields retain their original information.

If this option is off, then MoneyWorks will report an error if the code for a record being imported matches that of an existing record.

The fields that may require special consideration when importing are outlined below. For a full list of fields see [Jobs](#).

Field	Size	Description
Job	9	The job code. This must be unique.
Client	11	Must be a valid debtor code.

Job Sheet Item Importing

There are no options for job sheet items.

The fields that may require special consideration when importing are outlined below. For a full list of fields see [Job Sheet Items](#).

Field	Size	Description
Job	9	The job code. It must already exist.
Qty		The quantity of the resource or product used.
Resource	15	The code for the resource or product. It must already exist.
Units	3	The units of the resource or product (e.g. Hr, Kg, Km).
Date		The date of the job sheet item,.
CostCentre	5	The cost centre. If specified it must be a valid Department code.
CostPrice		The cost of the product or resource used (ex GST).
Sell Price		The anticipated charged value of the product or resource used (ex GST).
Status		Must be "Actual" or "Budget".

Note: As for manual entries in the job sheet, MoneyWorks will make and post a stock requisition journal for any imported job sheet entries whose resource code is that of an inventoried product.

Importing Direct from other Applications

MoneyWorks supports importing by AppleEvents on the Mac and COM on Windows, as well as through the [REST API](#). This allows the seamless transfer of information from other applications into MoneyWorks, even across a network. For example, an Excel spreadsheet can submit data directly to (and suck information directly out of) a MoneyWorks document.

MoneyWorks Datacentre also allows for communication through the command line interface (CLI) and REST APIs. This allows remote websites to query MoneyWorks (and also submit transactions and other information) using common tools such as PHP.

For more information on this please see:

<http://www.cognito.co.nz/developer/>

XML Importing

MoneyWorks supports import and export of xml-formatted data. This removes the need to preconfigure an import map when building automated importing scripts (although you will still need to understand import maps). XML is the only import format supported by the REST interface.

For manually invoked XML import, there is an XML option to the Import menu, and you can also drag & drop .xml files into list windows to invoke an import (provided there are no errors, it will just happen). You can also copy XML text and paste it directly into a MoneyWorks list.

XML files to be imported must be valid XML and must provide the necessary fields to specify valid record data for MoneyWorks. For example, if importing a transaction, the transaction line items must add up and agree with the transaction total; the transaction type and necessary fields such as Contra must be specified. This is no more or less that you would do with an Import Map. You can't just throw some partial data in and expect MoneyWorks to read your mind about what it means⁴.

XML file format

The import format is compatible with the XML export format that MoneyWorks produces. You can export a table using the REST APIs, e.g.

```
http:// ... /REST/Acme%20Widgets/export/table=name&format=xml
```

and also from the command line with, e.g:

```
moneyworks -e 'export table="transaction" format="xml"
document.moneyworks
```

This exports the entire transaction table to stdout.

The import file may contain a single <table> element, or may contain an <import> element with multiple <table> elements within it. The <table> elements can be for different tables.

The <table> element must have a name attribute specifying the target table for the import.

The <table> element will contain multiple record elements, whose element name will be the table name (e.g. <transaction>). Each record element will contain a set of field elements whose names are valid fieldnames from the MoneyWorks schema (e.g. <ourref>). See [Appendix A—Field Descriptions](#) for table and field names.

Note that dates should be specified as YYYYMMDD.

As a special case, transaction elements will also contain a <subfile> element, which will contain multiple <detail> elements specifying the line items for the transaction.

```
<?xml version="1.0"?>
<table name="Transaction">
  <transaction>
    <ourref>2116</ourref>
    <transdate>20101220</transdate>
    <duedate>20110120</duedate>
    <type>DII</type>
    <theirref>213544</theirref>
    <namecode>BROWN</namecode>
    <description>Widget Sales</description>
    <gross>1008.56</gross>
    <contra>1500</contra>
    <tofrom>Brown Suppliers</tofrom>
    <subfile name="Detail">
      <detail>
        <detail.account>4000-1</detail.account>
        <detail.taxcode>G</detail.taxcode>
        <detail.gross>779.62</detail.gross>
        <detail.tax>86.62</detail.tax>
        <detail.net>693.00</detail.net>
        <detail.description>Chrome Taper Widget</detail.description>
        <detail.stockqty>7.000000</detail.stockqty>
        <detail.stockcode>CB200</detail.stockcode>
        <detail.costprice>35.000000</detail.costprice>
        <detail.unitprice>99.000000</detail.unitprice>
        <detail.saleunit>ea</detail.saleunit>
      </detail>
    </subfile>
  </transaction>
</table>
```

etc ...

The Work-it-Out facility for fields that support it can be invoked with an empty field name tag with the attribute work-it-out="true" (you can determine such support by checking the relevant field in the usual importing configuration

dialog - if the field options support work-it-out there, then it is supported by the XML importer). E.g:

```
<transdate work-it-out="true" />
```

Likewise, calculations can be done using the calculated attribute. In this case the text within the element is treated as an expression whose result is used as the actual import data for the element. If you are referencing imported fields, those fields must have appeared earlier in the xml file. E.g:

```
<user1 calculated="true">Lookup(NameCode,
"name.Category2")</user1>
```

Fields and subrecords with the attribute system="true" will be ignored by the importer.

Additional table attributes for controlling the import

Where appropriate, the same import options available in the regular import can be specified as attributes of the table element.

The following attributes may be specified for the transactions table. They correspond to the equivalent setting in the Transaction import options dialog or the parameter to the regular scripted import:

- `create_names="true"`
- `create_jobs="true"`
- `rounding_tolerance="D"` - (where D is a dollar amount. 0.02 is the default)
- `negate_in="true"`
- `negate_out="true"`
- `update="true" seqnum="N"` - where N is a sequence number. Allows Debtor Invoices to be "recalled" (replaced or cancelled and replaced depending on whether posted or not).
- `return_seq="true"` - response of the import command will be a sequence number of last record imported instead of a success notification
- `post="true" seqnum="N"` - where N is a sequence number
- `discard="true" seqnum="N"` - where N is a sequence number of unposted trans to be deleted. This usage is deprecated

For Importing Names, Jobs, and Products (Items)

- `update="true"` - General update case for non-transaction tables (Items, Jobs, Names) - updates the provided fields

Payments on invoices

The XML format for importing payments on invoices is slightly non-obvious. The table name attribute for the import needs to be "payments", but the top-level records that you import are <transaction>, with subrecords of <payments>.

E.g:

```
<?xmlversion="1.0"?>
<tablename="payments">
  <transaction>
    <namecode>GREEN</namecode>
    <ourref>123456</ourref>
    <transdate>20101030</transdate>
    <gross>380.25</gross>
    <contra>1001</contra>
    <subfilename="payments">
      <payments>
        <invoiceid>2041</invoiceid>
        <amount>380.25</amount>
      </payments>
    </subfile>
  </transaction>
</table>
```

Note:

Unlike an import map, the order of the fields is important. Thus in importing a transaction the following

```
<?xml version="1.0"?>
<table name="transaction">
  <transaction>
    <ourref work-it-out="true" />
    <type>DI</type>
    ...
```

will not produce the same value for ourref as:

```
<?xml version="1.0"?>
<table name="transaction">
<transaction>
  <type>DI</type>
```

```
<ourref work-it-out="true" />
...
```

because the value of ourref will be worked out based on the transaction type, which is undefined in the first example. In the second example, MoneyWorks knows that you are importing a Debtor Invoice (Sales Invoice), so it knows how to work out the ourref value.

¹ To open the file in the target application, you should start the application and choose Open from its File menu. ↩

² Possible errors are listed at: [Transactions](#); [Names](#) and [Products](#) . ↩

³ If you are importing payments or receipts on invoices, you need to use the *Import Payments* on *Invoices* command. ↩

⁴ The Mind Reading feature of MoneyWorks is still in early beta. ↩

Forms Designer

A fundamental part of running a business is sending out business “forms”, such as invoices, statements and cheques. MoneyWorks comes with a rich set of forms, all of which have been created, and can be modified, using the built in Forms Designer.

You can use the Forms Designer to create (amongst others):

- Invoices and Receipts
- Product Price Labels
- Cheques and Remittance Advice Slips
- Job Work Sheets
- Statements
- Mailing Labels
- Dunning Letters
- Shipping Labels

You can also use the Forms Designer to create other forms and labels such as:

- Disk Labels
- Mailing Labels
- Flyers
- Form Letters

The Forms Designer allows you to create multi-part and multi-page forms, and to print multiple forms per page (for labels). It has drawing tools and calculation facilities to allow you to create forms which are not only aesthetically pleasing, but are also “smart”. Such forms, when emailed or saved as a pdf, can have “hot links” (hyperlinks) that will go to a web site or to generate an email.

Once you have created your form, you save it into the *Forms* folder in the MoneyWorks Custom Plug-ins folder — see [Managing Your Plug-ins](#). Once there, the name of the form will appear in a pop-up menu called “Use Form:” whenever you print statements, cheques, invoices, receipts etc. from MoneyWorks. You can choose one or more of the forms in the menu and these forms will be used to format the information that you are printing—see [Printing Invoices, Receipts and other Transaction Forms](#) for further information.

Anatomy of forms

Before getting into the nitty-gritty of forms, let's step back and look at the components that make up a form.

Consider going to a conference and receiving a badge with your name and company to wear. This is an example of a very simple form (and yes, you can design these in the MoneyWorks Forms designer). Essentially, for each selected name record you print the name and contact name—there is a one to one correspondence to the items you are printing and fields on the form. You are going to get exactly one label per record.

- Use *fields* to display simple information, such as the name on a contact badge, that changes with each form

A screenshot of the MoneyWorks Forms Designer interface. It shows a form layout with four fields: 'Name.Contact', 'Name.name', and 'Name.AddressCountry'. The fields are arranged in a vertical stack. The 'Name.Contact' field is highlighted with a blue border.

Allan Smith
Autumn Fabrix Ltd
Canada

Bronwyn McShell
Brown Suppliers
Scotland

Fields are used in the form designer layout (on left) to produce information that changes with each form printed.

The conference badge will also display information that is the same for each attendee, such as the conference name and logo.

- Use the *text* and adornment tools for static text and graphics, such as the company name and logo, that remain the same across forms

A screenshot of a conference badge form. It features the 'Escargot 2020' logo at the top left. Below the logo is a form with three fields: 'Name.Contact', 'Name.name', and 'Name.AddressCountry'. At the bottom, there is a line of text: '20th International Snail Breeders' Conference, Toronto 2020'.

Escargot 2020
Allan Smith
Autumn Fabrix Ltd
Canada
20th International Snail Breeders' Conference, Toronto 2020

Escargot 2020
Bronwyn McShell
Brown Suppliers
Scotland
20th International Snail Breeders' Conference, Toronto 2020

Text and adornment are used for features that do not change across forms.

Now consider a statement. This is also based on your entries in your Names list, but is more complicated because it has an indeterminate length—typically it will list invoices and payments, of which there might be just one, or several hundred. Thus, depending on the number of transactions on the statement, the statement might be just one page long, or several.

- Use *lists* to display repeating information such as transactions on a statement

Four screenshots of statement forms. Each form has a header section with 'Acme Widgets Ltd' and 'Statement'. Below the header is a large table with multiple columns, representing a list of transactions. The tables are filled with data, and the forms are designed to accommodate a varying number of transactions.

The list in the statement form accommodates a varying number of transactions.

An invoice is similar to a statement, but its starting point is not a name, but a transaction. Again the length (and hence number of pages) of the invoice depends on how many lines there were on the transaction—there might be one line, or a thousand. And regardless of this, the invoice might always end with a page of terms and conditions.

- Use *sections* where a form has different pages of information, such as terms and conditions, that need to be collated together onto the same form.

Four screenshots of invoice forms. The first two screenshots show the 'Acme Widgets Ltd' header and a list of transactions. The last two screenshots show the 'Terms and Conditions' section, which is a separate page of information. The forms are designed to present information on a new page in an entirely different format.

A section in a form presents information on a new page in an entirely different format.

Creating a Form

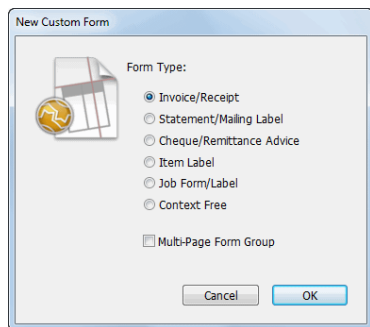
To create a new form:

1. Choose File>New>New Custom Form

You will be prompted for the type of form (see below), and when this is selected the new (blank) form will be displayed in a window. You can then add graphics and field information.

Whenever you are creating or modifying a form, you have access to the Forms menu, which is a sub-menu in the Edit menu. This contains commands that are specific to the Forms Designer.

There are several different form types to choose from.



Invoice/Receipt: Choose this form type if you want to create a form for printing Debtor Invoices or Cash Receipts. You also use this type for forms for printing Cash Payments and Purchase Orders. This form type allows you to include information from the detail lines within a transaction.

If you give the form a name that ends in “by detail line”, the form will print once for each detail line on a transaction. This allows you (for example) to print an individual price label for each line item of an invoice (or, if you set the copies function to Detail.StockQty, a label for each item receipted). This type of form must not have a list in it.

Statement/Mailing Label: Choose this form type if you want to create a form for printing customer statements or mailing labels for customers or suppliers. This form type allows you to include a list containing transactions related to the customer (or supplier).

Cheque/Remittance Advice: Choose this form type if you want to create a form for printing remittance advice slips for creditor payments or for printing onto pre-printed cheque stationery. This form type allows you to include a list of the creditor invoices that the cheque is made out for.

Product Label: Choose this form type if you want to create a form for use with products, such as product labels.

Job Form/Label: Choose this form if you want to create a form for printing the details of a job, such as a concise summary of the time or disbursements for sending to a client. If the [Enable Job Sheet Items](#) preference option is set, you can include a list of the job sheet items in the form.

Context-free form/report: Choose this form if you want to create a form that is not associated with any of the MoneyWorks lists. Unlike other forms, these must be saved in your Reports folder, and are accessed under the Reports menu. Examples of these are the GST Forms for printing out the IRD/BAS returns.

Multi-Page Form Group: Set this option if you want to make a “form group” that is a list of other forms to print in a batch —see [Printing Multiple Forms](#).

Note: “Plain” forms are created and modified using the Report Writer.

To Choose the Form Type:

1. Click on the radio button for the form type that you wish to create, then click **OK**

A new, untitled document window will open. If you decide against creating a new form document at this point, you can click Cancel.

Modifying an Existing Form

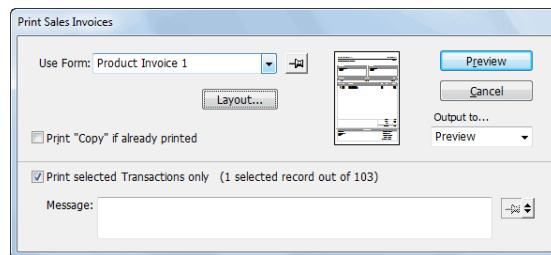
To modify an existing form, either:

1. Highlight a record that can be used to print the form

For example, to change an invoice form, highlight a debtor invoice in the Transaction list window, or to modify a statement form highlight a record in the Names list window.

2. Choose Print <<Record>> from the Command menu

The standard Print Configuration window will open. Note that <<Record>> will change depending on the type of form.



3. Click the *Layout* button¹

The Forms Layout window will open

4. Click the *Edit this Form in the Forms Designer* button

The form will be opened.

Or: Choose File>Open

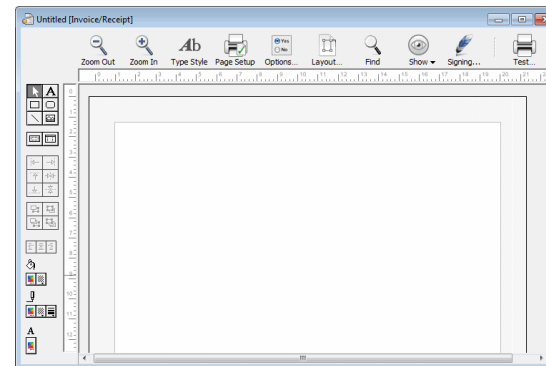
The standard file open dialog box will be displayed. You need to use this to locate and open the form. The forms are normally held in the Forms folder in the MoneyWorks Custom Plug-ins folder (or, if you are modifying one supplied with MoneyWorks), in the Forms folder in the MoneyWorks Standard Plug-ins folder.

The Document Window

You draw your form in the document window. The document window contains a white space as large as the form, the size of which [can be changed](#).

Forms can also be composed of multiple sections (up to six), where each section potentially has a different format or contains a different type of information. Thus for example section 1 of an invoice might be the normal invoice details, and section 2 might be a page of terms and conditions. By default, when you create a new form you are working on section 1 — see [sections](#) for more information.

MoneyWorks forms are saved as separate files outside of your MoneyWorks data files. While you are working on a form in the document window, this file is periodically (and silently) autosaved, so that in the event of a system failure you will not lose (too much) work. When you next open MoneyWorks, the autosaved form will re-open automatically, allowing you to save the changes properly.



The form type, in this case “Invoice/Receipt”, is shown near the top of the window. There is a palette of tools and controls down the left hand side. The rulers are always displayed in centimetres, measured from the top, left hand corner of the paper².

Before you start to draw elements on your form, you should set the form size.

Tip: Use the Zoom toolbar buttons to scale the form up or down on the screen for easier working. Onscreen zooming does not affect the size of the resultant form.



Zoom toolbar buttons

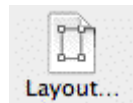
Setting the Form Size

The default form size will depend upon your printer, but in general is A4 with 1.5cm margins. Both the size of the form and the margins can be changed. You can lay out the page so that more than one form will be printed per page. This is especially useful for making labels.

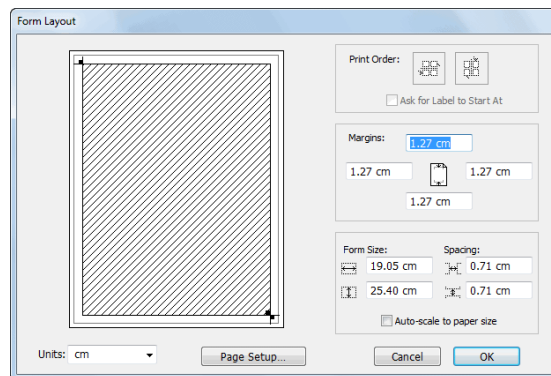
1. Click the **Layout** toolbar button

The Layout dialog box will open.

The Layout dialog box contains a representation of the current page size for your printer. If you want to set up the form to be printed on a different size of paper, you need to click the Page Setup button in order to select the desired paper size.



The *Layout* toolbar button opens the Form Layout Window



The *printable area* of the page is represented by a dotted or grey rectangle. You cannot use any of the page outside of the printable area.

2. Make the changes to the form layout (see below)

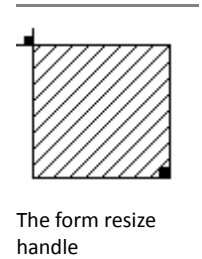
3. Click **OK** to save the new form layout settings, or **Cancel** to discard them

Auto-scale to paper size: Set this option on if you want your form to automatically scale depending on the size of paper that is being printed. This allows you for example to print forms designed on A4 onto US Letter. Some distortion may result,

The Form Rectangle

The form itself is represented by the patterned rectangle.

To change the size of the form, either key the measurements into the Form Size fields or:



1. Click and hold the mouse button inside the form resize handle

This is the black square in the bottom right of the form rectangle

2. Drag the mouse until the form is the desired size, then release the mouse button

The form rectangle will change size as you drag, with the current size being displayed continuously on the right of the window.

If you make the form smaller so that more than one form could fit inside the area bounded by the margins, multiple form rectangles will be displayed. This is how you create mailing labels or any other type of form that is to be printed more than one to the page.

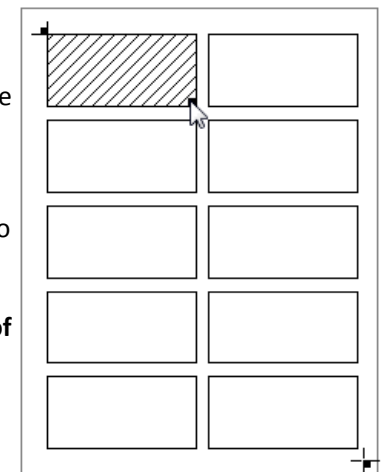
Form Spacing

When there are multiple form rectangles on the page, you can change the spacing between the form rectangles.

To change the spacing either key the values into the Spacing fields or:

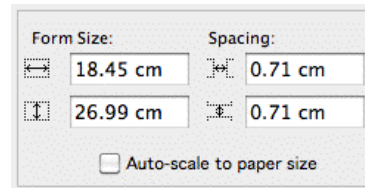
1. Click and hold the mouse button on one of the extra form rectangles (any except the patterned form rectangle)

2. Drag the mouse and release the mouse button when the desired spacing is achieved



The current form size and spacing is displayed in centimetres at the right of the dialog box.

Auto-scale to paper size: Set this to have the form automatically scale to fit whatever size stationery is actually used. For example, a form designed for A4 will be truncated if printed on US Letter. If the Auto-scale option is set however, it will be proportionately scaled down to fit.



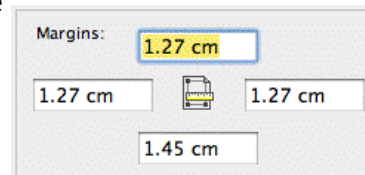
Form Size: 18.45 cm, 26.99 cm
Spacing: 0.71 cm, 0.71 cm
☐ Auto-scale to paper size

The Top-Left Margin

The top and left margins are controlled by the location of the form rectangle itself, and can be changed by either keying the value into the appropriate margin field or:

1. Drag the form rectangle to the desired location

Note that the top-left margin cannot go outside the printable area of the page and you cannot make the top-left margins so big that the form will extend beyond the bottom-right margin.



Margins: 1.27 cm, 1.27 cm, 1.27 cm, 1.45 cm

The margin settings are displayed on the right hand side of the window. The measuring units (cms, inches or points) are chosen from the *Units* pop-up menu at the bottom left of the window.

The Bottom-right Margin

The bottom and right margins are controlled by a cross-hair which appears towards the lower-right of the page.

To change the bottom and right margins, either key the values into the appropriate margin fields or:

1. Click on the small black box of the cross hair (or just below and to the right of it)



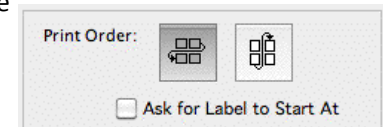
The bottom right margin cross-hair

2. Drag the cross hair and release the mouse button at the desired point

Just as for the top-left margin, you cannot drag the margin marker outside of the printable area of the page. Nor can you move the margin inside the form area.

The Print Order controls

When the form is set up to print more than one per page (such as labels), you can control the sequence in which the forms will print—either in horizontal or vertical bands.



Print Order: ☒ Horizontal ☐ Vertical
☐ Ask for Label to Start At

To change the printing order for multiple-forms-per-page:

Horizontal *Print Order* selected

1. Click on the *Print Order* icon representing the order you want

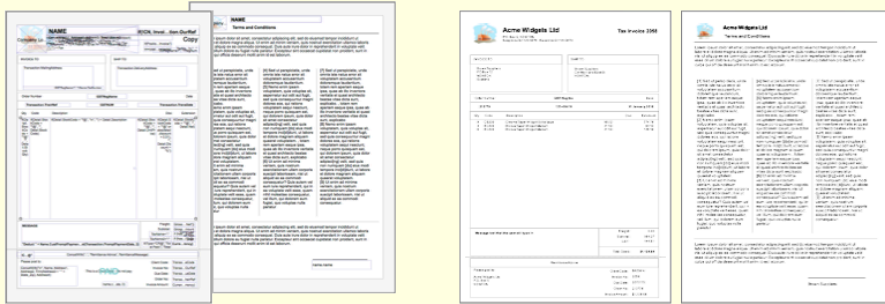
MoneyWorks has the facility whereby it can prompt you to start at a certain label. This is useful if you have partly used label sheets.

2. Set the *Ask for Label to Start At* option if you want to be prompted for the first label to use when the form is printed

When set, a prompt is given when the first page of the form is printed — see [Choosing the start label](#).

Sections

A form can be composed of more than one section, and each section can have an entirely different layout to other sections on the same form (but they all have the same page size, as determined by the *form size*. Sections lend themselves to, for example, printing an invoice with a followup up page of terms and conditions. They are probably best avoided for things like cheques, where special stationery is required.



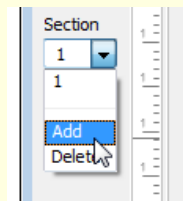
A section in a form presents information on a new page in an entirely different format.

When printing a multi-section form, all sections will be output together (i.e. collated). Similarly when PDFing, all sections will be output to the same PDF file. This differs from [form groups](#), which are collated separately, since they may use different stationery.

To create a new section

1. Select **Add** from the Section pop-up menu in the tool palette

A new section will be created for the form. This will be blank, allowing you to add your own objects. You can have up to six sections on a form.



Adding a new section

To change the section that you are working on

1. Select the number of the desired section from the section pop-up in the tool palette

That section of the form will be displayed.

Tip: Where objects are common to more than one section, copy and paste them between sections, but make sure that, where calculations and lists have names, you change these names (names must be unique across the form).

To delete a section

1. Change to the section that you want to delete
2. Choose **Delete** from the Section pop-up menu in the tool palette

If there are any objects on the section you will be asked for confirmation (the action cannot be undone).

3. Click **Delete Section** to delete the section

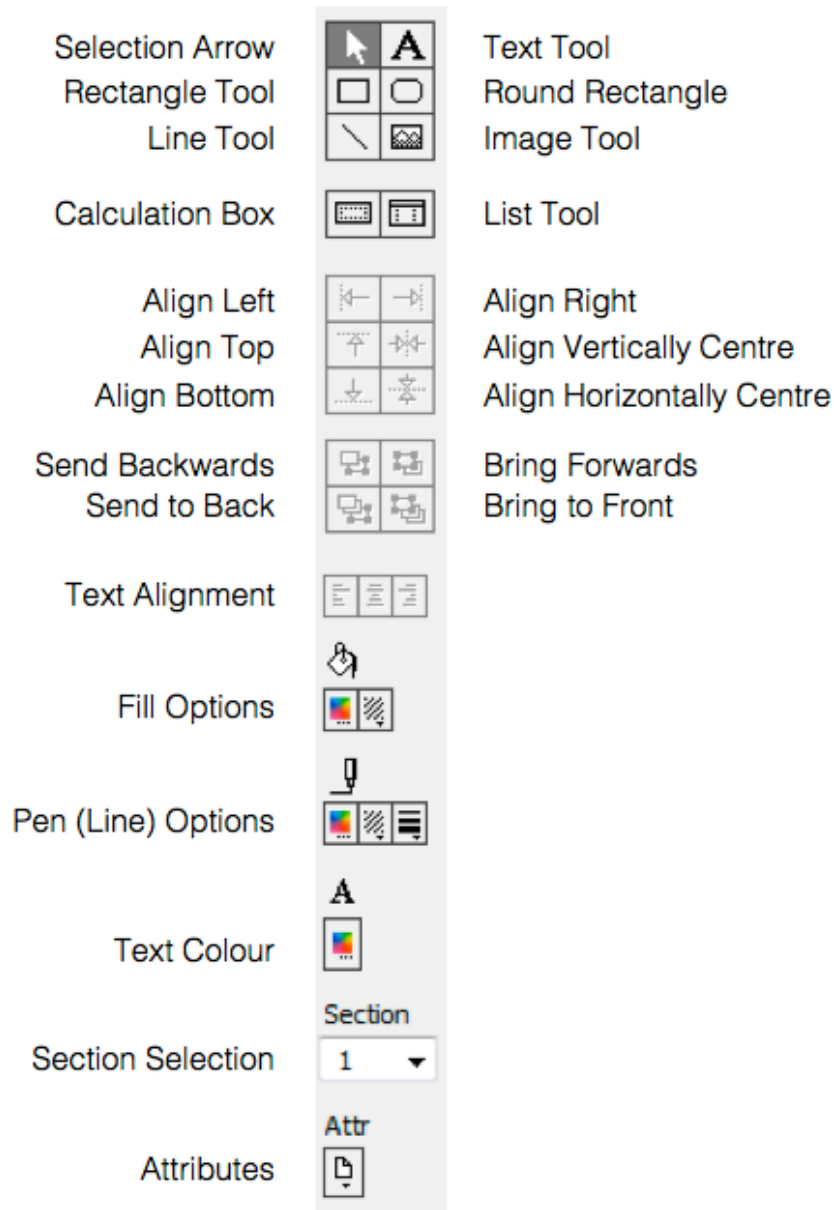
Subsequent sections will be renumbered (so if you delete section 3, the old section 4 will become section 3).

Conditional printing of sections

It may be that you only want a section to print under certain conditions (for example, only new customers get the terms and conditions added to their invoice). This can be achieved using the *Section function* in the [Form Options](#).

Notes on sections

- Calculations in one section of the form can reference calculations and lists on other sections (regardless of whether the section is skipped or not).
- Variable and list names must be unique across sections. Thus if you have a list with the name of "List" in section 1, and another list with the name of "list" in section 2, you will get an error when you print the form.



The tool palette

Tools and Controls

You draw and manipulate the form elements using the tools and functions provided in the Tool palette.

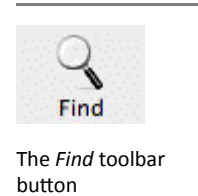
Note: Before you start to draw the form, you should have set the form size and layout — see [Setting the Form Size](#).

You can draw seven different kinds of graphic objects using the tools, and you can paste or drag and drop graphics as well — see [Graphics and Logos](#) for supported formats. The two most important objects are the *Calculation box*, and the *List box*. These are used to display the information from the record that is being printed.

If you will be printing the form on plain paper (rather than on pre-printed stationery), you may also want to embellish the form with lines, boxes, text and pictures.

You place an object on the form by selecting the tool for that object and clicking and dragging on the form.

Tip Click the Find toolbar button (or just press Ctrl-F/⌘-F) to find the next occurrence of a specified piece of text in the form. Pressing Ctrl-G/⌘-G will repeat the search to find the next occurrence. Note that finding on just a number will also find the item on the form with that object number.



The Find toolbar button

The Selection Arrow Tool

You select, deselect, move and resize objects using the *Selection Arrow* tool (also known simply as the *Arrow Tool*).

Selecting an Object

Select an object by clicking on it with the selection arrow tool.

1. To select the arrow tool, click on the selection arrow tool icon

The icon will go dark and the cursor will become an arrow.

After you use another tool the arrow tool is automatically selected for you.

2. To select an object, click on it with the arrow

Resize handles will appear at the corners or end-points of the object to indicate that it is selected. If there were any previously selected objects, those objects will be deselected.

If you want previously-selected objects to remain selected, hold down the Shift key when you click. The clicked object will be selected without the other objects being deselected.



Selected objects on left, unselected on right

While an object is selected, you can change other properties of the object, such as its fill colour or transparency, its border colour or line width etc.

Moving an Object

Use the arrow tool to drag the object to a new location or resize it.

1. To move an object, click anywhere on the object's boundary (except on the resize handles), and drag to the new location

Provided the object is not transparent, you can click anywhere inside the object. The object does not have to be selected before you begin—the act of clicking on it will select it.

As you drag the rulers will also show an outline of the object's position with respect to the top-left hand corner of the paper, as a guide for more precise positioning. When the object is aligned with the edges of other objects on the form, red guide-lines will be displayed.

You can also use the arrow keys to move items that have been selected.

Resizing an Object

Use the resize handles of a selected object to change the object's size.

1. To resize an object, you must first click on it to select it

2. Click on any of the object's resize handles and drag

As you drag, the object will grow with the mouse position.

Note: If you have more than one object selected, each object that is selected will be resized. If you just want to resize the one object, hold down the Ctrl/Option key.

Tip: Hold down the Control key (Windows) or the ⌘ key (Mac) while pressing an arrow key to change the size of the object (down/right for bigger, left/up for smaller).

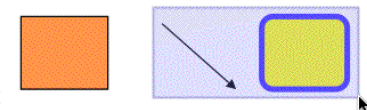
Selecting Multiple Objects

You can select several objects at a time. Any changes you make will affect all of the selected objects.

You can select multiple objects on the form by holding down the shift key and clicking on each of the desired objects. Alternatively you can select all objects in a rectangular area by dragging:

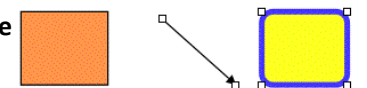
1. With the arrow tool click on the white space of the form and drag the mouse

A blue rectangle will appear with one corner at the original point clicked and the other corner following the mouse.



2. When the rectangle encloses the objects that you want to select, release the mouse

The objects totally enclosed by the dotted rectangle will be selected.



Note that only objects completely enclosed by the rectangle are selected. If you want to include objects that are only partially enclosed by the rectangle, hold down the Ctrl key (Windows) or the option key (Mac) when releasing the mouse button.

Duplicating Objects

To duplicate objects:

1. Use the arrow tool to select the objects to be duplicated
2. Choose Edit>Duplicate Object or press Ctrl-D/⌘-D

A duplicate of each object appears just below and to the right of the original. The originals are deselected and the duplicates are selected.

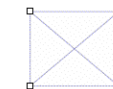
If you move the duplicate objects to a new position and then duplicate them again, the next set of duplicates will be placed at the same offset from the first set as the first set are from the originals. You can use this feature to easily make a row of identical, evenly-spaced objects.

The Rectangle Tools

To draw a rectangle:

1. Select the rectangle tool or the round-cornered rectangle tool as appropriate
2. Drag to where the diagonally opposite corner is to be and release the mouse button

The rectangle will be drawn using the current border and fill colours and the current line width. See [Formatting Objects](#) for more information on these properties.



The Picture Tool

Use the Picture tool to place a picture on the form³. The picture can be an imported image (such as a jpeg, psd or gif), the company logo, a product image, or a barcode.

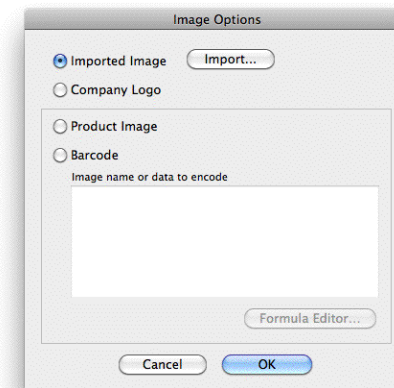
To draw a picture:

1. Select the Picture tool

The mouse pointer will become a cross-hair when over the form.

2. Click where you want one corner of the picture to be and drag to where the diagonally adjacent corner

The picture placement will be shown on the form (you can move or resize it later), and the Image Options dialog will be displayed, as shown below.



3. Choose the source of the image

For Product Images and Barcodes, you will need to enter an expression that resolves to a product code or barcode respectively — see [barcode expressions](#).

Note that you can also import an image by dragging or pasting it onto the form. The image must be in a format recognised by MoneyWorks.

Tip: If you are designing a Navigator panel, hold down the Control key (Windows) or the Option key (Mac) and double click the image to get the Navigator Properties settings

The Line Tool

To draw a line at any angle, use the line tool.

1. Select the line tool

The cursor becomes a cross hair when it is over the form

2. Click where you want the line to start and drag to where the end of the line is to be, then release the mouse button

The line will be drawn using the currently selected pen colour and line width. Note that guides will appear when the line is horizontal or vertical.

The Text Tool

Use the text tool to place static text on the form.

To make a new text area:

1. Select the Text tool

2. Click on the place where you want one corner of the text area rectangle to be

3. Drag the mouse and release it when the desired width of the text area has been obtained

A dotted rectangular outline will follow the mouse as you drag it. When you release the mouse, a text box of the width that you have drawn will be created. There will be a flashing insertion point inside the box.

4. Type the desired text

The height of the text box will be the height of one line of text in the current font and size. If you type more text than will fit in a single line, the text box grows downwards so that the text will fit.

5. Click outside the text box or press the Enter key to deactivate the text box

Formatting the text: You can change the font, style and size of the text by selecting the text object and clicking the *Type Style* toolbar button. This applies to the entire block of text (i.e. you cannot have mixed fonts/styles or sizes within the one text block).

MoneyWorks Forms
Designer Rocks!



The *Type Style*
toolbar button

The new text object will always set to Transparent. See [Formatting Objects](#) for more information on changing these and other properties.

Embedded Expressions

You can embed an expression inside a text box. Simply enclose the expression inside double angle brackets (<< >>).

For example the following text box has a simple expression embedded in it (consisting of just a field of the transaction file). When the form prints, the result of the expression—i.e. the due date of the transaction—will be substituted:

Please pay by <<duedate>> or else!

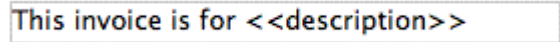
results in

Please pay by 20/06/10 or else!

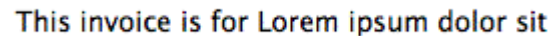
Use embedded expressions in text boxes as a short-cut when you need the result of the expression to be included neatly inside some other text.

Since the text box sizes itself vertically to the text that you type in, you may have problems if the expression result is longer than the expression itself such that the resulting text takes more lines to display than the original text. To get around this, you can add some return characters to the end of the text to force the text box to a greater size.

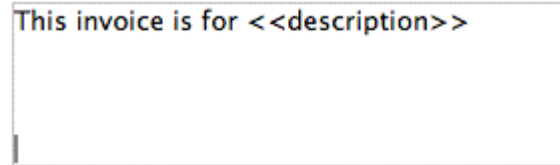
For example if description is long, such as “Lorem ipsum dolor sit ... volutpat.”:



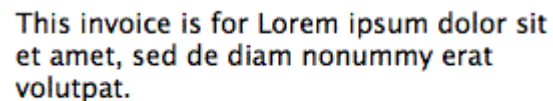
results in:



Whereas this:



gives:



Expressions are discussed in detail in [Calculations and things](#).

The Calculation Box Tool

The Calculation Box object is at the heart of the Forms designer.

Use a Calculation Box wherever you need to place information that will be different each time the form is printed.

Creating a New Calculation Box

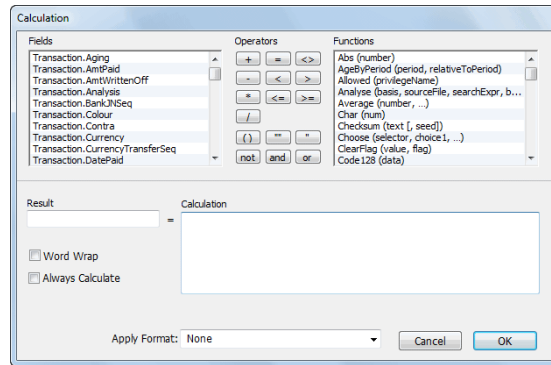
A calculation box is “drawn” on the form just like a rectangle:

1. **Select the Calculation Box tool**
2. **Click where you want one corner of the box to be**
3. **Drag to where the diagonally opposite corner is to be and release the mouse button**

The Calculation dialog box will open immediately

The calculation box will be created with a transparent fill and borders, but with the currently selected font, size and pen width. The vertical size of the box will “snap” to an integral number of line-heights for the currently selected font and size.

If you don’t want the calculation dialog box to open when you release the mouse button, hold down the ctrl key (Windows) or the option key (Mac) as you do so. A blank calculation box will be created which you can come back to later to add the calculation formula and other settings.



The Calculation dialog box is used to specify the calculation (formula) for the object, and (optionally) a result name, format and other settings.

Entering a Formula: You type the calculation formula into the Calculation box. To make things easier, all of the accessible field names, operators and functions are included at the top of the dialog box.

The “accessible” field names are those that are appropriate to the context of the form. An invoice form, for example, allows you to use the transaction and name fields. The transaction detail fields are also shown but these can only be used as parameters to the ExpandDetail function. This is because there will be several different values of each detail line field as invoices can have multiple detail lines. To include detail lines in an invoice form, use a List Box object.

See [Calculations and things](#) for more information on how to write a formula.

4. Type the formula into the formula box, or select the item from the options above (double-click a field or function name)

MoneyWorks will check the formula for syntactic correctness when you click **OK**. If there is a problem, an alert box will appear to let you know what the problem is. See [Errors](#) for more information.

Result Name: The result of a calculation box can be included as part of the formula for other calculations on the form. In order to use the result of a calculation in this way, you need to give the calculation a name.

5. To name a calculation box, type the name into the Result box

The name can be up to 30 characters. It must not start with a digit.

It is an error to include a calculation’s own name within it’s formula, or to use the name of another calculation that will in turn use the name of the first. This is called a *circular reference*.

Warning: Do not use the same name for more than one calculation box. If you do this, the results of all but the top-most calculation box will be incorrect. You will be warned of duplicates when you try to preview, print or save.

Apply Format: Use the *Apply Format* pop-up menu to apply a date or numeric format to the result. The [format](#) you choose will be used to format the result of the calculation provided that the result is of a type appropriate to the format.

The format will also be used whenever the calculation involves an implicit type conversion to the type for which the chosen format applies. For example, if the calculation is:

"Please pay by " + DueDate

then the selected date format (if any) will be used to convert *DueDate* to text so that it can be concatenated to the literal text. In this case, the final calculation result is Text, so no additional formatting is applied to this.

There are two check boxes for setting options that control the evaluation and appearance of the calculation and result.

Word Wrap: Set the Word Wrap check box if you want the text of the calculation result to be “wrapped” inside the text box. Text can only be wrapped if the box is more than one line high. The box will not grow to accommodate the text. If the word wrap option is off, and the text will not fit inside the box, it will be truncated to fit and an ellipsis (...) will be added to show that this has been done.

If you want numeric data to be correctly aligned on the right, you should turn the *Word Wrap* option off.

Note: If this option is off, the text will be vertically centred inside the box.

Always Calculate option: You need to set this option if the form may span multiple pages and the calculation includes the PAGE number or the SubTotal function or anything else that may cause the calculation result to be different for each page of a multi-page form.

The reason for this is that calculation boxes are normally evaluated once for each record being printed—before anything is actually printed. The same result is then output for each page if the form spans multiple pages. If the result may be different, the calculation needs to be redone for each page and you should set the Always Calculate option.

If you use the *Always Calculate* option, the calculation result will always be printed on top of any other objects that overlap the calculation box, i.e. an Always Calculate calculation box is forced to the front. This is because it is not evaluated until the other objects have been output to the printer.

Modifying a Calculation

To get back into the Calculation dialog box for a calculation box, double-click on the Calculation box, or select it and choose Modify Object from the Edit menu.

Errors

When you click the OK button in the Calculation dialog box, the Forms Designer will check that your formula is syntactically correct. That is, that the formula “makes sense”.

There are three possible kinds of error: *Syntax Errors* (where the mathematical grammar of the formula is wrong), *Scope Errors* (where a field or identifier name is used that does not exist or is not appropriate to use), and *Semantic Errors* (where the formula tries to evaluate something that cannot be evaluated).

Syntax Errors: For example the following is correct

```
"Minimum Payment Due: " + (Gross - AmtPaid) / 10
```

whereas the following is missing a bracket:

```
"Minimum Payment Due: " + (Gross - AmtPaid / 10
```

There is no way that the formula can be evaluated if its syntax is incorrect just as you can't understand an english sentence if syntax incorrect, its is? (well maybe you can at a pinch, but you are considerably smarter than any computer program). Instead an error message is given, in this case:

```
Error: Expected a )
```

After you click the *OK* button in the error alert, MoneyWorks will highlight the point in the formula where it thinks the error is.

Scope Errors: Another kind of error that is checked for is the non-existence of identifiers used in the formula. For example, the formula

```
"Minimum Payment Due: " + (Gross - AmountPaid) / 10
```

is incorrect. This is because the identifier “AmountPaid” is not recognised. In this case, the error alert box allows you to exit from the dialog box because you may be planning to create another calculation box whose name will be “AmountPaid”. If not, you can click Edit to return to the Calculation dialog box and correct the error.

Semantic Errors: Often, semantic errors will not be detected until you actually try to print the form, because they are usually associated with the actual data operated on by the formula. For example:

```
A / B
```

is erroneous only if B is zero, causing a print-time “Divide by Zero” error.

Table of Errors

The following table lists common errors that you may encounter.

Error	Explanation
Can't add two dates	Dates cannot be added together (although you can add a number to a date.)
Circular reference	This error will occur at print-time if a formula includes its own name or includes the name of another formula that includes the name of the first formula.
Column not found	This error occurs if the column name passed to the SubTotal function does not exist in the list.

Date required	This error will occur if you pass a number as a parameter to a function that expects a date.
Divide by zero	You cannot divide by zero.
Expected a (	You will get this error if you do not have an opening parenthesis following a function name.
Expected a)	You will get this error if you do not have the same number of closing parentheses as there are opening parentheses in the formula.
Expression too complex	You may get this error if a formula is too complicated. Try breaking the formula up into sub-expressions and putting them into separate, named, invisible calculation boxes.
List not found	This error will occur if the list name that you supply to the SubTotal or ExpandList function is not known. Lists that are referred to in this way need to be named using the List Options command.
Subtotal unavailable	This error will occur at print-time if the calculation box does not have the Always Calculate option set.
Syntax error	This error will occur if the syntax of the formula is not correct.
Type conversion failed	This error will occur if you try to display the result of an ExpandDetail or ExpandList function. These functions return a special list type that can only be used as a parameter to a function that accepts a variable number of arguments.
Unknown identifier	The identifier is not known or is not available in the current scope. Check that the identifier is spelt correctly and that you are not trying to use a field from a subrecord in the main part of a form.
Unterminated quote	A literal text string did not have a terminating quote mark (").
Wrong number of arguments	A function was given the wrong number of parameters (arguments).

- A single list box can show multiple columns of information.
- You can have more than one list box on a form.
- If there is more information to be displayed in a list than will fit, MoneyWorks can automatically print another page of the form to accommodate the information (this is optional).

- Where a list extends over more than one page, the list can start higher up the page on the first page than subsequent pages, and end higher on the last page than previous pages, as shown below.

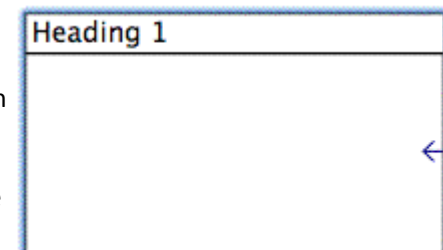


To create a new list:

1. Select the List tool
2. Click and drag a rectangle that will be the bounds of the list

A new list box will be created with a single column. The list box will be active. This means that you can modify the content of the list. When a list is active, its border is outlined.

If you click outside the list rectangle, the list will be deactivated, and will behave like any other object (so it can be moved, resized etc).



The List Box Tool

Use a List Box when you want to include:

- The detail lines of an invoice, payment or receipt.
- The individual transactions of a statement
- The invoices paid with a cheque (or remittance advice)

First, here are some important points to remember about list boxes:

- The type of form determines what information will be displayed in list boxes on the form. MoneyWorks will automatically select the correct records for you.
- You can specify a subset of the records that MoneyWorks finds to be displayed in a list.

To activate an inactive list box so that you can edit it:

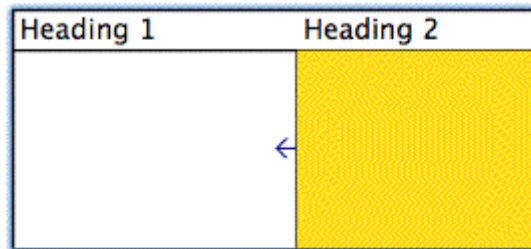
1. With the list tool, click once on the list or with the arrow tool, double-click on the list

The list will activate (indicated by its border being outlined)—it must be active to manipulate its columns.

To add a column to the currently active list box:

1. Choose **Edit>New Column** or press **Ctrl-N/⌘-N**

The new column will be added on the right hand side of the list. It will be selected (black).



The Dynamic Column: Notice that the first column has been shrunk to make room for the new column. In fact, when adding or duplicating a column, it is the *dynamic column* that is resized to make room for the new column. This column is indicated by a small left-pointing arrow on its right hand edge.

You can select which column is the dynamic one by holding down the option key (Mac) or the Ctrl key (Windows) and clicking on the column.



The dynamic column indicator

To resize a column:

1. Move the mouse over the right hand edge of the column

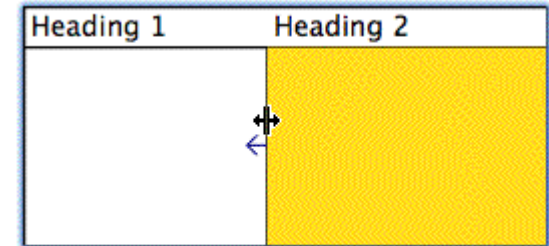
The mouse pointer will change shape.



Column resizing pointer

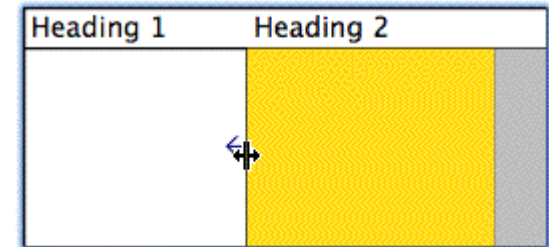
2. Click and drag the column edge until the column is the desired width, then release the mouse button

Notice that the column adjacent to the one being resized also resizes. When you shrink one column, its neighbour grows to fill up the space.



Ctrl/Option-Resizing:

If you don't want the neighbouring column to grow or shrink when you resize a column, hold down the ctrl key (Windows) or the option key (Mac) as you do so. The columns to the right of the one being resized will move as you drag the mouse.



A shaded area will appear at the right-hand side of the list box. This free area will be used up if you add more columns. If you deactivate the list while there is free space in the list, the list box will shrink.

Note: If you resize an inactive list so that the width of the list box changes, the dynamic column changes in width by the same amount that the list's width changed. No other columns will be affected. You cannot make a list box any smaller than reduction of the dynamic column will allow.

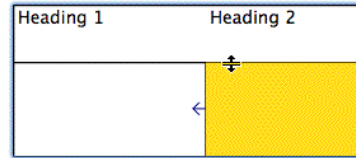
To move a column:

1. Move the cursor over the column until it changes into a hand
2. Drag the column to its new location

The column will move as the hand crosses column boundaries.

To resize the List Header:

1. Move the mouse over the bottom of the list header until it changes shape
2. Click and drag to resize the header



To remove the heading, drag the bottom of the header right to the top of the list.

To reduce the list size on the first and last pages

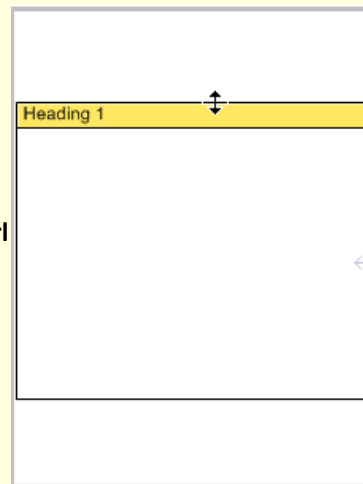
Lists have *First Page Starts* and *Last Page Ends* markers, allowing your lists to start and end at different locations on different pages. You cannot see these markers when you create a list as they are, respectively, at the very top and bottom of the list box. You need to option/ctrl drag the top or bottom of the list towards the list centre to expose them.

Caution: In attempting to move the markers, it is relatively easy to inadvertently resize or move the entire list. If this happens just release the mouse and press Ctrl-Z/⌘-Z to undo the change.

To reduce the list size on the first page:

1. Position the cursor at the top of the list
2. Hold down the option key (Mac) or the ctrl key (Windows)
3. Click and drag the top of the list down

The *First Page Starts* marker should move down, pushing the body of the list (and list header) down and leaving a blank space at the top of the list box. List items will not be printed in this blank area on the first page of the form, but will on every subsequent page.



4. To move the *First Page Starts* marker again, hold down the option/ctrl key and drag the marker up or down.

To reduce the list size on the last page:

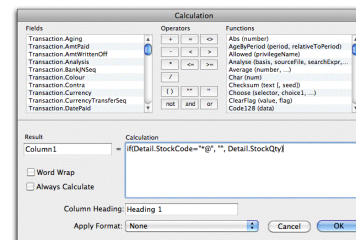
1. Position the cursor at the bottom of the list
2. Hold down the option key (Mac) or the ctrl key (Windows)
3. Click and drag the bottom of the list up

The *Last Page Ends* marker should move up, pushing the body of the list upward and leaving a blank space at the bottom of the list box. List items will not be printed in this blank area on the last page, but will on every other page.

To Change Column Calculations, Formats and Headings

1. Double-click the column

The Calculation dialog box for the column will open. This is slightly different from the dialog box for an ordinary calculation—it has an extra field for specifying the column heading.



2. Enter the formula for the data to be displayed in the column as you would for a calculation box

For an invoice/receipt form, the information will usually come from the Detail fields. For a statement or remittance advice, it will usually come from the Transaction fields. These are the records that repeat in the list.

If you want to refer to the calculation result from another column or from a calculation box elsewhere on the form, you may want to give the column a meaningful name in the Result field

If you want to refer to the column from outside the list, you will need to name the list using the *List Options* button.

3. Enter a column heading if required

The column heading is only displayed if the List Heading is exposed.

The column heading can be include text expressions within << and >> that will be calculated at runtime.

4. Set the formatting options as you would for a calculation box

Remember than columns showing figures should have the Word Wrap option off for correct decimal alignment. Turn the Word wrap option on if you want the text in the column to be wrapped over multiple lines. The data in any non-word-wrapped columns to the right of a word-wrapped column will align with the last line of text in the word-wrapped column.

To change the text alignment of a column:

1. Highlight the column by clicking on it
2. Choose the desired text alignment from the Edit>Form>Alignment sub-menu, or click the appropriate alignment button in the Tools Palette

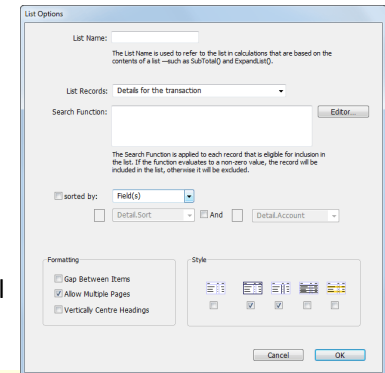


The alignment buttons

List Options

Use the List Options dialog box if you want to:

- Name the list so that its contents can be accessed from calculation boxes;
- Exclude records from appearing in the list using a search function;
- Choose a different list format;
- Change the formatting options for the list;
- List records from a different file (e.g. detail lines on a statement) or



- List data from some other source, such as a table or external database.

To open the List Options window:

1. Highlight or activate the list
2. Right-click on the list and choose *List Options* from the menu, or Choose Edit>Form>List Options, or press Shift-Ctrl-L/Option-⌘-L
3. If you need to name the list, type a name into the *List Name* field

You must name a list if you want to extract summary information from the list using the ExpandList or the SubTotal function. The name can be up to 31 characters, cannot include any spaces, and must not begin with a digit.

4. From the List Records pop-up menu, choose the source file for the records that are to appear in the list

Choosing a file different to the default makes all records from that file available. To filter them based on the context in which the form is being printed, use a [Relational Search](#).

Calculated Row Count: Select this if you are drawing your data from a source other than a MoneyWorks list. The number of rows to output is then entered instead of a search expression.

5. If you want to exclude some records from the list when it prints, enter a search formula into the Search Function box

The search function that you supply will be evaluated for each record that MoneyWorks selects for inclusion in the list. If it evaluates to False (or zero) for a record, then that record will not be printed in the list.

For example, if you want to exclude the freight item from the list in a product invoice and place it in a separate box below the list, you might use a search function such as:

```
Detail.StockCode <> "FREIGHT"
```

which specifically excludes any lines with a product named "Freight", or:

```
Lookup(Detail.StockCode, "Product.Type") != "S"
```

which excludes any products which are "Ship Methods" from the list, or:

```
= "[Transaction:NameCode=" + Name.code + "][Detail]"
```

would find all detail lines for the currently printing statement name. Note that in this situation the search expression will be different for each statement, and hence must be calculated each time. Thus when we are printing a statement for SMITH, we get a search expression of:

```
[Transaction:NameCode='SMITH'][Detail]
```

Whereas for BROWN we get:

```
[Transaction:NameCode='BROWN'][Detail]
```

Clicking the *Editor* button displays the formula editor window which can be used to help create the search function.

Note: If you are using your own data source and the *Calculated row count* option in the List Records selector, you should set the search expression to the number of rows to print. In the list itself, use the variable *index* to determine the row number being printed. Note that this starts at zero (so row one has index 0, row 2 has index 1 and so on).

6. If you want to specify a particular order for the records to appear in the list, set the *Sorted by* option

Two types of sort are available.

Sorted by Fields: Select the sort fields for the list from those in the pop-up menu (these are the fields in the selected MoneyWorks list). The sort can be ascending or descending, and two levels of sort are available.

Sorted by Calculation: The calculation is evaluated for each row in the list, and the list is sorted according to the result (thus the calculation should return something different for each row). The type of sort (i.e. numeric, date or text) is determined by the type returned when the sort expression is applied to the first row—you should ensure that the calculations returns the same type for all rows (i.e. they should all return a numeric value, a date or text, but not a mixture). No sort is done if the result of the calculation is not one of these types.

7. If you want to change the printing format for the list, click on the combination of icons that make up your desired list appearance:



No box or column separation lines. Use this format if you are printing on pre-printed form stationery. The other options are turned off if this option is selected.



Bounding box and heading separation line. Use this to draw a frame around the list. The border colour and pen width for the list are used to draw the lines.



Column separators. Use this to draw a vertical line between columns in the list. The border colour and pen width for the list are used to draw the lines.



Record separators. Use this to draw a horizontal line between each record in the list. The colour and pen width for the list are used to draw the lines.



Pyjama stripes. Use this to show alternating lines of text in the list a different colour. The pyjama stripes use the fill colour and transparency, with one stripe per line of text.

8. If you want a blank line between each record, click the *Gap Between Items* check box

Note that the Leading setting also affects list spacing.

9. If you want multiple pages to be printed when there are more records to be shown in the list than will fit on one page, set the **Allow Multiple Pages** check box

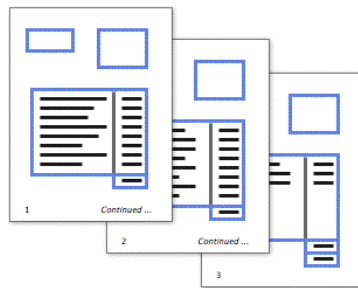
This option is on by default.

10. If you are showing the list heading section and want your headings vertically centred, set the **Vertically Centre Headings** check box

This list option will centre single-line headings within the heading region of a list object, giving a much tidier layout. If you need headings to wrap over several lines, then leave this option off.

Lists and Multi-page Forms

There may be more information to be displayed in a list box than the size of the list box will allow. If the list's *Allow Multiple Pages* option is set, MoneyWorks will automatically print extra pages of the form until all of the list data has been output



Normally, all non-list objects are simply repeated on the extra pages. You can, however, control the visibility of these items based on whether the page is the first one or the last one. This feature is illustrated in the example above, which has “Continued...” printed on every page other than the last one and shows subtotals on these pages. The last page has a grand total and GST total. See [Page-based Visibility](#).

If you want a calculation to be different for each page, you need to set the *Always Calculate* option for the calculation, otherwise it will be calculated only once before the first page is printed.

Product Images in Lists

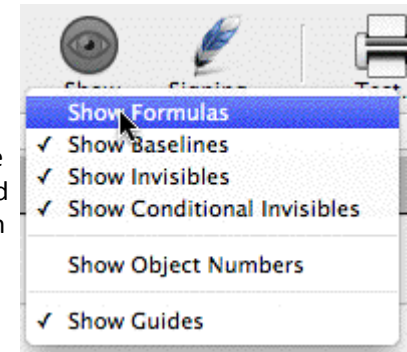
To insert a product image into a list (typically an invoice or quote), the calculation for the column needs to resolve to “<<proding:code>>”, where code is the product code of the item to print. Thus the following formula in a list column for an invoice-type form will display the item’s picture if any.

```
= "<<proding:" + detail.stockcode + ">>"
```

Note that Word Wrap for the column should be on.

The Show toolbar button

The Show toolbar button activates a menu containing options affecting the display and operation of the Forms Designer. Most of the options are turned on by default, as indicated by the check mark next to the option. To turn an option off, choose the option from the Options sub-menu.



Show Formulas: When this is on, calculation boxes and list columns will be displayed on screen with the formula text in the box. When this option is off, the calculation result name or column name is shown instead.

Show Field Baselines: When this is on, the text baseline for calculation boxes is drawn. This is to help with lining up objects whose text size or font differs.

Show Invisibles: When this is off, objects whose global visibility attribute is *Always Invisible* will not be drawn on-screen. The objects can still be selected and manipulated.

Show Conditional Invisibles: When this is off, objects whose global visibility attribute is *Conditional* will not be drawn on-screen. The objects can still be selected and manipulated.

Show Object Numbers: When turned on, the number of each object is displayed in the top left hand corner of the object. This is useful for finding an object with a run-time error—object numbers are reported in the errors dialog box when you try to print a form that has errors.

Show Guides: When on, alignment guides will appear on screen when you move or resize objects and one of their edges is aligned with the edge of another object. You will also get alignment guides when drawing lines if they are strictly horizontal or vertical.

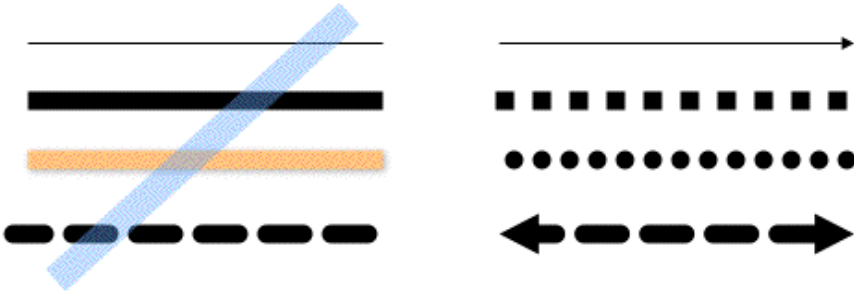
Formatting Objects

Each object on the form has graphical properties. Not all of the properties apply to all kinds of objects. The following table shows which properties can be changed for each type of object.

Property	Lines	Rectangles	Text	Calculation	List	Pic
Border Colour	Yes	Yes	Yes	Yes	Yes	
Border Transparency	Yes	Yes	Yes	Yes	Yes	
Fill Colour		Yes	Yes	Yes	Yes	
Fill Transparency		Yes	Yes	Yes	Yes	Yes
Pen Width	Yes	Yes	Yes	Yes	Yes	
Visibility	Yes	Yes	Yes	Yes	Yes	Yes
Shadow	Yes	Yes	Yes			Yes
Text Font			Yes	Yes	Yes	
Text Size			Yes	Yes	Yes	
Text Style			Yes	Yes	Yes	
Text Colour			Yes	Yes	Yes	

All of these are set using the commands in the Edit>Form menu—the Text style options are set using the Type Style command or the Type Style Toolbar button.

Whenever you set one of these properties (or *formats*) for an object, the format that you choose becomes the default and will then be used for any new objects that you create. (The default fill and border properties are not applied to new text and calculation objects).



Variations on a line: Use different colours, widths, transparency, shadow, arrows, dashes and end styles to achieve the perfect line.

Borders, Fills and Pen Widths

Rectangles, text boxes, calculation boxes and lists have both a *border* and an *interior*. The border colour, border transparency and pen width are used for drawing the border of these objects, and the fill colour and fill transparency are used for drawing the interior.

The border and fill attributes can be set from the tool palette or from commands in the Edit>Form menu.

Changing Border and Fill Colours

Border colours apply to all objects except pasted pictures. Fill colours apply to all objects except pasted pictures and lines. To change the Border or Fill colour:

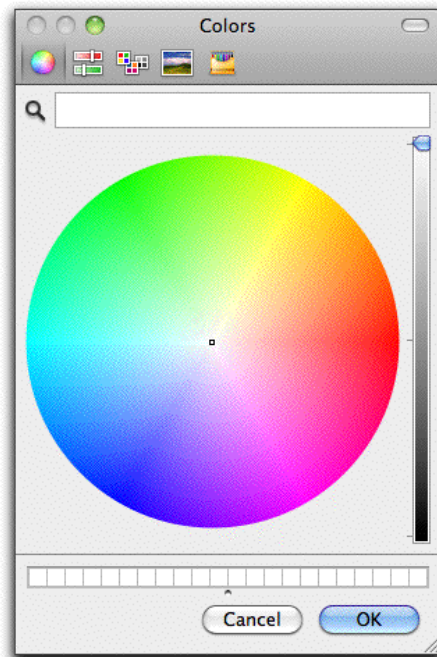


Fill and Line set colour buttons

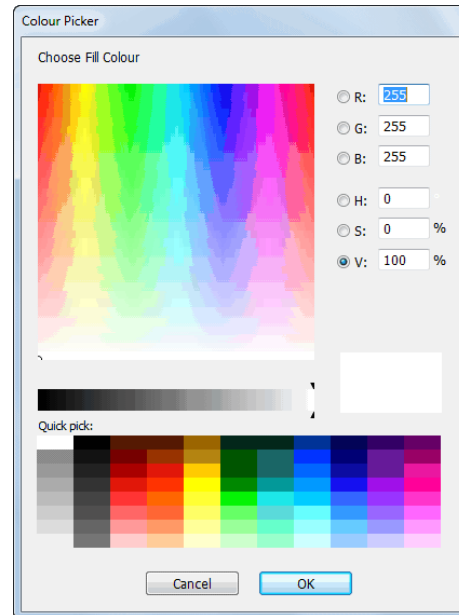
- 1. Select the objects**
- 2. Click the Border (Line) or Fill Set Colour button as appropriate**

If you just want to change the default border or fill colour, you don't need to select any objects.

The colour picker for your platform will be displayed.



Mac colour picker



Windows colour picker

3. Select the desired colour from the colour picker

The objects will be redrawn with the new properties. The selected border or fill colour becomes the default for newly created objects.

Changing the Pen Width and Pattern

Pen widths and patterns (solid, dotted or dashed) apply to all objects except pasted pictures. To these:

1. Select the objects to be affected

If you just want to change the default pen width, you don't need to select any objects.

2. Select the desired pen width from the Pen Attributes menu in the Tool Palette

The objects will be redrawn with the new pen width. The selected pen width becomes the default for newly created objects.

Note: The Butt, Round and Square Cap will affect the ends of any dashes or dots in dashed or dotted lines.

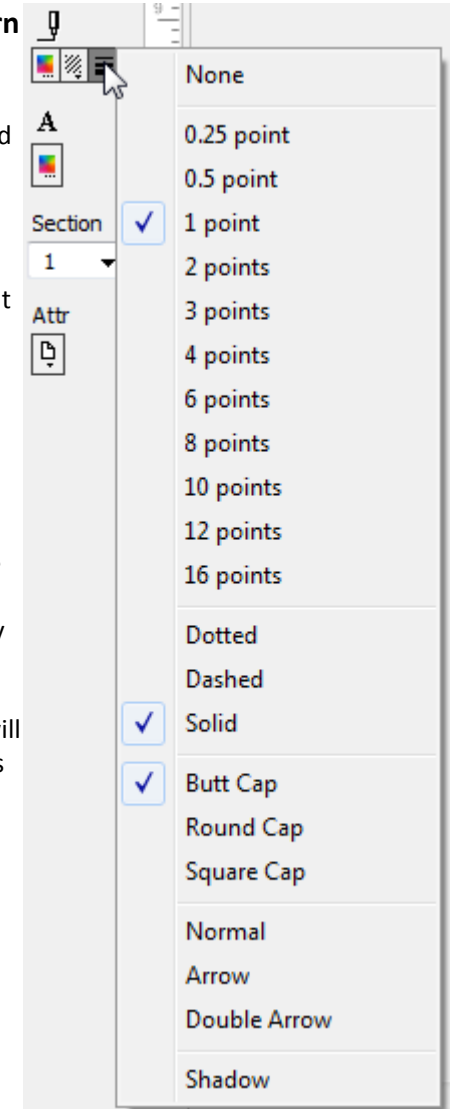
Drawing Arrows

Any line (but not rectangle) can be converted into a single or double arrow by selecting the line and choosing one of the Arrow options from the Pen Attributes menu.

Shadows

Rectangles, lines, images and text objects (but not calculation boxes or lists) can have a subtle shadow added for that added *je ne sais quoi*. To add a shadow:

1. Select the object(s)



2. Choose Shadow from the Pen Attributes menu in the Tool Palette

Transparency

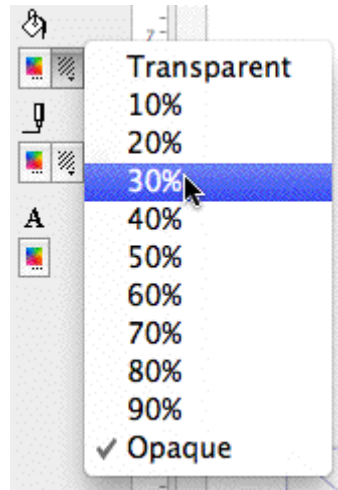
Border and fill colours, as well as images can have varying levels of transparency. To change the transparency:

1. Select the objects

If you just want to change the default border or fill transparency, you don't need to select any objects.

2. Click the Border or Fill Set Transparency button as appropriate

The transparency for the items will be altered.



If you just want to change the default value for one of the properties, you don't need to select any objects.

2. Click the Type Style Toolbar button or Choose Edit>Forms Designer>Type Style

3. The Type Style window will be displayed

4. Make the appropriate settings and click OK

Text Colour

To change the text colour for a selection of objects:



The Text Colour tool

1. Select the object(s) to be changed

2. Click the Text Colour button

The colour picker will be displayed.

3. Select the colour from the colour picker

The text will change colour when the colour picker closes

Font, Size, Style, Text Colour and Alignment

Calculation boxes, Lists and Text boxes can all have their text font, size, style and colour varied. You need to select the text object (and not just highlight some of the text) to apply these settings.

Alignment

You can set the text alignment (Left, right or centred) for a calculation box or a text box by highlighting the object and clicking the appropriate alignment button. You can't change the text alignment for an entire List box—you need to activate the list and set the alignment for each column separately.



The alignment buttons

Font, size and style

To change the text attributes for a selection of objects:

1. Select the object(s) to be affected



The Type Style toolbar button

Visibility

You can control the visibility of individual objects on the form. Visibility attributes can be global (i.e they apply for all pages of a multi-page form) or they can be page-based (or a mixture of both).

Global Visibility

There are three kinds of global visibility property:

Always Visible: the object will always be printed on the form.

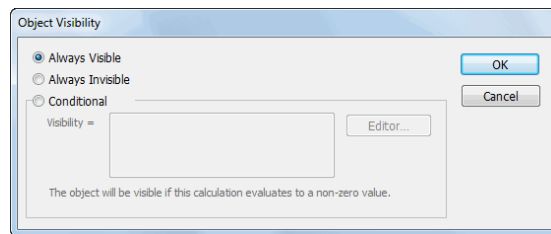
Always Invisible: the object will never be printed. Use this option if you want to have a calculation box that you don't want to be printed.

Conditional Visibility: the object will only be printed if a formula that you supply evaluates to TRUE (i.e. to any number except 0)

To change the global visibility of a selection of objects:

1. **Select the objects to be affected**
2. **Choose Edit>Forms Designer>Visibility, or right click and select Visibility from the contextual menu**

The Visibility dialog box will open



The current visibility settings for the selected objects will be shown in the dialog box. If there is more than one object selected, and the settings for all the selected objects are not the same, then none of the options will be selected in the dialog box. If you do not wish to change the visibility settings you should click Cancel.

3. **Click on the radio button for the desired visibility option**

If you choose Conditional visibility, the text box labelled “Visibility =” will be enabled. Into this box you should type a calculation that evaluates to true when the object is to be visible and false when it is to be invisible.

4. **For conditional visibility, type the visibility calculation**

Example: To have an object appear only if the transaction value is negative, you would type

Gross < 0

You can click the Editor button and use the calculation editor to help construct your visibility calculation.

5. **Click OK to accept the changes**

Page-based Visibility

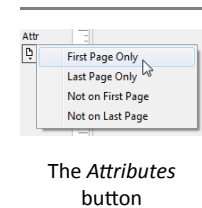
You can control whether an object is visible on each page of a multi-page form.

For example, you may have a statement form whose list has the Allow Multiple Pages attribute set. This form may conceivably be printed over several pages if the customer for whom it is printed has enough transactions. On this form, you may want to have the word “Continued...” printed at the bottom of each page except the last one. Or you may want the phrase “End of Statement” printed on just the last page; or you may want a subtotal printed on each page with a grand-total on the last page only.

All of these things are possible using the settings in the *Attributes* (Attr) button on the tools palette.

To set Page-based Visibility Attributes:

1. **Select the objects**
2. **Choose the attribute required from the Attr button on the tool palette**



The attribute is set for the objects. No visible change will be apparent for the objects. However, if you click the Attributes button again, the attribute item will be checked.

Arranging Objects

The Edit>Forms Designer>Arrange sub-menu contains commands for ordering and aligning objects. For convenience, each of the commands in the Arrange sub-menu has an icon button equivalent in the tools palette.

Ordering Objects: You can control the front-to-back ordering of objects. When objects are drawn on the page, they are drawn from the back to the front. If objects overlap, the one in front will be drawn on top of the one behind. As a shortcut to using the commands in the Arrange sub-menu, you can use the ordering control icons in the tool palette.



As an example, you may want a coloured box to be drawn behind a field on a form, but you have already made the field. When you draw the box, it obscures the field, as shown below at left. The solution is to select the coloured box and use the *Send to Back* command.

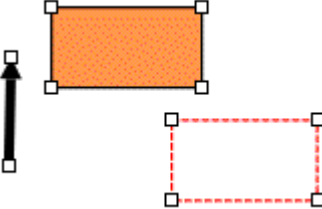
If *Show Object Numbers* is turned on, you will notice that the object number changes when the order changes.

Aligning Objects: For a tidy form, the objects on it should, where appropriate, be neatly aligned. There are special commands for quickly aligning a selection of objects.

To align the edges or centres of a group of objects:

- 1. Select the objects to be aligned
- 2. Choose the desired alignment command from the Arrange sub-menu or click the corresponding alignment tool palette button

Examples:

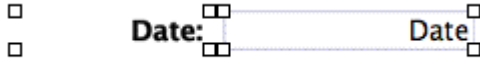
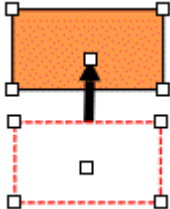
	Align Top Edges	Align Centres Vertically
Before		



Ordering tools



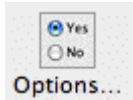
Alignment tools

After		

Form Options

Form options take effect when the form is printed. These are set in the Form Options window.

- 1. Click on the *Options* toolbar button or Choose Edit>Forms Designer>Form Options...



The *Options* button

Form Options

Copies Function for Form:

1

Editor...

Copies For Section:

1

Editor...

Cancel

OK

☒ Silently substitute missing fonts

The Copies Function: The Copies Function determines how many copies of the form will be printed, and is normally simply the number 1. This means that one copy of the form will be printed for each record that you cause to be printed from MoneyWorks. If it is zero, no form is printed

The copies function need not be a number. It can be a calculation just like any other calculation in a form. It is evaluated before the form is printed for each record that is to be printed using the form.

Note: The number of copies to be printed is also affected by the settings in the Print Job dialog box when you come to print the form. The number specified here is in effect multiplied by that of the Copies Function in the form itself to give the number of forms actually printed. Therefore, as a rule of thumb, the number of copies should be built into the form itself, and not in the print dialog.

Example 1: Your company produces two kinds of invoices: one for services and one for products. The forms are completely different but you do not want to have to choose the correct form every time you print an invoice.

One solution is to create a *Form Group* — see [Printing Multiple Forms](#)) containing the two forms. The copies function of each form is set up to evaluate to 1 if the invoice is of the type relevant to the form and zero if not. The result is that only the correct form will print, no matter what the invoice type.

The copies function to use to achieve this for a product invoice are:

```
If(Length(Concat(ExpandDetail("Detail.StockCode"))) > 0, 1, 0)
```

and for the service invoice:

```
If(Length(Concat(ExpandDetail("Detail.StockCode"))) = 0, 1, 0)
```

These functions work by testing the length of the text string formed by concatenating all the product codes in the invoice detail lines. If the resulting text string is empty, then there are no product codes, which implies that the invoice is a service invoice.

Another solution is to create a single invoice form with two (or more) [sections](#). The first section could be laid out for services, and the second for products. The above formulas could then be placed in the relevant *Section function* to determine which section was appropriate to print.

Example 2: A manufacturing company needs to produce a label for each product that it produces in a batch. The number of products in a batch (and hence the number of labels required) varies for each product, and is stored in the NormalBuildQty field of the Product record. By using a product label form with a copies function of:

```
Product.NormalBuildQty
```

the required number of copies of each label will be printed when the Print Product Labels command in the Command menu is used.

Important: The Copies function is entirely independent of the Copies box in the Print job dialog box that you get when you print. The Copies box allows you to print multiple copies of each page of a document. The Copies function for a form lets you print multiple copies of a Form. For labels in particular, the number of pages and the number of forms printed is not necessarily the same.

Includes function for section:

This determines the number of copies that will be printed for the section selected in the pop-up menu. Each section can have its own copies function, allowing you to skip sections if certain conditions are met.

Note that this is subservient to the form Copies statement—if this is set to 0 you will get no sections printed, regardless of the value of the Section function.

Require Confirmation after Printing: If you are designing cheque stationery, you will want MoneyWorks to confirm that the cheque print run was completed correctly — see [Printing Cheques](#). Setting this check box (which is only available for cheque/remittance forms) causes the Cheque Confirmation dialog box to be displayed after the form is printed

Silently substitute missing fonts: If set, and the form uses fonts that are not installed on your computer, alternative fonts will be used with no warning.

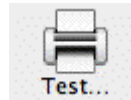
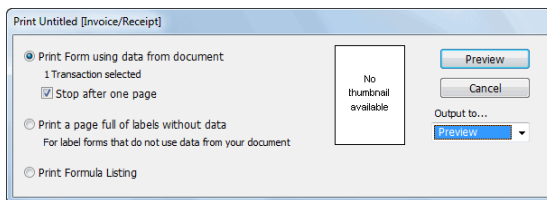
Testing Your Form

While you are designing the form, you will want to try printing it to check page alignment and to see how it looks. You can print off the form layout, or, by highlighting representative sample records in the source file, use actual test data to see how the form will operate in practice.

To print a form from the Forms Designer:

1. Click the **Test Toolbar** button or Choose **File>Print**

The Test Form Printing windows will be displayed.



The Test toolbar icon

2. Click the **Print /Preview** button to print or preview the form.

The options on this are:

Print Form Layout with Formulae: The form is printed as it appears in the designer (with the fields outlined), with the objects and their formulae listed on subsequent pages.

Print Form using data from document: The form will be printed using the highlighted records in the source file appropriate to the type of the form. If the source file is not open or has no highlighted records, MoneyWorks will select all records in the file. If there are no records to provide data for printing, this option will be disabled. The number of records to be printed is shown in the window.

Stop after one page: This option restricts printing to one page only, and is on by default. You should leave this option on if you have not highlighted any records from the source file to use to test your form (otherwise it will print every record in the source file).

Note: Printing actual data will expose any logical errors you have made in your form—such errors will be displayed in a dialog box showing the errors and object numbers concerned. You should correct the errors before using the form — see [a list of errors](#).

Print a page full of labels: Use this for printing labels that are all the same and do not include any information from MoneyWorks (disk labels for example). Enough copies of the form are printed to fill one page.

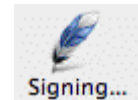
Securing Your Form

It may be that you do not want everyone to be able to use the form you have created. For example, a cheque form should only be able to be printed by authorised personnel. The signing mechanism in MoneyWorks allows specific forms (and reports) to be “signed”, and for only signed users to be able to access them. To sign the form:

1. Click the **Signing** toolbar icon

The signing window will be displayed.

For more information on this see [Protecting Reports and Forms by Signing](#).



The Signing toolbar icon

Printing Multiple Forms

Multiple forms can be printed at one time by creating a *Form Group*—this is basically a list of forms to print in a single operation. As an example, you may want to print customer invoices together with envelopes to put them in, or maybe you laser-print your invoices for your customers and for some odd reason print your own copy on a dot matrix printer. You may even have different invoice forms to use depending on the type of customer—this can be accomplished by a combination of a form group and use of the [Copies](#) function.

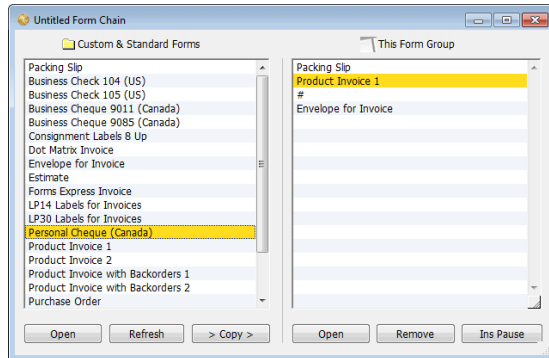
To create a multi-page form group:

1. Choose **File>New>New Custom Form**

The New Custom Form window will be displayed.

2. Set the **Form Type** to the type of form (e.g. *Invoice/Receipt*), set the **Multi-Page Form Group** option, then click **OK**

The Form Chain window will be displayed



This contains a list of available forms of the required type. The forms that will be printed when we use this form group are listed in the right hand column. For new groups this will be empty.

3. Highlight the first form you want printed in the left hand column, and click the **Copy** button, transferring it to the right hand side.
4. Repeat with the other forms that are to be printed

The above group will print packing slips and invoices, then it will pause so that envelopes can be loaded into the printer, and then it will print these.

All of a component form is printed first, before any of the next form in the list are printed. Thus in the example above, packing slips are printed for all the highlighted transactions, then invoices, then (after a pause) envelopes.

To change the order of printing: Drag a form (in the right hand list) up or down. The forms at the top of the list will print first.

To pause in a print run: Click the *Ins Pause* button to insert a pause. Use this when you need to change stationery.

To remove a form: Highlight the form (in the right hand list) and click the *Remove* button. The form will be removed from the list.

To edit a form: Highlight the form and click the *Open* button under that list.

5. Close the Form Chain window when the group is complete

You will be prompted for a name of the group.

Adding a Hot Link (Hyperlink) to a Form

You can embed a URL into a form or report which, when clicked in the Preview window or (more usefully) on a pdf of the form, will take you to a designated web site or create a new email in the recipient's email program.

To add a hot link to an element on the form:

1. Hold down the **ctrl** key (Windows) or the **option** key (Mac) and double click an element on the form

The properties window for the element will open.

2. Enter the URL into the Hot Link field

You can link to a website or other form of URL from the report. This will be active in the preview window or in a saved pdf. The entire hot link must constitute a valid URL. For example the following will link to a website in your default browser:

`http://www.cognito.co.nz`

The following will create an email in your email program:

`mailto:info@myemail.com?subject=Response to mailout`

3. Click OK to save the link

The hot link can be a formula, starting with an equals sign, that is calculated from other elements on the form (in fact if the URL is long, you will need to have a calculation here, as the length of what you can type in is limited). This means that the URL can be different for every form printed, for example each invoice could link to a payments page and automatically populate the payment amounts and invoice number on the page, as in this example:

`= "https://accounts.xyz.co/pay_invoice.php?invoice_&num="+
+ourref+"&amount="+gross`

which links to a (hypothetical) payment site and populates the invoice_num and amount fields on the payment page with the invoice number (ourref) and amount (gross) from the MoneyWorks invoice transaction.

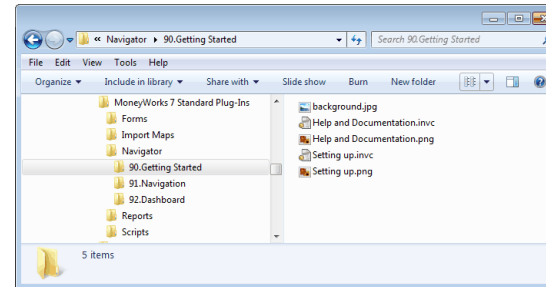
Hot links are used extensively in the MoneyWorks Navigator (see next section), the layout of which was done entirely in the Forms Designer (and hence can be customised if desired).

Tip: If your hotlink formula gets too long, split it into components by calculating sections of it in invisible calculation fields, e.g.

`URL="https://accounts.xyz.co/pay_invoice.php"
params = "?invoice_&num="+ourref+"&amount="+gross
hotlink = URL + params`

Customising the Navigator

The MoneyWorks Navigator consists of a set of forms⁴ kept in the Navigator folder of the MoneyWorks Standard Plug-ins. If, when you open or connect to a MoneyWorks document, MoneyWorks detects a Navigator folder in the Custom Plug-ins folder, it will use that folder instead of the one in the Standard Plug-ins.



The easiest way to build your own custom Navigator is to alter a copy of the standard one that comes with MoneyWorks⁵. The first step then is to put a copy of the Navigator folder in the Standard Plug-ins into the Custom Plug-ins folder, which you do in Windows Explorer or the Mac Finder (to locate these folders, see [Managing Your Plug-ins](#)). The structure of your Navigator is determined by the folders and panels (.invc files) in this Navigator folder.

Note: After doing this copy, or making any other structural change to the Navigator such as adding or removing a folder or file, you will need to close and re-open your MoneyWorks document for the changes to take effect.

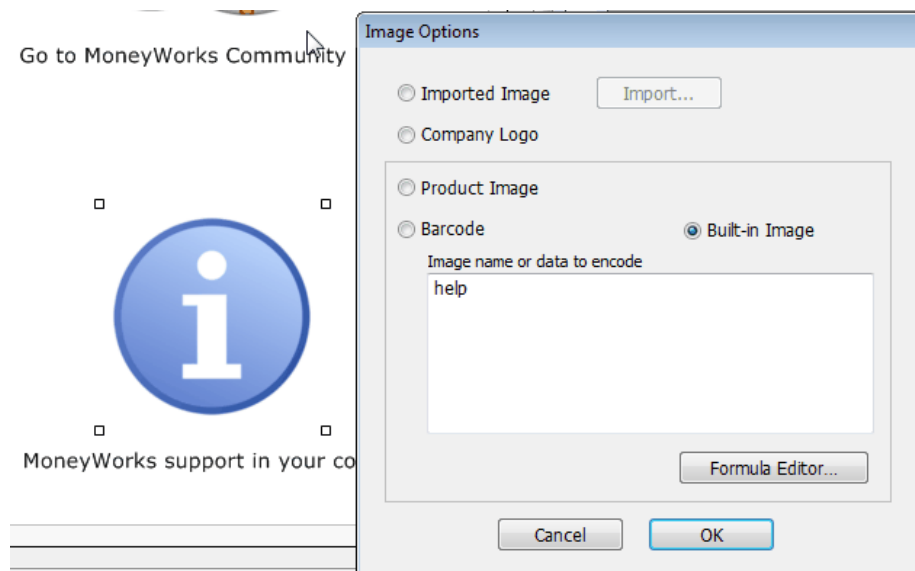
To modify a Navigator panel:

1. Double click the .invc file in the Finder or Windows Explorer

The form will open in the MoneyWorks Forms Designer. Make any changes and save the form. Note that you will need to refresh the panel to see any changes (do this by moving to a different panel, then back to the changed one).

Tips:

- When building or modifying a Navigator panel, you can use all the tools of the Forms Designer;
- Avoid computationally heavy calculations, as they will make the Navigator sluggish;
- Copy and paste the elements off the standard navigator panels to replicate them in yours;
- Text and graphic elements can be conditionally visible, so that they only appear if certain condition are met;
- To view or modify an element's [hot link](#), hold down the ctrl key (Windows) or the option key (Mac) and double click the element;
- You can paste your own graphics onto the form, or use the ones built-in to MoneyWorks. The latter are accessible by the Built-in setting in the Image options (double click the required image in the standard Navigator to view the built-in name);



- If you want to deploy your Navigator to users who do not have the privilege Signing and Using Unsigned Forms and Reports, you will need to sign each Navigator panel to them — see [Protecting Reports and Forms by Signing](#);

- Folders and panels are displayed in the Navigator alphabetically by file name. If the file/folder name is prefixed by a number of the form “99.”, this is removed from the MoneyWorks display, allowing you to order the Navigator as you wish;
- You can have an optional icon appear next to your panel name by including a png file with the same file name as that of the panel (except for the extension).

¹ As a shortcut, hold down the Ctrl key (Windows) or the option key (Mac). The Layout button changes to Edit, which, when clicked, will open the Forms window. ↩

² This differs from earlier versions where the origin was the top left of the form area. ↩

³ For inserting product images in the list part of an invoice/quote, see [Product Images in Lists](#) ↩

⁴ Or in fact reports, as in the Dashboard section of the Navigator ↩

⁵ If you alter the Standard Custom Plug-ins/Navigator folder directly, any changes made will be lost when MoneyWorks is updated ↩

Calculations and things

You use calculation formulæ in many different places in MoneyWorks:

- In any text entry box (preceded by an “=”) for a quick calculation;
- In Advanced Find;
- In Advanced Replace;
- In report Columns, Cells and Accumulator calculations;
- In the If ... Else if report Parts;
- In Form calculation and list boxes;
- In Form Visibility, list search and copies functions;
- From AppleScript, VBScript and Visual Basic.

This section describes how to write a formula.

You can write formulæ using:

- constants or values;
- mathematical, relational (comparison), and logical operators;
- built-in functions;
- references to MoneyWorks fields (where in context);
- references to the results of other calculations on the same form or report.

You combine these components into an algebraic expression using the standard infix notation that you learnt at school.

Constants

The simplest example of an expression is a simple constant, such as:

```
"Finn and the Fianna"  
457.50  
'21/2/68'  
#7000000
```

There are four different kinds of constants —string, numeric, date and hexadecimal constants. These are shown respectively above. Notice that a string constant must be enclosed in double quotation marks (or inch symbols), a date constant is enclosed in single quotation marks (or foot symbols), and a

hexadecimal constant starts with a # symbol. If the string constant were not enclosed in quotes, the expression parser would treat each word as if it were an identifier.

Escape sequences

To include a character in a string constant which you could not otherwise include, you need to use an *escape sequence*. An escape sequence consists of a pair of characters made from the escape character \ (backslash), followed by the escape metacharacter for the character that you want. The metacharacters used by MoneyWorks are " (quote or inch symbol), t, n and \. Their use is shown in the table below:

Character	Esc. Seq.	Example
quote	\"	"He said \"Fiddlesticks\""
tab	\t	"Column1\tColumn2\tColumn3"
newline	\n	"This is line 1\nThis is line 2"
return	\r	"The \r of the native"
backslash	\\	"The backslash \\ is a special character"

As an example, to replace all commas in a string with newlines, you would use an expression such as:

```
Replace(theString, ",", "\n")
```

As well as the double quotation marks for delimiting strings, you can use the backquote, e.g.

```
Replace(theString, ``,``, "\n")
```

Having two string delimiters means that you don’t have to use the escape sequence for expressions that involved embedded strings.

Note: Don't confuse the backquote ` with the apostrophe ' — the latter is used to delimit dates.

Operators

Operators are symbols indicating how to combine two values or subexpressions. They include the standard arithmetic operators (+ [addition], - [subtraction], * [multiplication], / [division]); comparison operators (=, <>, <, >, etc...); logical (or Boolean) operators (And, Or, Not); and the parenthesis symbols for indicating precedence.

For example:

```
Transaction.Gross * 1.5
```

```
"Tax Invoice " + Transaction.OurRef
```

```
Transaction.DueDate - 5
```

Field References and Identifiers

Field names are used to include the value of a field in a MoneyWorks record (such as the description field of a transaction record). Identifiers can be used to include the result of another calculation, or the value of a global variable.

For example:

```
Transaction.Description
```

```
Detail.GST
```

```
GSTNUM
```

Field names are usually of the form <file name>.<field name>. The transaction fields can also be used without the preceding file specifier. For example, OurRef instead of Transaction.OurRef. In the Advanced Find, the filename is implied, so is not specified.

Global Variables

The information entered into the company dialog box of MoneyWorks (such as company name and address details) is available for use in any calculation (these are also listed in [Report Variables](#)).

Additionally MoneyWorks includes a set of system variables allowing you to enquire about the computer on which you are running and the file that is open. The variables are reasonably self explanatory. Where the result is platform dependent (as in a file path), examples are given. Mac users should note that there are forms for returning HFS and POSIX paths

Variable	Details/Results
Address1...Address4	the company postal address (in Show>Company Details)
AgingCycle	an integer representing the current aging cycle of transactions. It is incremented every time the Aging command is used.
ApplicationPath	Mac: Macintosh HD:Applications:MoneyWorks Gold.app Win: C:\Program Files\ MoneyWorks Gold\ MoneyWorks Gold.exe
AppSerial	Your 15 character serial number
BaseCurrency	The base currency of file
CoRegName	The prefix for the company registration number(determined by locale, e.g. IRD in NZ, ACN in Australia, IRS in USA)
CurrentPer	The current(i.e. most recently opened) period number
CustomPlugInsPath	Mac: Macintosh HD:Users:guru:Documents:MoneyWorks Custom Plug-Ins Win: C:\Users\Public\ Documents\ MoneyWorks Custom Plug-Ins
Delivery1...Delivery 4	the company delivery address (in Show>Company Details)
DeliveryPostcode	postcode of company delivery address (in Show>Company Details)
DeliveryState	state of company delivery address (in Show>Company Details)
DocumentName	Mac: Acme Widgets Gold.moneyworks Win: Acme Widgets Gold.moneyworks
DocumentPath	Mac: Macintosh HD:Users:guru:Documents:Acme Widgets

	Gold.moneyworks Win: C:\Users\Public\ Documents\Acme Widgets Gold.moneyworks
DocUUID	A unique identifier for the document (UUID)
Email	general company email address (in Show>Company Details)
ExtendedJobCosting	true if Job Costing is turned on.
Fax	company fax (in Show>Company Details)
GSTCycleEndDate	the date the current GS/VAT/TAX ends on
GSTCycleMonths	the number of months in the current GST/VAT/TAX
GSTCycleNum	the current GST/VAT/TAX Cycle number (incremented by GST/VAT/TAX report finalisation)
GSTExpensesInvoiceBasis	True if GST/VAT/TAX reporting is set to invoice basis for expenses
GSTGuideName	The name of the GST/VAT/TAX guide report to us (determined by locale).
GSTIncomeInvoiceBasis	True if GST/VAT/TAX reporting is set to invoice basis for income
GstNum	the company's GST/VAT/ABN number (in Show>Company Details)
GSTProcessingSuppressed	true if no GST/VAT/TAX processing
GSTRegName	the name of the GST/VAT/TAX registration (determined by locale)
Have_Logo	true if a logo has been stored (in Show>Company Details)
Initials	the initials of the current logged user.
LastAgedDebtors	the date the debtors were last aged
LastBackup	the date a backup was last taken (using File>Save a Backup)
LastStocktake	the date of the last stocktake
Locale	Mac: N8G Win: N8G
LocaleFriendlyName	Mac: NZ Win: NZ
LogFilePath	Mac: /Users/guru/Library/Logs/MoneyWorks_Gold.log Win: C:\Users\Administrator\AppData\Roaming\Cognito\MoneyWorks Gold\MoneyWorks_Gold.log
Mobile	the company's mobile contact (in Show>Company Details)
MultiCurrencyEnabled	true is the multi-currency option is on
Name	the company name (in Show>Company Details)
NetworkLatency	for connected users, the network latency in milliseconds

PeriodNames	a comma separated list of the period names.
PeriodsInYear	the number of periods in the financial year
Phone	the company's general phone number (in Show>Company Details)
Platform	Mac: Mac Win: Windows
PlatformApplicationPath	Mac: /Applications/MoneyWorks Gold.app Win: C:\Program Files\MoneyWorks Gold\MoneyWorks Gold.exe
PlatformDocumentPath ¹	Mac: /Users/guru/Documents/Acme Widgets Gold.moneyworks Win: C:\Users\Public\Documents\Acme Widgets Gold.moneyworks
PlatformPlugInsPathString	Mac: /Users/guru/Documents/MoneyWorks Custom Plug-Ins Win: C:\Users\Public\Documents\MoneyWorks Custom Plug-Ins
PlatformStandardPlugInsPath	Mac: /Users/guru/Library/Application Support/Cognito/MoneyWorks Gold/MoneyWorks 7 Standard Plug-Ins Win: C:\Users\Administrator\AppData\Roaming\Cognito\MoneyWorks Gold\MoneyWorks 7 Standard Plug-Ins
PostCode	(in Show>Company Details)
preferredContactRole	the last role(s) chosen when last emailing
Print_Address	true if the Print Address option is on the Logo section of Show>Company Details
RegNum	the company's IRD/ACN/IRS number (in Show>Company Details)
RemittanceMessage	text to appear on invoices and statements for direct credit details (in Show>Company Details)
ServerMaxConcurrent	For connected users, the maximum number of permitted concurrent users
ServerRego	The serial number of the MoneyWorks server
StandardPlugInsPath	Mac: Macintosh HD: Applications\MoneyWorks Gold.app Win: C:\Users\Administrator\AppData\Roaming\Cognito\MoneyWorks Gold\MoneyWorks 8 Standard Plug-Ins
StartupSequenceNumJob	The next sequence number for each of the files at the start of the session (i.e. file opened in single user mode, or client logged in). Can be used to implement session filters or reports. For example, SequenceNumber >= StartupSequenceNumTransaction would
StartupSequenceNumJobSheet	
StartupSequenceNumName	
StartupSequenceNumProduct	
StartupSequenceNumTransaction	
StartupSequenceNumUser	

	find all transactions entered since the current user logged in.
State	the state/province of the postal address (in Show>Company Details)
stockLocationTracking	true if stock location tracking is turned on
stocktakeLocation	the current location for a stock take as selected in your product list toolbar Location icon
StocktakeModeActive	true if a stock take has been started by not finalised
TaxName	The name of the main tax (e.g. GST, HST, VAT -- locale dependent)
TaxName2	The name of the secondary tax (e.g. PST -- locale dependent)
UserMaxConcurrent	The maximum number of users than can connect the MoneyWorks server at any one time
UserName	The logged in name of the user
Version	the version number of the MoneyWorks being used (e.g. 7.0)
WebURL	the URL of your website; if this is a complete URL (i.e. includes the http://) it will be hot-linked to your website in pdf reports and forms(in Show>Company Details)

Fields in Reports

Reports have access to variables that give the environment of the report (the period for which it is being printed, the scope of the report etc). These are discussed in [Report Variables](#).

Fields in Forms

When you print forms from MoneyWorks, you generally select the records for which the forms will be printed (these will normally be Transactions, but might be Names, Products or Jobs). As MoneyWorks prepares to print each form, any other records directly related to the record for which the form is being printed will be selected automatically.

For each form type, there will be a selection of sub-records that are made available for inclusion in list boxes on the form. The field names for these sub-records can only be used in column calculations in a list. Fields from the principal record (the one that you nominated to be printed) are available for use in any calculation in the form.

The fields of subrecords are said to be out of the scope of a calculation box. If you use an unknown or out-of-scope field name in a calculation box, you will get an “Unknown Identifier” error when you print the form.

Lists normally refer to a “natural” related file that depends on the type of form—when you use a file that is not native to the form, the appropriate fields are brought into context for the list.

You can also access fields in related files (such as products or accounts) by using the [Lookup](#) function. For more information on individual fields, see [Appendix A—Field Descriptions](#).

Invoice/Receipts: Fields from the Transactions file, the Transactions Details file and the Names file can be used on invoice/receipt forms.

The Transaction and Name fields can be used anywhere on the form. MoneyWorks will automatically select the Customer (or Supplier) related to an invoice/receipt. If the Name field in a cash transaction has not been filled in, these fields will be empty.

The Transaction Detail fields can be used in list columns. They can also be included as part of an expression string used as a parameter to the ExpandList or ExpandDetail functions in a calculation box.

Statements: These use fields from the Names and Transactions files.

The Name fields can be used anywhere on the form. The transaction fields can be used in list columns. They can also be included as part of an expression string used as a parameter to the ExpandList or ExpandDetail functions in a calculation box.

To determine the value of a transaction on a statement you should use the special pseudo-field *Transaction.AccRecMove*. This returns the amount that the transaction will have affected your accounts receivable. Transactions that reduce accounts receivable (such as a cash receipt or credit note) will have negative value in this field, whereas transactions that increase (such as an invoice) will have a positive value.

When printing a statement, MoneyWorks will select all of the posted transactions related to the debtor or creditor for inclusion in lists on the form. You may use the list search expression to exclude certain transactions

if you wish (normally you will exclude transactions that are not in the current aging cycle).

Cheque/Remittances: Cheque and remittance advice forms are printed using the *Creditors Cheque Run* command². In these forms you can use fields from the Transactions file and the Names file. In addition, there is a special cheque pseudo-file which contains cheque specific fields.

These are outlined in the table on the right, and correspond to the fields in the payment transactions that are created on completion of creditor payment processing

MoneyWorks will automatically select all creditor invoices (and any credit notes) applicable to each cheque. MoneyWorks will also select the creditor record related to the cheque. You can use the “Cheque” and Name fields in any calculation box. The Transaction fields can only be used in list column calculations (or with the ExpandList or ExpandDetail functions in a calculation box).

Product forms: Product forms are printed using the *Print Product Labels* command in the Command menu—this is only visible when the Products list is top-most. The fields available are those from the Products file plus those from the related Recipe file.

Job form fields: Job forms are printed using the *Print Job Forms* command in the Command menu—this is only visible when the Jobs list is top-most. All the fields from the Job file are available, as are fields giving related access to the Job Sheet Items.

Context free form fields: Context free forms have access to the global variables and the functions. Unlike other forms, they are invoked by selecting them from the Reports menu (and hence should be saved in your Reports folder, not your Forms folder). They are used for creating forms such as the BAS or GST Returns.

Form Environment Variables

There are several environment variables for use in forms:

Variable	Purpose

MESSAGE	This is a text variable containing the text entered into the Message field in the settings dialog box displayed prior to printing invoices/receipts or statements.
PAGE	This is the current page number of a multi-page form.
AGINGCYCLE	This is an integer representing the current aging cycle of transactions. You can use this value to select transactions for inclusion in statements based on aging. Transactions entered after the last Age Debtor Balances will have an Aging value equal to the value of AGINGCYCLE. Transactions entered in the previous aging cycle will have an Aging value of (AGINGCYCLE - 1) and so on.
COPY	This is the number of the current copy being printed, where the total number of copies being printed is determined by the Copies function.
Print_Copy	1 if <i>Print "Copy" if Already Printed</i> check box in the invoice printing dialog box is on AND the invoice has already been printed, otherwise zero.
Omit_Zero	1 or 0 depending on value of Omit Zero Balances check box in the statement printing dialog box in MoneyWorks.
Omit_Credit	1 or 0 depending on value of Omit Credit Balances check box in the statement printing dialog box in MoneyWorks.
Have_Logo	1 or 0 depending on whether the current document has a logo pasted in the Company Details dialog Box.

Operator Types

The MoneyWorks operators are overloaded. That is, their behaviour depends on the type of the operands that you use with them. For example, the + operator has three different effects, depending on whether its operands are numbers, strings, or a date and a number.

Some operators have shorthand aliases. For example ! is equivalent to Not

Mathematical Operators

The mathematical operators are used for arithmetic involving numbers.

Symbol	Operation	Usage
+	numeric addition	A + B The result is the sum of A and B
-	numeric subtraction	A - B The result is B subtracted from A.
-	numeric negation	-A The result is minus A.
*	numeric multiplication	A * B The result is A multiplied by B

/	numeric division	A / B
The result is A divided by B.		

Comparison (Relational) Operators

The comparison operators result in either a true or false value. The MoneyWorks Forms Designer makes no distinction between these Boolean values and ordinary numbers. Thus the result of a comparison operation may be treated as a number.

True is equivalent to 1, and 0 is equivalent to false.

The operands for the comparison operators must be of the same type. If you supply operands of different types, one of the operands will be promoted to the type of the other, according to the following rules:

If either operand is a string, the other will be converted to a string. If either operand is a number (but neither is a string), the other will be converted to a number.

For example, the comparison:

```
7 < "five"
```

results in the left-hand operand being converted to a string, thus:

```
"7" < "five"
```

and, since “7” is less than “five” alphabetically, the result is true.

Symbol	Operation	Usage
=, ==	equality	A = B The result is true (1) if A is equal to B. Otherwise the result is false (0). This applies to numbers, strings and dates. For strings, the comparison is case-insensitive. Thus "The Same" = "THE SAME" is true. Use the double form of the operator to avoid wildcard searches (e.g. when searching for an email address, where the @ would otherwise be considered a wildcard character, resulting in unwanted matches).
!=, <>	inequality	A <>B The result is true (1) if A is not equal to B. Otherwise the result is false (0).

<	less than	A < B For numbers, the result is true if A is smaller than B. For strings, the result is true if A is alphabetically before B. Thus "Alpha" < "Beta" is true. For dates, the result is true if the date A is earlier than the date B.
>	greater than	A > B
<=	less than or equal to	A <=B
>=	greater than or equal to	A >=B

Logical (Boolean) Operators

Use logical operators to build compound conditions.

Symbol	Operation	Usage
And, &, &&	conjunction	A and B The result is true if both A and B are true, or false if one is false.
Or, ,	disjunction	A or B The result is true if either A or B is true, or false if both are false.
Not, !	negation	not A Returns the logical negation of A. The result is true if A is false. The result is false if A is true.

Text Operators

There are two text (string) operator (and a number of functions for the manipulation of strings, see [Functions](#).)

Symbol	Operation	Usage
+	string concatenation	A + B Returns B concatenated to A. Both A and B must be strings:
*	replication	A * n Returns a string that repeats A n times., where n is a number. Handy for making simple bar charts in reports.

For example:

```
"Bother" + " said Pooh" — results in "Bother said Pooh"
```

"Me" * 5 — results in "MeMeMeMeMe"

If one of the operands is a number or a date, it will be promoted to a string. Thus:

5 + "6"

yields "56" (or possibly even "5.006", depending on formatting) because the 5 is promoted to a string and the result is concatenation rather than numeric addition. If you want to force numeric addition in this case, you would use:

5 + TextToNum("6")

which would give a result of 11.

Date Operators

The date operators are used to perform arithmetic on dates. One of the operands must be a number, and is treated as a number of days.

Symbol	Operation	Usage
+	day addition	A + B A must be of type date, and B must be a number. The result is a date B days after A. For example: '21/2/68' + 5 gives 26/2/68.
-	day subtraction	A - B A must be of type date, and B must be a number. The result is a date B days before A. For example: '21/2/68' - 5 gives 16/2/68.

Note: When comparing a time with a date, the date is evaluated as midnight on that date (i.e. time zero). Thus a search of (for example):

```
transaction.timeposted > '1/1/2014'
```

will find every transaction posted after midnight on 1st January, which will (perhaps counter-intuitively) include all those posted on the 1st Jan. To omit these from the search, add one to the date, e.g:

```
transaction.timeposted >= targetDate+1
```

Precedence

Each operator has a precedence. Operators with a higher precedence will be evaluated before operators of a lower precedence. The precedence of the operators is as follows:

Highest precedence:	Not,- (unary minus)
	*, /
	+, -
	=, , <, >, ≤, ≥
	And
Lowest precedence:	Or

Operators with the same precedence are evaluated left to right. You can force the evaluation order using parentheses. Subexpressions enclosed in parentheses have the highest precedence of all.

Relational Searches

You can exploit the awesome power of the MoneyWorks relational database by using a relational search. In its simple form, a relational search has the form:

[File:SearchExpression]

So for example:

```
[Transaction:Type="DII"]
```

would find all incomplete (unpaid and/or unposted) debtor invoices.

The relational aspect comes in when you add further terms. Each term is in [...] and must contain a file name, but the search expression is optional. Omission of a search in the first term implies start with all records. Subsequent terms invoke a Find Related (sort of a relational Join) from the previous term's selected records to the new term's file, which can then be optionally filtered with the search expression.

Thus:

```
[Account:Type = "CA"]
```

will find every account which is a current asset, and:

```
[Account:Type = "CA"] [Detail]
```

will find all the transaction lines (details) that pertain to current asset accounts.

```
Transaction:Period > X and Period < Y [Account:Type = "CA"] [Detail]
```

will find the same, but restricted to transactions in the period range.

```
[Transaction:Type="DII"] [Name:state="NSW"]
```

will find all Customers in NSW who have incomplete invoices. Or, reversing it:

```
[Name:state="NSW"] [Transaction:Type="DII"]
```

will find all outstanding invoices for customers in NSW.

Ambiguous Links: When the field linking one file to another is ambiguous (e.g. [Account][Product] could use any of the product's control accounts as the linking field), you explicitly specify which field to use. Where necessary, two terms of the same file may be used. E.g. to go from a selection of payments to invoices they pay, use

```
[Transaction:ourref="blah"] [Payments.CashTrans]
[Payments.InvoiceID] [Transaction]
```

If no explicit links are given, MoneyWorks will choose the first match that you would see in the options for Find Related between those files (If you try a Find Related from Account to Product you will see that the first option that gets you to Product is the sales account i.e. Products whose sales account is the account you are starting from).

Linking to accounts: When joining to the account file, any department in the input is ignored. Thus to find all the stock control accounts, you can use:

```
[product.stockAcct:hash>=8] [account.code]
```

Even if some of the stockAcct codes were departmentalised, it will still find the correct account (e.g. "1310-WEST" will link to account "1310").

Negating a search: Use the Negation operator [!] to find items that are not part of the related set. Thus the search:

```
[product:code = "BA100"] [transaction:type="DI@"] [Name]
```

will find every customer who has been invoiced for product BA100.

```
[product:code = "BA100"] [transaction:type="DI@" ] [Name] [!]
```

will find every customer who has not been invoiced for the product.

Unions and Intersections: Searches that start from different source files or selections can be joined using the postfix push, intersection and union operators. Having found one selection in the target file, that selection is saved using the push operator (^). The next search is then done, and the resulting selection is combined with the previously-saved selection using the union (+) or intersection (*) operators, then start finding a new selection in the target file. For example:

```
[Transaction:transdate = today() and type =
`DI@` ] [Detail]^ [Product:Supplier=supplier_code] [Detail]*
```

will find the detail lines for all debtor invoices dated today and push (^) the result. It will then find all lines for products for supplier_code (a run-time report or form variable). Finally the two detail line selections will be intersected (*) to get just the invoiced detail lines for supplier's products in today's invoices.

Relational searches can be used in:

- [Advanced Search Dialogs;](#)
- [List Filters;](#)
- Creating selections (see below);
- [Custom Report hot links;](#)
- [List options in custom forms](#)
- [Analysis Report Filters.](#)

Note that in all cases the final term's file must reflect the target list.

Selections

When using MoneyWorks you see (and operate on) a “selection” of records. The visual representation of these are the lists, where the records that you can see in a list represent the “found set”. If you search the list, you will get a new “found set”. When you highlight one or more items in the list, you have a “highlighted selection”.

MoneyWorks allows you to create and use selections programmatically, where a selection is basically the stored results of some search. These can be created and used in both reports and scripts. Judicious use of such selections can make running reports substantially faster. Because selections are stored (at least temporarily), they can be reused without needing to repeat the search, which is relatively expensive.

Selections created by a report can also be passed by the report back to a Datacentre server. You will need to do this for any report that relies on some selection on your screen, as the Datacentre server cannot see what you are doing in a list window³.

A selection is made by using the *CreateSelection* function, to which you pass the MoneyWorks table (list) name, and a search expression, e.g.

```
CreateSelection("transaction", "NameCode=`SPRING`",
               "TransDate")
```

creates a selection of all transactions which have a namecode of “SPRING”, and sorts it by the transaction date. The following creates a selection dsel, which contains the detail lines of all posted sales invoices:

```
dsel=createSelection("detail", "[transaction:status=`P`
and type='DI@'] [detail]")
```

This selection can then be used as the basis for creating other selections. For example, we might want to report on sales of all products whose category1 is “Bronze”. So we can step through the Bronze products, then find the sales invoice lines for each one by creating a new selection, based on dsel and the product (meaning we don’t have to repeat the expensive search for the sales invoice lines for each product):

```
foreach p in product where "category1 = `BRONZE`"
  mysel=IntersectSelection(dsel, "detail.stockcode ="
    + p.code + "'")
```

We can then work through the new selection to do whatever we want to:

```
foreach d in detail mysel
```

The search expression can be a relational search or a simple one. It may also be a meta-search mnemonic from the list below:

"*highlighted" or "***"	highlighted records in the main list for the table
"*found" or "*f"	found records in the main list for the table
"*foundorall"	found if any, or all if none found
"*"	highlighted, if any; else found, if any; else all.

Note: When you create a selection in this manner, any records in the selection are locked for deletion (so that other users can’t destroy the selection under your feet). For this reason, you should not keep selections for longer than you need (they will automatically be discarded when the report or script is completed).

Functions

Functions perform calculations that cannot easily be performed using the standard operators alone. Functions always have a list of function parameters enclosed in parentheses.

For example:

```
Today()
```

```
Sum(5, 6, 7)
```

```
If(A > B, Transaction.Gross, "")
```

The parameters of a function need not be simple values—they can be entire subexpressions (including other functions). Some functions (such as Sum()) can take a variable number of parameters.

The parameters to a function are enclosed in parentheses following the function name. Each parameter is separated by a comma. (You can't use commas as thousand separators when passing a constant number to a function). If the function does not have any parameters, you must still supply the parentheses.

In this section, the function format is illustrated by example. Some functions have optional parameters. The optional parameters in the function format are shown inside square brackets ([]). These are there simply to illustrate that the parameter in the brackets is optional. Don't type the brackets when entering the function in an expression.

Some functions, such as ConcatWith() and Sum() accept a variable number of parameters. This is indicated in the function format by ellipses (...). Don't type the ellipses when you use the function yourself.

Except for the ExpandList() and ExpandDetail() functions, all functions have a return type of Text, Number, Selection or Date and this return type is indicated for each function definition. Some functions, such as If(), have a return type that will be the same type as one of the parameters, depending on the outcome of the function calculation.

Note:

The following functions can be used in MoneyWorks expressions in data entry, reports and forms (unless otherwise stated). For functions that are specific to mwScript (such as GetFieldValue() or GoToNextField()) see [Scripting Functions](#). A brief outline of scripts is given at [scripts](#).

Abs (number)

Result Type: Number

Definition: Returns the absolute value of the parameter.

Examples: `Abs(47)`

returns 47

`Abs(-20.5)`

returns 20.5

AgeByPeriod (per, relativeToPer)

Result Type: Number

Definition: Returns the number of periods between per and relativeToPer, where these are periods (such as you get from Transaction.Period). It is smart enough not to count an End period in 13 period year (use PeriodtoNum if you want to include the 13th period). If the two arguments are the same, zero is returned.

Examples: `AgeByPeriod(transaction.period, CurrentPeriod())`

returns -1, if transaction.period is equivalent to Jun:2000 and the current period is equivalent to Jul:2000; returns -2 if the current period is Aug:2000, and so on.

Allowed (privilegeName)

Result Type: Number

Definition: Returns 1 (true) if the user privilege privilegeName is on for the currently logged in user, otherwise returns zero (false). PrivilegeName must have the identical spelling to that listed in the privilege list in Users and Security. Will always returns true on Express and Cashbook or if password protection is not turned on.

Examples: `Allowed("Pay Invoices")`

returns 1 if the user can pay (creditor) invoices, otherwise 0.

Analyse (basis, sourceFile, searchExpression, breakDownFields, outputFields, from, to [, kind] [, filterFunc])

Result Type: table of tab/newline delimited text

Definition: The Analyse function performs a transaction or job sheet analysis using the parameters you specify. If possible, the result will be table-formatted (i.e. second breakdown level in columns), otherwise it will be list-

formatted. The format is simplified to better allow programmatic manipulation of the result (especially using Head, Tail, Slice, etc). The first line of the returned table contains series names; and the first column contains categories/keys

basis: "Transaction" or "JobSheet"

sourceFile: a file name (e.g. "Product", "Name", "Transaction")

searchExpression: a search expression to be applied to the source file to find records to analyse.

breakdownFields: text containing a comma-delimited list of the field names to analyse by, e.g. "Name.Category1,Name.Code". You may specify a breakdown calculation inside brackets instead of a field name. E.g. "Name.Category1,[Left(Name.Code, 2)]"

outputFields: text containing a comma-delimited list of output values, where 1 = count, 2 = qty, 3 = Net, 4 = GST, 5 = Gross etc. (see the output value popups in the Analysis editor). e.g. "2,3" will give you Qty and Net columns. For a single output field, you can follow the field number with a "#", which denotes that the resulting table should include a total column.

from: a start period or start date for the range of transactions or job sheet entries to analyse.

to: an end period or end date

kind: (optional) character codes denoting what kind of analysis. e.g. "IEU" denotes analyse Income and Expenses, including unposted.

I = Income; E = Expense; B = Billed; U = Unbilled (or Unposted)

Default is "IEUB"

filterFunc: (optional) a filter function to filter out detail lines or job sheet entries that you don't want to analyse.

Examples:

```
analysis=Analyse ("Transaction", "Name", "customertype <> 0",
  "Transaction.NameCode,Transaction.Period", "3#",
  PeriodOffset(CurrentPer, -7), PeriodOffset(CurrentPer, -1))
```

Analyses transactions for Names. *SearchExpression* yields customers. Breaks down by NameCode and Period. Only one output field (Net), so will get table format with Periods as column headings. Analyses the last 7 periods. The result can be further refined:

```
top=head(sort(analysis, -1, 1, 1, 1), 6, "\n")
```

Gets the top 5 Names of the Analysis by total value over all periods (total is rightmost column, hence sorting by column -1). A descending, numeric sort which skips the first (heading) line brings the top 5 customers. If we want to chart the result (in the Chart part of a custom report) with a period series for each name, we would need to transpose it, and get rid of the total column (last line after transposing)

```
tochart=head(transpose(top), -1, "\n")
```

Average (number, ...)

Result Type: Number

Definition: Returns the average value of the parameters. If no parameters are supplied, returns zero. All parameters must be numbers.

Examples: `Average(5, 6, 10)`

returns 7

```
Average()
```

returns 0

Char(num)

Result Type: String

Definition: Returns a string containing the character with the given numerical codepoint.

Examples: `Char(65)`

returns "A"

`Char(9)`

returns "\t" (the tab character)

`Char(0)`

is an error — NUL characters are not allowed in MoneyWorks text values

Note: In MoneyWorks 6 and earlier, the encoding was assumed to be the system default 8-bit encoding (typically MacRoman on Mac or Windows-1252 on Windows, but may have been different depending on your locale). You can assume that characters in the 7-bit ASCII range (1-127) will continue to behave the same.

Checksum(text)

Result Type: String

Definition: Returns a text string containing a hexadecimal representation of the 128-bit md5 hash of the given text. This is a reasonably reliable way of testing to see if there has been any change in a largish amount of data since you last checksummed it (because the checksum is small enough to store, being only 32 characters).

Examples:

`Checksum("some text")`

returns "552e21cd4cd9918678e3c1a0df491bc3"

If you are iterating over data (detail lines of a transaction, say), you can add the previously calculated checksum by appending it to the input text (in this example, CS is a cell name inside a for loop in a report)

`CS = Checksum(D.StockCode + D.StockQty + D.Gross + CS)`

Choose(selector, ...)

Result Type: depends on parameters

Definition: Returns the value of the (selector + 1)th parameter. If selector is outside the range of parameters supplied, returns the empty string.

Examples: `Choose(3, "Fi", "Fie", "Fo", "Fum")`

returns "Fo".

`Choose(X, "ten", 100, 1000, "huge")`

where X has the value 1, returns "ten".

ClearFlag(num, mask)

Result Type: Number

Definition: Returns the bitwise AND of num and the ones-complement of mask. This function can be used in the Advanced Replace to clear certain flags. See also SetFlag().

Example: `ClearFlag(#FFFF, #0001)`

returns 65534 (#FFFE)

In the Advanced Replace for the Product list:

`Set Flags to ClearFlag(Flags, #400000)`

clears the flag that controls the Update price when purchased setting in a Product, effectively turning the checkbox on.

Code128(text)

Encodes the given text in the encoding required for Code128 (GS1) barcodes. The encoding will be optimised to use Code128A, Code128B, or Code128C encoding or a combination thereof. The only use for this function is to use the result in a barcode object on a form or in a barcode cell on a

report. For a barcode to appear in a column in a list on a form you need to embed the function in "<<code128:" and ">>". For example the following would print an item's barcode in an invoice:

```
"<<code128:"+code128(lookup(detail.stockcode,
"Product.barcode"))+">>"
```

The enthusiastic can bypass this function and hand-encode barcodes using the Char() function.

Note: When displaying a barcode in a list on a form you must have word wrap on for the column.

Concat (text, ...)

Result Type: text

Definition: Concatenates the text strings passed as parameters. This is the equivalent of using the "+" operator with the text strings

Examples: `Concat(3, " blind", " mice")`

returns "3.00 blind mice". The number 3 is converted to a string "3.00" before concatenation, using the current format settings.

ConcatWith (separator, text, ...)

Result Type: text

Definition: Concatenates the text strings passed as parameters, separating each by *separator*. This is equivalent to using the "+" operator.

Examples: `ConcatWith(", ", "Finn", "Conan", "", "Diarmid")`

returns "Finn, Conan, Diarmid". Notice that no separator is used to separate an empty string from its neighbour.

```
ConcatWith(", ", ExpandDetail("Detail.ProductCode"))
```

returns "MW100, FD100, CONGCC" if there are three detail lines in the transaction containing those three product codes.

Count (value, ...)

Result Type: Number

Definition: Returns the count of the number of arguments.

Examples: `Count(5, 3, "one", '10/4/93')`

returns 4.

```
Count(ExpandDetail("Detail.ProductCode"))
```

returns 3 if there are three detail lines in the transaction.

Countlines (text [, asciiDelimiter])

Result Type: number

Definition: Returns the number of lines in the text string. By default the end of line character is "\n", but a different character can be used if passed as the optional second parameter.

Examples: Where text = "Line 1\tA\nLine2\tB\nLine 3\tC"

```
CountLines(text)
```

returns 3 (the number of lines)

```
CountLines(text, "\t")
```

returns 4 (there are 3 tab characters, giving 4 "lines")

```
CountLines(text+"\t", "\t")
```

returns 4. The last character is the same as the delimiter, so is not counted.

CreateSelection (tableName, searchExpr, [sortExpr], [descending])

Result Type: Selection

Definition: Creates a new selection of records which can be used in a foreach loop. SortExpr can be a field name or a more complex expression. Pass 1 for the 4th parameter for a descending sort. The default (0) is ascending. See also IntersectSelection().

Example:

```
CreateSelection("transaction", "NameCode=`SPRING`", "TransDate")
```

Creates a selection of all transactions with a Namecode of "SPRING", sorted by transaction date.

Note: The search expression can also be one of the meta-search mnemonics *found and *highlight, to display the *found and highlighted sets* respectively.

CreateTable ([numberOfColumns])

Result Type: Table

Definition: Creates a table for using with TableAccumlate and TableAccumulateColumn. If numberOfColumns is specified, the table will have that number of columns (required if using TableAccumulateColumn). Otherwise the table will have the number of columns specified in the first TableAccumulate call.

Example:

```
CreateTable()
```

Creates and returns a table.

```
CreateTable(6)
```

Creates and returns a table with 6 columns (excluding the key).

CurrencyConvert (amount, FromCurrency, ToCurrency [, periodOrDate])

Result Type: Number

Definition: Converts the *amount* in *FromCurrency* to the equivalent amount in *ToCurrency*, at the given period or date. FromCurrency and ToCurrency are ISO currency codes. If no period or date is specified, the current period is assumed. Note that currency conversion is applied using the rates you have supplied in the MoneyWorks currency table.

Examples: `CurrencyConvert(1000, "NZD", "AUD", '21/10/06')`

Returns the Australian value of \$1,000 of New Zealand currency, a disappointingly small number.

CurrencyFormat (amt, currencycode)

Result Type: Text

Definition: Formats a currency value with an indication of what currency it is. Base currency amounts will use the system or preference symbolic currency format as specified in the Locale document preferences. Other currencies currently use ISO code.

Examples: `CurrencyFormat(1000, "")` returns "\$1,000.00"

`CurrencyFormat(1000, "USD")` returns "USD 1,000.00"

CurrentPeriod ()

Result Type: Number

Definition: Returns the internal period number of the current period. Suitable as an argument to AgeByPeriod or for searching by period

Examples: `if (transaction.period = CurrentPeriod(), "Current", "Overdue")`

Date (day, month, year)

Result Type: Date

Definition: Returns a date made from the supplied day number, month number and year.

Examples: `Date(21, 2, 68)`

returns 21/2/68.

`Date(1, 1, Year(Today) + 1)`

returns the first day of next year.

DateToPeriod (date)

Result Type: Number

Definition: Converts the supplied date to the period (i.e. the internal representation of a period in MoneyWorks). This period number can then be used to search the *Transaction.Period* field.

Examples: `DateToPeriod('21/2/97')`

returns 202 if the financial year started in January and 1997 is the second year of operation.

DateToText (date, [format])

Result Type: Text

Definition: Converts the supplied *date* to text in the requested format. *Format* is a name or value from the table below—the sample output shown is for the 31st January 2016 with the date format in the system settings being "dd/mm/yy".

Name	Value	Sample Output
<code>DateFormShort</code>	0	31/01/16
<code>DateFormLong</code>	1	Sunday, 31 January 2016

<code>DateFormAbbrev</code>	2	31 January 2016
<code>DateFormLongDateAndTime</code>	-1	Sunday, 31 January 2016 12:00:00 am
<code>DateFormAbbrevDateAndTime</code>	-2	31 January 2016 12:00:00 am
<code>DateFormShortDateAndTime</code>	-3	31/01/16 12:00:00 am
<code>DateFormTimeOnly</code>	-4	12:00:00 am
<code>DateFormTimeOnlyNoSecs</code>	-5	12:00 am

The following formats are not affected by your system settings

<code>DateFormDDMMYYHHMSSSTT</code>	-6	31/1/2016 12:00:00 A
<code>DateFormDDMMYY</code>	3	31/1/2016
<code>DateFormYYYYMMDD</code>	-8	20160131
<code>DateFormYYYYMMDDHHMMSS</code>	-7	20160131000000
<code>DateFormISO</code>	-9	2016-01-31

Examples: `DateToText('21/2/68')`

returns 21/2/68 (but the format may differ depending on the calculation box format).

`DateToText('21/2/68', 0)` or `DateToText('21/2/68', DateFormShort)`

returns 21/2/68.

`DateToText('21/2/68', 1)` or `DateToText('21/2/68', DateFormLong)`

gives Wednesday, 21 February, 1968.

`DateToText('21/2/68', 2)` or `DateToText('21/2/68', DateFormAbbrev)`

returns Wed, Feb 21, 1968

Day (date)

Result Type: Number

Definition: Returns the day-of-month of the date.

Examples: `Day('21/2/68')`

returns 21.

DayOfWeek (date)

Result Type: Number

Definition: Returns the day of the week of the date, with Monday being 1

Examples: `DayOfWeek( '21/2/68' )`

returns 3 (Wednesday).

Dice (table, rownum, colnum)

Result Type: Text

Definition: Returns the value of the item in the rownum'th row of the colnum'th column of table.

Examples: If MyTable is:

A	1	2
B	3	4
C	5	6

`Dice(MyTable, 1,1)` returns "A"

`Dice(MyTable, 2, 3)` returns "4"

DollarsToEnglish (amount [, CurrencyCode] [, languageCode])

Result Type: Text

Definition: Returns the dollar amount expressed in English words. Use this function for printing the dollar amount on cheques. If your local currency is GBP, EUR or NPR you will get "Pounds" and "pence" etc, other currencies

will get "Dollars" and "cents". You can force this by passing the optional CurrencyCode.

The optional *languageCode* parameter specifies the language for output. English is the default, and currently only French is supported; passing "fr" as the languagecode will return a French-language result.

Examples: `DollarsToEnglish(99)`

returns "Ninety nine dollars only".

`DollarsToEnglish(12147.95)`

returns "Twelve thousand, one hundred and forty seven dollars and ninety five cents".

`DollarsToEnglish(0.05, "GBP")`

returns "Five pence".

`=DollarsToEnglish(12345.67, "CAD", "fr")`

returns "Douze mille trois cent quarante-cinq dollars et 67/100"

ExpandDetail (expressionText [, searchExpression] [, rangeStart][, rangeEnd])

Result Type: List

Definition: Only available in Forms.

Returns a list of results obtained from evaluating *expressionText* in the context of each of the records in the list subfile for the form. The result of this function is a list of values and cannot be used in another calculation or printed on the form. You must pass the result of the function to another function that accepts a variable number of parameters, such as Count() or Sum().

If the optional *searchExpression* parameter is supplied, it is used as a search function to narrow the selection of list subrecords to which the expression is applied. *searchExpression* should be a string containing an expression

that evaluates to True or False depending on the values in the list subrecord.

If the optional *rangeStart* and *rangeEnd* parameters are supplied, they are used to narrow the result to values from only those records in the range. *RangeStart* and *rangeEnd* should be numbers in the range 1-32767. If the specified range is, for example, 2 for the start and 4 for the end of the range, then the function result will have 3 values, being the results of the calculation specified by *expressionText* for the 2nd, 3rd and 4th records in the list. (If there are less than four records in the list, then the number of values in the result will be correspondingly less.)

Note that although the parameters will be evaluated as expressions, you must pass them to the function as text strings. The *ExpandDetail* function itself will evaluate the expressions.

The *ExpandDetail* function operates on the default selection of subrecords for the form, and is not affected by the any of the other lists on the form.

You cannot use this function in a list column calculation.

Examples: `Count(ExpandDetail("Detail.Account"))`

returns the number of subrecords in the list subfile.

`Sum(ExpandDetail("Detail.Net", "Detail.Account = \"1200\""))`

returns the sum of the net values of all detail lines whose account code is 1200. Notice that the quotation marks in the *searchExpression* are escaped using the backslash.

`Sum(ExpandDetail("PayAmount", "1", 1, 15))`

can be used to get the sum of the pay amounts for the first 15 invoices in a cheque remittance advice. Notice that in order to specify the range parameters, a place-holding search function parameter also had to be supplied. The value 1 (= true) was used to cause all eligible records to be selected by the search function.

ExpandList (listName, expressionText)

Result Type: List

Definition: Only available in Forms.

Returns a list of results obtained from evaluating *expressionText* in the context of each of the records in the user selection of the list subfile for the list whose name is *listName*. The result of this function is a list of values and cannot be used in another calculation or printed on the form. You must pass the result of the function to another function that accepts a variable number of parameters, such as *Count()* or *Sum()*.

Note that although the parameters will be evaluated as expressions, you must pass them to the function as text strings. The *ExpandList* function itself will evaluate the expressions.

You cannot use this function in a list column calculation.

Examples: `Sum(ExpandList("List1", "Detail.Net"))`

returns the sum of the net column of the list named "List1".

`ConcatWith(", ", ExpandList("CustCopy", "Detail.Description"))`

returns the a string containing the text from all of the detail lines for the transaction—each one separated by a comma and a space.

FieldLabel (fieldname.txt)

Result Type: String

Definition: Returns the label name of the specified table.fieldname, as redefined in the Fields section of the MoneyWorks Document Preferences (see [Fields](#)). If no label is found, the fieldname is returned.

Examples: `fieldLabel("Product.Category1")`

Would return "Style", if the field label has been set to this in the Preferences, or "Category1" if it is not set.

Find (fileName.fieldNameText, searchFnText [, limit] [, delim] [, sortFieldText])

Result Type: Text (but see below for variant with numeric result)

Definition: Returns as a delim separated string the first limit values of the specified *file.fieldNameText* as found by the searchfunction when the file is sorted by *sortFieldText*. If *limit* is not specified, only the first item is returned; if *delim* is not specified, the text will be comma separated; if *sortFieldText* is specified, the data will be selected from the first *limit* records of the sorted file. If a "-" is appended to *SortFieldText* the file will be sorted in descending order.

Examples: `Find("name.phone", "code = `A@`")`

returns the phone number of the earliest name record which has a code that starts with "A"

`Find("product.code", "barcode = '12345'")`

returns the product code of a product whose barcode is "12345". This would be useful when updating product records from a supplier file that does not use our internal product code.

`Find("transaction.sequencenumber", "type = `DI@` and ourref = `12345@`, 10, "\t")`

returns a tab delimited list of the first ten debtor invoices with a number starting with "12345"

`Find("transaction.ourref", "type = `DI@`, 10, ",", "sequencenumber-")`

returns the invoice numbers of the ten most recently entered debtor invoices as a comma delimited list

`Find("product.barcode", "code = `12345`")`

returns the barcode for a product with code "12345". This is equivalent to `Lookup("12345", "product.barcode")`

Note The *fieldNameText* can be any valid MoneyWorks expression (a simple field name being itself a simple expression). Thus:

`find("transaction.DateToText(TimePosted, -6)", "Status=`P`", 1, ",", "sequencenumber-")`

will return a string containing the time of the most recent transaction posting.

Variant for getting a result count only

Find (fileNameText, searchFnText)

Result Type: Number

Definition: Returns a count of the number of records found in file *fileNameText* by the search expression. This variant is differentiation from the general version by not having a dot in the first parameter.

Examples: `Find("transaction", "type='DII' and dueDate < today()")`

returns the number of overdue invoices payable to you.

Note: `Find("Filename", "1")` is optimised to get the number of records in a file (which otherwise can be quite time consuming for the general).

GetAppPreference(preferenceName)

Result Type: text

Definition: Gets application preference values (such as smtp settings) by name. These are the preferences that live in the registry (on Windows) or the `nz.co.cognito.MoneyWorks.Gold.plist` (Mac).

Example: `GetAppPreference("useSmtp")`

Returns 1 (true) if the MoneyWorks Preference "Send emails directly via a mail server" is on (i.e. using your own smtp, instead of the local mail client). Otherwise returns 0.

GetBalance (searchExpression, PeriodorDate [, Budget])

Result Type: Number

Definition: Returns the balance of the ledger records identified by the *search-Expression* at the end of the period (or the period in which balDate falls). Note that the Ledger file (not the Accounts file) is searched, so the search expression has to contain valid ledger fields (AccountCode, Department, Category, Classification, Type, or Concat). If you want to get budget information instead of actual, the optional Budget parameter should be “A” or “B” to indicate the desired budget.

Examples: `GetBalance("Type = `IN`", '31/12/2012')`

returns the balance of all income accounts at the end of the period which contains 31/12/2012.

Note: For efficiency when writing reports that iterate over Ledger records, there is a Ledger method variant of the GetBalance function that applies specifically to a single, loaded Ledger record.

ledger.GetBalance (DateOrPeriod [, Budget])

Result Type: Number

Definition: Must be used in the context of a selection of ledger records, i.e. within a *ForEach L in Ledger* loop in a report. Returns the balance of the ledger as at the end of the specified period (or the period identified by the date). The function will respect the “Include Unposted”, “Cash Basis” and Breakdown setting when the report is run. If the Budget parameter is specified (as “A” or “B”), the budget is returned instead of the actual.

Examples: `L.GetBalance(today())`

returns the balance as at the end of the current period for whatever ledger account L is referencing (which would be set in a preceding for loop).

`L.GetBalance(today(), "A")`

Same as above, but returns the A budget instead of the balance.

GetContactForRole (rolebits [, requestedfieldname])

Result Type: String

Definition: Must be used in the context of a selection of Name records, i.e. within a *ForEach N in Name* loop in a report or script. Returns the first contact (sorted by Order) with any of the requested role bits set. contact1 and contact2 are assumed to have bit #10000 / #20000 set (even though the actual role field is only 16 bits).

The result is all fields tab delimited unless a valid field name is supplied, in which case only that field is returned.

If the field name is "*", then ALL fields of all matching contacts are returned, tab and newline delimited

Examples: `N.GetContactForRole(1, "email")`

returns the email address for role1 of whatever name record N is pointing to. If there is no role1 defined for N, an empty string is returned. If there is more than one contact defined as a role1, only the first is returned.

GetDatabaseFields(fileName)

Result Type: text

Definition: Returns a list, separated by "\n", of the fields in the MoneyWorks internal file *fileName*.

Example: `GetDatabaseFields("transaction")`

returns a list of the fields in the Transaction table.

GetDatabaseFieldSize(fileName, fieldName)

Result Type: Number

Definition: Returns the type, or if the field is text, the maximum length of the *fieldName* in the internal MoneyWorks file *fileName*.

Examples: `GetDatabaseFieldSize("transaction", "namecode")`

returns 11, the maximum length of a namecode in MoneyWorks.

`GetDatabaseFieldSize("name", "colour")`

returns `SHORT`, colours being stored as a number in MoneyWorks.

GetDatabaseFiles

Result Type: text

Definition: Returns a list, separated by "\n", of the internal files in MoneyWorks.

Example: `GetDatabaseFiles()`

GetMovement (searchExpression, fromPeriodOrDate, toPeriodOrDate[, Budget])

Result Type: Number

Definition: Returns the movement from the period (or the period that which contains the from Date) to the period (or the period that contains to Date), for the Ledger records that match the *searchExpression*. If you want to get budget information instead of actual, the optional Budget parameter should be "A" or "B" to indicate the desired budget.

Examples: `GetMovement("Type = `Ex` and Category = `CS`", '1/7/2004', '31/12/2004', "A")`

returns the budgeted movement (for the A budget) from the Jul to Dec 2004 period for expense accounts whose category is CS. Note that the Ledger file (not the Accounts file) is searched—Category in the ledger file has the same value as Category1 in the Accounts file.

`GetMovement("Type = `IN`", '1/1/2000', today())`

returns the movement up to now of all income accounts since Jan 2000 period.

Note: For efficiency when writing reports that iterate over Ledger records, there is a Ledger method variant of the GetBalance function that applies specifically to a single, loaded Ledger record._

ledger.GetMovement (fromDateOrPeriod, toDateorPeriod [, Budget])

Result Type: Number

Definition: Must be used in the context of a selection of ledger records, i.e. within a *ForEach L in Ledger* loop in a report. Returns the movement of the ledger between the specified periods (or the periods identified by the date). The function will respect the "Include Unposted", "Cash Basis" and Breakdown setting when the report is run. If the Budget parameter is specified (as "A" or "B"), the budget is returned instead of the actual.

Examples: `L.GetMovement(periodOffset(CurrentPeriod(), -3), CurrentPeriod())`

returns the change in ledger L's value (movement) between the current period, and three periods before, for whatever ledger account L is referencing (which would be set in a preceding for loop).

GetOffBalance (searchExpression, dateOrPeriod [, doBudget])

Result Type: Number

Definition: Returns the sum of the balances of the Offledger records as identified by the *searchExpression*. The balances are as at the date or period specified. If doBudget is non-zero, the budget figures are used.

Examples: `GetOffBalance ("Name=`Student-Junior`", '1/6/6')`

`GetOffBalance ("Name=`Student-@`", '1/6/6')`

The second example returns the total for all records whose name starts with "Student-".

GetPlugsin(pluginType, which)

Result Type: Text

Definition: Returns a list, separated by "\n", of the designated plug-ins. *pluginType* must be "reports", and *which* must be one of "all", "standard" or "user".

Example: `GetPlugsin("reports", "user")`

Returns a list of custom reports (as found in the MoneyWorks Custom Plug-ins/Reports folder).

GetTaxRate(taxCode, date)

Result Type: Number

Definition: Given a tax code and a date, returns the tax rate for that code on that date.

Examples: `GetTaxRate("G", today())`

Returns the rate for the "G" taxcode as at today, for example 0.15 (15%).

`GetTaxRate("G", '1/1/10')`

Returns the rate for the "G" taxcode as at 1st January 2010, for example 0.125 (12.5%).

Note: Because the rate is determined by the *ChangeOver Date* for the tax in the Tax Rate table, the function is not able to determine the correct rate for tax changes prior to the date of a tax change (if any) before the last tax rate change.

GetUIField(windowNumericID, fieldname)

Result Type: Text

Definition: Gets the value out of a user-interface field. Useful for context-sensitive filter functions such as "products the purchase's supplier sells". See [GetFieldName](#) for details on how to get field names. The Window numeric IDs required to identify the class of window are not documented.

Known bug: May not access the topmost matching window for the given windowNumericID.

Examples: When you are entering a purchase order, you may want the product list to display only the products supplied by the supplier on whom the order is being placed. This involves a filter for the product choices list which needs to get the supplier code out of the open transaction window.

Search Expr (for They Supply item choices filter): `Supplier = GetUIField(20745, 'E_NAME')`

See Also: [GetFieldValue](#) is preferred for scripts. GetFieldValue takes a windowRef and a symbolic or numeric field id. However, GetUIField can be used from ordinary expressions (whereas GetFieldValue is only available in scripts).

Head(listText, numberOfItems, asciiDelimiter)

Result Type: Text

Definition: Returns the first N items from a textual list of items. The list can be delimited by any ascii (not unicode) character, as specified by the *delimiter* parameter. If *numberOfItems* is negative, then Head returns all but the last abs(numberOfItems) items of the list. This can be useful for chopping off the total line of an analysis

Examples: `Head ("foo,bar,baz", 2, ",")`

returns the first 2 elements of the comma-delimited list: i.e: "foo,bar".

`Head("a,b,c,d,e,f,g,h", -2, ",")`

returns "a,b,c,d,e,f".

HexDecode(hextext)

Result Type: Text

Definition: hextext is a string containing hexadecimal data. Output will be a string consisting of bytes corresponding to the hexadecimal data.

Example: `HexDecode("48656c6c6f00")`

Result: "Hello"

HexEncode(text)

Result Type: Text

Definition: Returns a hexadecimal-encoded string corresponding to the bytes in text.

Example: `HexEncode("Hello")`

Result: "48656c6c6f00"

If (condition, result1, result2)

Result Type: depends on parameters

Definition: If condition is "true", returns the value of result1, otherwise returns the value of result2. Condition may be a Boolean value or a numeric value. A numeric value is considered to represent "true" if it is not zero. Result1 and result2 do not have to be of the same type.

Examples: `If(6 > 5, "Normal Universe", "Start Worrying")`

should return "Normal Universe".

`If(Transaction.Gross >= 0, "Invoice", "Credit Note")`

returns "Invoice" or "Credit Note" depending on whether Gross is positive or negative.

Note: It is important to realise that this is just a function; It is not a flow-control construct. Thus, all parameters will be evaluated, regardless of the truth value of the first parameter. Thus

`=if(X <> 0, Mod(10, X), 0)`

will always give a divide-by-zero error if X is 0. To work around this, use the Val() function to "defer" evaluating the parameter:

`=val(if(X <> 0, "Mod(10, X)", 0))`

This avoids ever trying to take a Modulo 0.

Import (text [, mapname])

Result Type: Number

Definition: Imports the text into the MoneyWorks file using the map mapname (which must be installed). If the text is XML, the mapname can be omitted. The sequence number of the last record imported is returned, or -1 if an error occurred.

Examples: `=import(someText, "myMap.imo")`

Note: Running a report should not have side effects, so the use of the import function should be restricted to report scripts.

Int (number)

Result Type: Number

Definition: Returns the integer part of number.

Examples: `Int(3.1415926)`

returns 3.

`Int(-57.9999)`

returns -57.

IntersectSelection (sel1, sel2OrExprText, [sortExpr], [descending])

Result Type: Selection

Definition: Returns a new selection which is the intersection of the given selections. The new selection may optionally be sorted by passing a sort expression. The first selection must be a selection variable; the second one may be an existing selection variable or can be specified on the fly using a search expression. Obviously, both selections must be for the same table. See also CreateSelection().

Examples: `IntersectSelection(t1, "type = `DI@`")`

returns a selection containing the transactions in the previous created selection t1 which are debtor/sales invoices.

`intersectSelection(d1, "detail.stockcode=`B@`")`

returns a selection containing all detail lines in the existing selection d1 which have a product code starting with B.

Left (string, count)

Result Type: Text

Definition: Returns the left-most count characters from string.

Examples: `Left("nybble", 3)` returns "nyb".

Length (string)

Result Type: Number

Definition: Returns the length, in characters, of string.

Examples: `Length("Ban Antidisestablishmentarianism!")`

returns 33.

`Length("")`

returns 0.

Log10 (number)

Result Type: Number

Definition: Returns the base 10 logarithm of the *number*.

Example: `Log10(1000)`

Returns 3

Log2 (number)

Result Type: Number

Definition: Returns the base 2 logarithm of the *number*.

Example: `Log2(8)`

Returns 3

LogN (number)

Result Type: Number

Definition: Returns the natural logarithm of the *number* (i.e. a logarithm to the base *e* (2.71828...)).

Example: `LogN(2.71828)`

Returns 0.99999933

Lookup (code, fieldname)

Result Type: depends on type of field identified by fieldname.

Definition: Returns the value of the field identified by fieldname, where fieldname is a string of the form "file.field" which identifies a field in one of the MoneyWorks database files. MoneyWorks finds the record in the file whose code matches the code parameter and returns the value of the requested field from that record. The files which can be looked-up are: Account, Department, Names, Product, Job, Login, User and TaxRate. Transaction and BankRecs can also be looked up, but only by specifying a sequencenumber for the fieldname. A lookup on the Log file will always return the latest entry for a valid key. The fields available are those listed in [Appendix A—Field Descriptions](#). The *Find* function offers a more flexible form of lookup based on a MoneyWorks search expression.

Examples: `Lookup("BANK1", "Account.Description")`

returns "Main Bank Account" (assuming that account exists and has that name).

```
Lookup(If(PositionInText(Detail.Account, "-"),
Left(Detail.Account, PositionInText (Detail.Account, "-") - 1),
Detail.Account), "Account.Description")
```

returns the account description of the account code in the current detail line. The somewhat complex first argument extracts the basic account code, since the Detail.Account field may have a department suffix. You could use a similar technique to extract the department code and look up the department description.

```
Lookup("N", "TaxRate.Rate2" )
```

returns 12.5, which is the current GST rate.

```
Lookup("CUR/USD", "Offledger.Description")
```

Returns the description of the Currency "USD". Note that for the Offledger file, the key is KIND/NAME. User entered records have a kind of "USR".

Lower (string)

Result Type: Text

Definition: Returns string converted to lower case.

Examples: `Lower("BANG!")`

returns "bang!".

Match (number, number, ...)

Result Type: Number

Definition: Returns the position of the parameter that matches the first parameter

Examples: `Match(17, 4, 17, 6, 5)`

returns 2.

Max (number, ...)

Result Type: Number

Definition: Returns the highest of the numbers passed as parameters.

Examples: `Max(5, -1000, 10)`

returns 10.

Mid (string, start, count)

Result Type: Text

Definition: Returns a substring of string starting at *start* of length *count*.

Examples: `Mid("Fish and chips", 6, 3)`

returns "and".

Min (number, ...)

Result Type: Number

Definition: Returns the lowest of the numbers passed as parameters.

Examples: `Min(5, -1000, 10)`

returns -1000.

Mod (dividend, divisor)

Result Type: Number

Definition: Returns the remainder when dividend is divided by divisor.

Examples: `Mod(10, 8)`

returns 2.

Month (date)

Result Type: Number

Definition: Returns the month-of-year of the date.

Examples: `Month('8/12/57')`

returns 12.

NumToEnglish (integer [, language])

Result Type: Text

Definition: Returns the number (which must be a positive integer) expressed in words in the nominated language (by default English). The only other language currently supported is French.

Examples: `NumToEnglish(1427)`

returns "One thousand, four hundred and twenty seven".

`NumToEnglish(1427, "Français")`

returns "Mille quatre cent vingt-sept",

as does `NumToEnglish(1427, "Fr")`

NumToPeriod (PeriodIndex)

Result Type: Period

Definition: Returns the internal period number of the period indexed by PeriodIndex. The first period has a period index of 1 (but will have a period number based on $y*100+p$, where y is the number of the financial year in MoneyWorks, and p is the number of the period in that year, with the first period being 1.

Examples: `NumToPeriod(1)`

Returns the first available period.

`NumToPeriod(periodtonum(currentper)-3)`

Returns the period number of the period 3 periods before the current period. This is equivalent to `PeriodOffset(CurrentPer, -3)`

NumToText (number [, format])

Result Type: Text

Definition: Converts the given number to a text string using the numeric formatting selected for the calculation box, or that specified in the optional *format* parameter (see [table](#)).

Examples: `NumToText(30 + 6, 4)`

returns "36 DB".

Pad (text, width [, padChar] [, justify = "L|R"])

Result Type: Text

Definition: Pads text to the specified width. By default, if text is a numeric string, it is padded to the right with leading zeroes; otherwise it is left padded with spaces. This can be overridden by specifying padchar and justify. If text is longer than width it is truncated.

Examples: `Pad("1", 4)`

returns "0001"

`Pad("1", 4, "0", "L")`

returns "1000"

`Pad("A", 4)`

returns "A "

`Pad("1", 4, " ", "L")`

returns " 1"

PeriodName (period)

Result Type: String

Definition: Returns the name of period (including the financial year name).

Examples: `PeriodName(Transaction.Period)`

returns "Apr:2010/11"

PeriodOffset (period, offset)

Result Type: period

Definition: Returns the period number that is offset periods from period.

Because periods are based on (Year * 100 + period), you can't just subtract 1 from a period number to give you the previous period (e.g. in the 12 period financial year the last period for year 5 is 512; the following period is 601).

Examples: `PeriodOffset(CurrentPer, -6)`

returns the internal number of the period that is 6 periods before the current period.

PeriodToDate (period)

Result Type: Date

Definition: Returns the last day of the nominated period.

Examples: `PeriodToDate(CurrentPer)`

returns the date of the last day of the current period.

`PeriodToDate(transaction.period)`

Returns the last date of the period for transaction.

PeriodToNum (period)

Result Type: Integer

Definition: Returns a period index. This is suitable for doing ageing calculations, and can also be used to iterate through report For loops.

Examples: `PeriodToNum(CurrentPeriod) - PeriodToNum(transaction.period)`

returns 1 if transaction.period is equivalent to Jun:2006 and the current period is equivalent to Jul:2006; returns 2 if the current period is Aug:2006, and so on.

In a report For loop, the following:

`Per ="1..." +periodtonum(currentper)`

will step through each period. Within the loop you can then get the internal period number by NumToPeriod(Per).

PositionInText (string, pattern [, startChar])

Result Type: Number

Definition: Returns the character position of the first occurrence of *pattern* in *string*. If *startChar* is specified, the characters in string up to *startChar* are not tested for pattern.

Examples: `PositionInText("Birthday", "day")`

returns 6.

`PositionInText(song, colour, PositionInText(song, colour) + 1)`

Given that song contains "Red, red wine", and colour contains "red", this will return 6, which is the position of the second occurrence of "red" in "Red, red wine".

Note: When searching for a text constant, the equality operator can be used with the pattern enclosed in "@" symbols, e.g. "@day@". For example, if myString = "MoneyWorks rocks!", then the comparison:

`myString = "@works@"`

would return 1 (true).

Pow (value, exponent)

Result Type: Number

Definition: Returns the result of value raised to the exponent power.

Examples: `Pow (10, 3)`

returns 1000.

`Pow (10, -2)`

returns 0.01.

Proper (string)

Result Type: Text

Definition: Returns string with the first letter of every word capitalised, and all other characters in lower case.

Examples: `Proper("JOSEPH SMITH")`

returns "Joseph Smith".

Quarter (DateOrPeriod [, numQuarters=4] [, prefix="Q"])

Result Type: Text

Definition: Returns a "quarter label" corresponding to the given period or date. For dates the quarter is based on the calendar year; for periods it is based on the financial year. It can also be used for half-years etc. using the optional parameters. These labels make useful calculated breakdown values in the Analyse function or Analysis reports.

Examples:

`Quarter('1/4/05')` — returns "2005:Q1", .

`Quarter('23/7/05')` — returns "2005:Q3"

`Quarter('1/11/05', 2, "H")` — returns "2005:H2"

`Quarter(Transaction.Period)` — returns the financial year quarter into which the transaction was/will be posted.

`Quarter(Transaction.TransDate)` — returns the calendar year quarter

Random (modulus)

Result Type: Number

Definition: Returns a random integer uniformly distributed between 0 and modulus - 1. Modulus must be in the range 1..32767.

Examples: `Random(5)`

will return a random number between 0 and 4.

```
"MYOB " + Choose(Random(3) + 1, "Sucks", "Stinks", "is Rubbish",
"is Brilliant")
```

returns either “MYOB Sucks”, “MYOB Stinks”, or “MYOB is Rubbish”. It will never return “MYOB is Brilliant”.

RecordsSelected (selection)

Result Type: Number

Definition: Returns the number of records found in named selection.

Examples: `RecordsSelected(tSel)`

returns the number of records in the selection tSel, which would have previously been created using the *createSelection* or *intersectSelection* function, as in the following:

```
tSel = createSelection("Transaction", "type = 'DII' and
status='P'")
```

which creates a selection of the outstanding (posted) sales invoices.

Variant of RecordsSelected that duplicates the functionality of the variant of Find()

RecordsSelected (file, metaSearch)

Result Type: Number

Definition: Returns the number of records found in the file that match metaSearch (see [metasearch mnemonics](#)). MetaSearch is one of “*” or “**”, whose function is explained in the two examples below. See also the first form of Find().

Examples: `RecordsSelected("Transaction", "**")`

returns the number of highlighted transactions (or 0 if none are highlighted).

```
RecordsSelected("Name", "*")
```

returns the number of highlighted records in the Names file, or, if none are highlighted, the number of name records in the found set, or, if the names list window is not open, the total number of name records in the file.

This is exactly the same behaviour as Find(filename, search) — a case of convergent evolution where two functions have expanded their functionality until they end up doing the same thing.

Replace (string, pattern, txt)

Result Type: Text

Definition: Returns *string* with every occurrence of *pattern* replaced with *txt*.

Examples: `Replace("Munger rhymes with plunger", "ung", "ov")`

returns “Mover rhymes with plover”.

ReplaceField (fileDotFieldname, searchExpression, expression)

Result Type: Number

Definition: Analogous to the [Advanced Replace](#) command, this replaces the specified field in the records identified by the *searchExpression* by the *expression*.

Examples:

```
ReplaceField("product.sellPrice", "category1='BRONZE'",
"sellPrice*1.20")
```

increases the sell price for all products whose category1 is "BRONZE" by 20%. The return value is the number of products that were changed.

```
ReplaceField("transaction.colour", "gross>10000", "`red`")
```

Sets the colour of all transactions with a gross more than \$10,000 to red. The number of transactions that were changed is returned.

Note: As this function changes data (and there is no undo), it should be used with extreme caution.

Right (string, count)

Result Type: Text

Definition: Returns the right-most count characters from string.

Examples: `Right("Right or Left", 4)`

returns "Left".

Round (number, places)

Result Type: Number

Definition: Returns number rounded to *places* decimal places. Bankers rounding is used.

Examples: `Round(457.9865, 2)`

returns 457.99.

```
Round(457.9865, 0)
```

returns 458.

```
Round(457.9865, -1)
```

returns 460.

SetBudget (Budget, LedgerCode, Date, Value)

Definition: Sets the nominated Budget for the nominated LedgerCode in the period determined by the Date to Value. If the account is departmentalised, the department must be specified as a suffix (e.g. "3600-JB")

This command is only available to scripts.

Examples: `SetBudget("A", "10", '1/4/14', 240)`

Sets the A budget for account "10" to 240 for the Apr 14 period.

SetFlag(num, num)

Result Type: Number

Definition: Returns the bitwise OR of the two integers. Use this function in Advanced Replace to set certain flags (see also ClearFlags()).

Example: `SetFlag(#8000, #0001)`

returns 37269 (#8001)

If used in the *Advanced Replace* for the Product list:

Replace: `Set Flags to SetFlag(Flags, #400000)`

Sets the flag that controls the Update price when purchased setting in a Product, turning the checkbox off (because of reverse logic of this particular flag).

Sign (num)

Result Type: Number

Definition: Returns -1 if num is less than zero, and +1 if num is greater than or equal to zero

Examples: `sign(-3.2)`

returns -1

Slice (listText, itemNumber, delimiter)

Result Type: Text

Definition: Returns one item from a textual list of items. The list can be delimited by any character you like. A delimiter of "\n" is useful for slicing out a row from the result of the Analyse() function.

Examples: `Slice ("foo,bar,baz", 2, ",")`

returns the second element ("bar") of the comma-delimited list.

Note The "\n" delimiter behaves slightly differently, in that it is not removed from the element returned. Thus

`Slice ("foo\nbar\nbaz", 2, "\n")`

returns "bar\n".

SOHForLocation(location)

Result Type: Number, being the stock on hand at the indicated location

Definition: Given the context of a product "p", such as in a `foreach p in product` loop, returns the stock on hand for the product referenced by p at the specified location. For the default location, use an empty string as the parameter.

Examples: `p.SOHForLocation("NY")`

returns the stock on hand for the product referenced by p at location "NY".

Note: Use p.stockonhand to get the total stock on hand across all locations.

StocktakeNewQtyForLocation(location)

Result Type: Number, being the new stock quantity at the indicated location

Definition: Given the context of a product "p", such as in a `foreach p in product` loop, returns the new stock take quantity for the product referenced by p at the specified location. For the default location, use an empty string as the parameter.

Examples: `p.StocktakeNewQtyForLocation("")`

returns the new stock take quantity for the product referenced by p at the default location.

Note: Use p.StockTakeNewQty to get the new stock take count across all locations.

StocktakeStartQtyForLocation(location)

Result Type: Number, being the start stock take at the indicated location

Definition: Given the context of a product "p", such as in a `foreach p in product` loop, returns the start stock take quantity for the product referenced by p at the specified location. For the default location, use an empty string as the parameter.

Examples: `p.StocktakeStartQtyForLocation("Auckland")`

returns the start stock take quantity for the product referenced by p at location "Auckland".

Note: Use p.StockTakeStartQty to get the start stock take count across all locations.

Sort (tabDelimTable, sortColumn[, numeric][, descending][,skipfirst])

Result Type: A tab/newline delimited table such as is returned from Analyse()

Definition: Sorts a tab/newline delimited table. sortColumn is the column number to sort by, where 1 = leftmost column, and a negative value counts from the right (i.e -1 = rightmost column). If descending is 0, the table is sorted in ascending order, otherwise it is sorted in descending. For an alphabetic sort, set numeric to 0, otherwise the table will be sorted

numerically. If skipfirst is non-zero, the first row of the table is not sorted (i.e. first row stays at the top of the table—use when the table has headings).

Examples: If MyTable is "A\t1\t2\nB\t3\t4\nC\t5\t6", as shown below:

A	1	2
B	3	4
C	5	6

`Sort(MyTable, 2, 1, 1)` returns

C	5	6
B	3	4
A	1	2

`Sort(MyTable, 2, 1, 1, 1)` returns

A	1	2
C	5	6
B	3	4

i.e. first row was heading.

Sqrt (num)

Result Type: Number

Definition: Returns the square root of num, where num >= 0.

Examples: `sqrt(2)`

returns 1.41421...

SuggestNameCode (Name)

Result Type: text

Definition: Given a customer/supplier *Name*, returns the next available name code in the sequence. The code is constructed according to the "Code assignment for new names" settings in the [Terms Preferences](#). This function is intended to facilitate importing.

Example: `SuggestNameCode("Smith and Brown")`

Returns for example SMI00.

Note: As a new code is returned regardless of whether the customer/supplier name exists or not, it is up to you to determine that this is in fact a new customer/supplier. You can use the Find() function to achieve this.

SubTotal (columnName)

Result Type: Number

Definition: Only available in forms.

Returns the total of all numbers printed in the named column of a list for the current record. The column must contain numeric data. ColumnName should be a string of the form: "listname.columnName". You must name the list using the List Options command so that you can refer to it.

You must set the Always Calculate check box for a calculation that uses the SubTotal function, since the value of the function will be different for each page of a multi-page form.

Examples: `SubTotal("myList.Column2")`

returns the current subtotal for the column whose result name is "Column2" in the list named "myList".

Sum (number, ...)

Result Type: Number

Definition: Returns the sum of the parameters, which should all be numbers.

Examples: `Sum(14, 2, 6.35)`

returns 22.35.

`Sum(ExpandDetail("Detail.Net"))`

returns the sum of all of the detail.net values in an invoice/receipt form.

SumDetail ("expression", detail.searchExpr, transaction.searchExpr)

Result Type: Number

Definition: Used to get the sum of the nominated expression (which should return a numeric result) for the found detail lines of the found transactions. The detail lines to be found are identified in the first search expression, whereas the second expression identifies which transactions to choose.

Examples:

`SumDetail("detail.stockqty", "detail.stockcode = \"CA100\"", "type = \"CI@\" and transdate > '30/4/06'")`

Returns the quantity of product CA100 purchased since April 06.

`SumDetail("detail.stockqty*(detail.unitprice - detail.costprice)", "detail.stockcode = \"B@\"", "type = \"DI@\" and period = datetoperiod('30/4/06')")`

Returns the total margin on all products starting with "B" that were invoiced in April 2006.

SumSelection ("filename.expression", searchExpression)

Result Type: Number

Definition: Returns the sum of the nominated expression (which should be numeric) for the nominated *searchExpression* for the specified filename. Note that both parameters must be in quotes. When summing detail lines, use the SumDetail function.

Examples:

`SumSelection("transaction.gross-ampaid", "type = \"DII\"")`

Returns the sum of all outstanding invoices (including unposted).

`SumSelection("Name.dbalance", "D90Plus > 0")`

Returns the total outstanding for all debtors who have invoices over 90 days old.

`SumSelection("Name.dbalance-dcurrent", "DBalance > D.Current")`

Returns the total overdue for all debtors with overdue amounts.

TableAccumulate (tab, key, value1, ...)

Result Type: Table

Definition: Accumulates values into a table of key/value(s) vectors, allowing you to build your own analysis tables. Each time TableAccumulate is called, it locates the row in table tab whose first value is key, and adds the specified values to it. If no row is found, one is created. You would normally use TableAccumulate in a report *For* loop when you are stepping through a range of records. Note that the first row of the resultant table contains a heading.

Examples: The following shows how you would use this in a report, with each calculation being a cell calculation with an Ident of MyTable. The first calculation initialises the table; the subsequent ones accumulate a count and a value.


```
myTable = CreateTable()
myTable=TableAccumulate(MyTable, "A", 1, 3.5)
myTable=TableAccumulate(MyTable, "B", 1, 4)
myTable=TableAccumulate(MyTable, "A", 1, 2.5)
```

Resulting table is

	Value	Value
A	2	6
B	1	4

Note: The simple form of tableAccumulate(tab) will take a tab and new line delimited text string and return it as a table. The first "column" in the text string will be the keys, and all other "columns" should be numeric.

TableAccumulateColumn (table, key, columnNum, value)

Result Type: Table

Definition: Accumulates the value into the specified column of a table. The table must already have been dimensioned to have sufficient columns.

You can pre-dimension a table on creation by passing the number of columns to the CreateTable function e.g. `let myTable = CreateTable(5).` Otherwise, the table must have been dimensioned by a previous call to TableAccumulate() with the full complement of columns values.

Example: If using mytable from above:

```
myTable = TableAccumulateColumn(MyTable, "B", 2, 10)
```

Adds 10 to column 2 of row "B". The resulting table is:

	Value	Value
A	2	6

B	1	14

TableFind (table, key)

Result Type: Number

Definition: Find the row number in the table identified by key. The first row is considered a heading, and is ignored. You can use Slice or Dice to extract data.

Examples: If MyTable is "A\t1\t2\nB\t3\t4\nC\t5\t6", as shown below:

A	1	2
B	3	4
C	5	6

`TableFind(MyTable, "C")` — returns 3

`TableFind(MyTable, "D")` — returns 0 (not found)

TableGet (table [, IndexOrKey, Colnum])

Result Type: number or text

Definition: Used to extract a value or key out of a table. It has three forms:

`TableGet(table)` returns the number of rows in table

`TableGet(table, key, colnum)` returns the value in the Colnum'th column of the row in table with a key of key. Key is text.

`TableGet(table, index, colnum)` If Colnum is 0, the key of row index of table is returned as text, otherwise the value of the column Colnum of row index of table is returned as a number.

Examples: If MyTable is “\tHead1\tHead2\nA\t1\t2\nB\t3\t4\nC\t5\t6”, as shown below:

	Head	Head
A	1	2
B	3	4
C	5	6

`TableGet(MyTable)` — returns 3 (the number of rows)

`TableGet(MyTable, "B", 1)` — returns 3

`TableGet(MyTable, 2, 0)` — returns “B”

`TableGet(MyTable, 2, 1)` — returns 3

Tail (listText, numberOfItems, asciiDelimiter)

Result Type: Text

Definition: Returns the last numberOfItems items from a textual list of items.

The list can be delimited by any ascii (not unicode) character you like. If numberOfItems is negative, then Tail returns all but the first abs(numberOfItems) items of the list

Examples: `Tail ("foo,bar,baz", 2, ",")`

returns the last 2 items ("bar, baz") of the comma-delimited list.

`Tail ("a,b,c,d,e,f,g,h", -2, ",")`

returns "c,d,e,f,g,h".

TestFlags (number, mask)

Result Type: Boolean

Definition: Returns the bitwise AND of the arguments. Used for testing the Flags field in records.

Examples: `testFlags(JobSheet.Flags, 1)`

returns true if the resource in the job sheet entry is a Time item.

TextToDate (text [, format])

Result Type: Date

Definition: Converts the given text into a value of type date. Use this if, for example, you have a textual value representing a date, and you want to perform date arithmetic on it. If you don't explicitly convert the text value to a date value first, the date arithmetic won't work—you will get string concatenation or an error. The optional format can be one of:

3 = DDMMYY

-8 = YYYYMMDD

-6 = DDMMYYHHMMSS T (T is A or P)

The behaviour for other format values is undefined. If no format parameter is provided, the system's local short date format is assumed.

Examples: `TextToDate("14/3/93") + 2`

returns 16/3/93. Compare this with "14/3/93" + 2, which gives a result of "14/3/932.00".

TextToNum (text)

Result Type: Number

Definition: Converts the given text to a numeric value. Use this when you need to perform arithmetic on the value.

Examples: `TextToNum("42") + 2` returns 44.

Compare this with "42" + 2, which gives a result of "422.00".

Time ()

Result Type: Date

Definition: Same as Today() except not rounded down to nearest midnight (i.e. has second accuracy). To be useful you need to format as text using a format that includes hours, minutes and seconds.

Examples: `DateToText(Time(), -4)` — returns 3:12:37 PM

`DateToText(Time(), -7)` — returns 20060830151237

Today ()

Result Type: Date

Definition: Returns today’s date.

Examples: `Today()`

would return 7/10/93 for any form that was printed on the same day that this manual entry was written.

Transpose (table)

Result Type: Tab/newline delimited table

Definition: Transposes a tab/newline delimited table. This is useful to convert a table that has series data in rows—such as the results of the Analyse function—to one that has series data in columns, which is the format required for chart data. You can also use it if you need to use Head and Tail on columns—transpose the table so that columns become rows; now you can use Head or Tail to get the rows you want; Transpose back again.

Examples: `Transpose ("A\tB\tC\nD\tE\tF\n")`

returns "A\tD\nB\tE\nC\tF\n"

i.e this table

A	B	C
D	E	F

transposes to:

A	D
B	E
C	F

Trim(String)

Result Type: Text

Definition: Returns String with leading and trailing spaces removed.

Examples: `Trim(" Bang! Bang! ")`

returns "Bang! Bang!".

TypeOf(variable)

Result Type: Number

Definition Returns a number indicating the type of the variable parameter.

Constant	Notes	Example
TypeText	Variable is a string	<code>s= "3.141"</code> <code>typeof(s) // TypeText</code>
TypeNumber	Variable is numeric	<code>n = 3.141</code> <code>typeof(n) // TypeNumber</code>

TypeDate	Variable is a date	<code>n = '6/7/17'</code> <code>typeof(n) // TypeDate</code>
TypeTable	Variable is a table	<code>t = createTable()</code> <code>typeof(t) // TypeTable</code>
TypeSelection	Variable is a selection	<code>s = createSelection("name", 1)</code> <code>typeof(s) // TypeSelection</code>
TypeArray	Variable is an array <i>Scripts only</i>	<code>let a = createArray()</code> <code>typeof(a) // TypeArray</code>
TypeHandle	Variable is a handle <i>Scripts only</i>	<code>Let t = GetListHandle (w, "By Item")</code> <code>typeof(t) // TypeHandle</code>

Note Arrays and handles are only available in scripts.

Unicode(string)

Result Type: Number

Definition: Opposite of Char(). Converts the character (first char of string) to its numeric unicode codepoint.

Example: `Unicode("élan")`

returns 233, being the unicode codepoint for "é"

UnionSelection (sel1, sel2 | searchxExprText, [sortExpr], [descending])

Result Type: Selection

Definition: Creates a union of the two selections (which must be from the same internal file). The second parameter can be specified as an existing selection, or as a search that results in a selection. The resultant selection can be optionally sorted in the same way as [createSelection\(\)](#).

Example: If sel1 is a selection created by

```
createSelection("transaction", "type='CP'"),
```

i.e. of cash payments

```
unionSelection(sel1, "type='CR'")
```

returns a selection containing both cash payments and receipts, and is equivalent to `createSelection("transaction", "type='CP' or type = 'CR'")`

```
unionSelection(sel1, "type='CR'", "transdate")
```

Same as previously, except the selection is sorted into ascending order of transaction date (for descending order, pass a fourth parameter with a value of 1).

Upper (string)

Result Type: Text

Definition: Returns string converted to upper case.

Examples: `Upper("Bang!")`

returns "BANG!".

Val(exprText)

Result Type: The result of exprText

Definition: Takes a text string containing an expression. Returns the result of the expression. This provides a way of deferring the evaluation of expensive calculations, or ones with side effects, on either side of an If function.

Examples: `val(if(c, "calculate:nthPrime(n)", 0))`

will only calculate the nth Prime if c is true. Without the val() the (presumably expensive) calculation would happen regardless of the value of c, with the result being discarded if c was false. This is because if() is a function, so all parameters will be evaluated.

WeekOfYear (Date)

Result Type: Number

Definition: Returns ISO 8601:1988 week number for a date

Examples: `WeekOfYear('1/1/07')` — returns 52 (yes really; check the standard!).

Year (date)

Result Type: Number

Definition: Returns the year of date.

Examples: `Year('7/10/6')` — returns 2006.

Script-only Functions

Some of the intrinsic functions in MoneyWorks are only appropriate for (and only available to) MWScript scripts. These functions cannot be used in forms, reports (except in an embedded report script control), or in-field calculations.

AddListLine (listRef)

Adds a line to the end of an editable list, provided the list is mutable. You'll get an error if you try to add a line to e.g. a posted transaction. Returns the new row number.

AddStatementTransaction (ref, date, tofrom, desc, amt)

Definition: Use this function to add a transaction to a bank statement import. The function only works when a Load Statement dialog is open, so can only be used from a statement loading script.

Statement Loading Scripts

Statement Loading in MoneyWorks supports well-defined bank statement formats (QIF and OFX/QBO). Some banks only provide CSV format and the problem is that CSV is not a format as such, but merely a field delimiter specification (namely commas between fields). The fields themselves will be arbitrary. Bank statements in CSV format will differ between banks. Statements may also be available in other formats. This is where Statement Loading Scripts are useful.

You may place an external .mws script file in *MoneyWorks Standard Plugins/Scripts/Bank Statement Importers*. These scripts will show up as format options in the Bank Statement loading window...

When you select the importer script and click Load Statement File, MoneyWorks will load your script and execute the *Load* handler. The Load handler should open a text file, parse it, and call `AddStatementTransaction` for each transaction it finds in the file.

And here is an example for importing tab-delimited data scraped from a Kiwibank PDF bank statement using [Tabula](#).

```
constant meta = "Kiwibank scraped PDF statement as Tab separated.
http://cognito.co.nz"

on TrimQuotes(str)
  if Left(str, 1) = "$"
    let str = Right(str, Length(str) - 1)
  endif
  if Left(str, 1) = "\"" and Right(str, 1) = "\""
    return Mid(str, 2, Length(str) - 2)
  endif
  return str
end

on Load
  foreach line in textfile "" // no filename -> present a
file open dialog
    let transdate = TrimQuotes(Slice(line, 1, "\t")) //
slice automatically trims whitespace
    let procdte = TrimQuotes(Slice(line, 2, "\t"))
    let card = TrimQuotes(Slice(line, 3, "\t"))
    let desc = TrimQuotes(Slice(line, 4, "\t"))
    let credit = TrimQuotes(Slice(line, 5, "\t"))
    let debit = TrimQuotes(Slice(line, 6, "\t"))
    let amt = TextToNum(credit) - TextToNum(debit)
    if transdate = "" // skip currency conversion lines
      continue
    endif
    AddStatementTransaction("", TextToDate(transdate), desc,
"", amt)
  endfor
end
```

Availability: MoneyWorks 7.2 and later (including Express and Cashbook).

Alert(message1, message2, ok, cancel, other, timeoutsecs)

Result type: number

Definition: The Alert function displays an alert window with up to 3 buttons.

Both message strings will be included in the alert box (on Mac, the first message is larger and bolder).

ok, cancel, and other are optional button names. If supplied, buttons with those names will be included. If those parameters are omitted, the default alert has two buttons ("OK", and "Cancel"). To get just one button, pass "" for the Cancel button name. To get 3 buttons, provide names for all three.

If timeoutsecs is provided, the alert will auto-dismiss after that many seconds, as if the Cancel button was pressed.

The return value is a button number. 1 is OK, 2 is cancel, 3 is other. If the alert timed out, the result is 2.

Example:

```
let r = Alert("Approve transaction?", "You have the power",
"Approve", "Don't Approve")
```

Help button: Alerts posted by this function in a script will include a help button. Clicking that help button will display another alert that identifies the script name and its meta string. Clicking the help button in *that* alert will bring you to this manual page via the manual search function. Clicking the help button in an alert posted from a non-script expression will go directly to the manual search.

Getting out of an endless alert loop: If you have written a script that is continuously posting alerts in a loop, you can force the script to stop by holding down the Control key when you click one of the alert's (non-help) buttons (provided that you have the Scripting privilege).

Availability: available anywhere, but should usually only be used from MWScript handlers.

AppendPopupItems (windowRef, itemID, itemString)

Result Type: none

Definition: Adds items to the popup menu control with id itemID as specified by the itemString. The string should be a semicolon-delimited list of item names. Any item name beginning with a (will be disabled. Use (- for a separator item.

Example: AppendPopupItems(windowRef, "M_MYPOPUP", "Item one;Item two;(-; (Disabled; (-;Last")

Availability: available within MWScript handlers.

Ask (controlType, name, value, definition, ...)

Result type: array

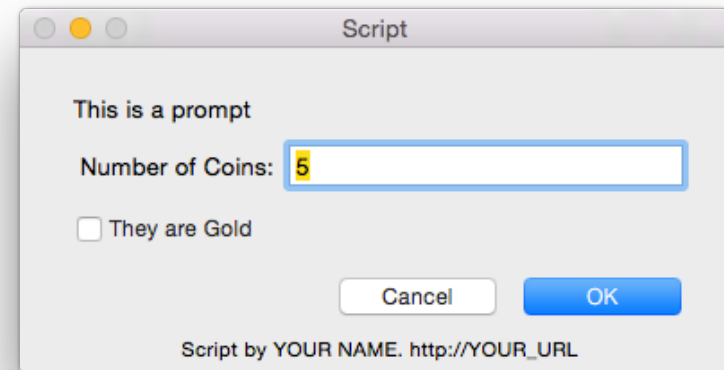
Definition: The Ask function provides a simple custom UI for data capture. It takes a variable number of parameters that define the custom controls to appear in the dialog box. The general form is:

ControlTypes are "static", "text", "password", "number", "date", "checkbox", "popup", "radio", and "invis". These are case-sensitive strings. If you use any other string for controlType, that will be taken as the name (i.e. content) for a static text control. The text, password, number, date, radio, and checkbox types have a name and a value (static just has a name). The popup type has a name, a value, and a definition. The function knows how many following parameters to expect after each controltype parameter.

The buttons are always OK and Cancel.

Example:

```
let result = Ask("This is a prompt", "number", "Number of Coins", 5,
"checkbox", "They are Gold", 0)
```



The function result is an associative array whose keys are the control names (with spaces replaced by underscores, in the same manner as custom controls for reports). There is also a key-value with key "ok" and value 0 or 1 denoting whether the OK button was clicked.

e.g. result["Choose_one"] → "bar"

result["Number_of_Coins"] → 5

result["They_are_Gold"] → 0

To implement validation handlers for the Ask dialog box, you must pass an invisible control with the name "ident", thus:

```
... "invis", "ident", "com_yourdomain_My_Ask"
```

This defines an invisible control with the special name "ident" which becomes the dialog box's symbolic identifier for the purposes of message interception.

IMPORTANT: Since every Ask dialog will be different, but all loaded scripts receive UI messages for dialogs, the handlers for validating them must be unique across all scripts that could possibly be installed in the same document).

You MUST choose a globally unique identifier (do not use the one in this example). It is recommended that you use the reverse domain name convention to derive a globally unique name. For example, I would use names in the form `nz_co_cognito_rowan_myscript_ask`. This should provide reasonable assurance that no-one else's scripts will try to trap messages for the ask dialog in my script.

Keep in mind the 63-character limit on handler names.

Example:

```
on Load
    let a = Ask("text","Some Text","Default","invis","ident",
"nz_co_cognito_MyAsk")
    if a["OK"]
        alert(a["Some_Text"])
    else
        say("cancelled")
    endif
end

on ValidateField:nz_co_cognito_MyAsk:Some_text(id, ref, field,
value)
    say(value)
end
```

Availability: within an MWScript handler

Authenticate (username, password [, privilegeName])

Result Type: Boolean (0 or 1)

Definition: Returns 1 if the user exists and the password is correct for that user, otherwise returns 0. If a privilege name string is supplied, then the user must also have that privilege to get a true result. See also `Allowed()`

You might use this function to allow temporary privilege escalation within a script, by asking for an administrator's credentials. Your script is responsible for enforcing privilege restrictions in this way when you perform privileged operations within an elevated handler.

Availability: available within MWScript handlers.

AutoFillAcctDeptField (windowRef, itemID, bWantDept)

Definition: Invokes an autocomplete dropdown in a text entry field. Pass `true` for `bWantDept` to require a department code for departmentalised accounts.

Call this from an `ItemHit` handler for an account code field.

Example:

```
on ItemHit:F_MYWINDOW:E_MYCODE(windowRef, itemID)
    AutoFillAcctDeptField(windowRef, itemID, true)
end
```

Availability: available within MWScript handlers.

AutoFillField (windowRef, itemID, tablename)

Definition: Call this from `ItemHit` for a code field to invoke an autocomplete dropdown.

Availability: available within MWScript handlers.

CancelTransaction (seqNum [, optionalDescription, optionalDate])

Result type: none

Definition: Cancels the transaction identified by `seqNum`, if possible. An optional description and transaction date for the cancellation may be supplied.

Availability: available within MWScript handlers.

Base64Decode(base64text)

Result type: text

Definition: Decodes base64-encoded data to a string.

Example: `Base64Decode("SGVsbG8gV29ybGQh")` returns "Hello World!".

Base64Encode(text)

Result type: text

Definition: Encodes text as a base64-encoded string. Some web services (such as Basic Authentication to REST services) require base64-encoded data.

Example: `Base64Encode("Hello World!")` returns "SGVsbG8gV29ybGQh".

Availability: available within MWScript handlers.

ByteLength(text)

Result type: number

Definition: Returns the length, in bytes (reflecting the utf-8 encoding of non-ASCII characters), of a string. This may be different from `Length()` which returns the length in characters.

Example: `ByteLength("!!!")` returns 3 (whereas `Length("!!!")` is 1).

Availability: available within MWScript handlers.

CheckCodeField(windowRef, itemID, tableName, ...)

Definition: This function has 4 variants for the different codes that it will check. If the text field identified by `windowRef+itemID` contains a valid code for the named table, then the function returns true without doing anything further.

If the code is not valid, then the function will pop up the standard Choices window for that table. If the user selects a record, then the function returns true. If the user cancels, the function returns false.

Variants:

- `CheckCodeField(windowRef, itemID, "account", boolWantDept, boolAllowDept, optionalRequiredType)`

- `CheckCodeField(windowRef, itemID, "name", custType, suppType)`
- `CheckCodeField(windowRef, itemID, "product", boolWantShipMeth)`
- `CheckCodeField(windowRef, itemID, "job")`

For "account", you can specify `boolWantDept = true` to require a dept code for departmentalised accounts. You can specify `boolWantDept false` and `boolAllowDept` if the field can have a departmentalised account without the department code being present. The optional `RequiredType` parameter can be a two character account type code or system type code or "***" for IN/EX accounts. If no type is specified, then any type is allowed.

For "name" `custType` should be 0, 1 or 2 for not customers, customers or debtors, respectively. `SuppType` should be 0, 1 or 2 for not suppliers, suppliers or creditors, respectively. e.g. for Debtor codes only, specify `CheckCodeField(windowRef, itemID, "name", 2, 0)`

Use this function from a `ValidateField` or `ValidateCell` handler to validate a code in the field.

Availability: available within MWScript handlers.

ChooseFromList(prompt, tabularText [, mode])

Presents the tabular data in a list, from which the user may select a row. Return value is normally the text of the selected row. The optional mode parameter can contain keywords that affect the behaviour of the list:

"Drag" allows the user to reorder the list rows.

"All" will return all rows regardless of highlight (can combine "drag,all").

"Multiple" allows multiple rows to be selected (cannot combine).

Availability: MWScript handlers

Clicks ()

Definition: Returns the current click count. For a list with mode `fListMode_DoubleclickItemHit` you can use this in an `ItemHit` handler to determine if the user double-clicked a row—`Clicks()` will return 2 in this case.

Availability: available within MWScript handlers.

CloseDocument ()

Closes or disconnects from the document. Returns 1 on success, 0 on failure.

Availability: Available only to scripts loaded from the Scripts folder. A document script cannot open another document, since that would unload the calling script.

See also: [OpenDocument](#)

CloseWindow (windowRef)

Result Type: none

Definition: Closes the window.

Availability: available within MWScript handlers.

CreateArray ()

Result type: array.

Definition: Creates an empty associative array object.

Associative arrays use the syntax `arrayname[key]`, where `key` can be any text up to 31 characters, an integer, or a date (internally, integers and dates are represented as text formatted so that lexical sort order matches numeric/date sort order). Data values can be any other type.

```
let myArray = CreateArray()
let myArray[0] = "thing"
let myArray["mykey"] = myArray[0]
let myArray['31/1/12'] = 500
```

In the current implementation, insertion into an associative array is $O(N)$. Retrieval is $O(\log N)$.

Arrays, like Tables, are always passed by reference, so if you assign an array to another variable, or pass it as a parameter to a function, you are not copying the array. If you want to copy an array, you must allocate a new array with `CreateArray` and explicitly copy all of its members.

Availability: available within MWScript handlers.

CreateListWindow (id, recordFormID, table, search, headingString, columnsString [, modes])

Definition: A variant of [CreateWindow](#) for displaying a list of records much like the built-in MoneyWorks list windows.

The window's first control (object #1) should be a list object. It will be replaced with a record list for the requested database table named by the table parameter. The list will be filtered according to the search string.

If `recordFormID` is not the empty string, then double-clicking a record will automatically instantiate an instance of that window with appropriate record locking so that you can read and (for allowable tables) write records safely (see `ReadCurrentRecordForWindow` and `WriteCurrentRecordForWindow`).

The `headingString` is a tab-delimited list of column headings. Each column heading may optionally be followed by specifiers for the column width; and the column alignment. These specifiers are separated by vertical bar characters (`|`).

`headingString = Heading_Text | width * | alignment`

The `*` after the width is optional and denotes that the column will resize if the columns widths do not add up to the list width. Default is 80 and the first column is the resizable one by default.

Alignment can be one of 'L', 'C', 'R' for left, centre or right alignment. Default is left.

Examples:

"My Heading" — a left aligned cell (by default, 80 points wide)

"My Heading|100" — 100 points wide column

"My Heading|80|R" — right-aligned column

The columnsString is a tab-delimited list of custom column calculations that may reference the field names for the database table.

The optional modes can specify behaviour of the list. This is a bitfield which can include a combination of the following constants added together: fListMode_Selectable, fListMode_OnlyOne, fListMode_DoubleclickAccept, fListMode_DoubleclickItemHit, fListMode_ToggleSelection. If it is omitted, selectable is on my default.

Availability: available within MWScript handlers.

CreateWindow (your_wind_id [, mode])

Result Type: a windowRef

Definition: Instantiates a modeless window using the UI form with identifier your_wind_id (i.e. the name you gave the form in the script editor). The window will have a close box to close it.

The return value of CreateWindow will be a window handle. You can use this to do further setup of controls in the window, and/or you can write a Before handler named Before:your_wind_id(windowRef) in which you can set up the state of the window's controls.

If you pass fWindowMode_Floating for the optional mode parameter, the window will be a floating window (it will stay above all other windows; you can use this for a tool palette).

Windows automatically remember their last size and location (this information is written into a file named script_id.properties. You can set the values of the properties your_wind_id_left, your_wind_id_top, your_wind_id_right, and your_wind_id_bottom before instantiating the window to override the size and location.

Availability: available within MWScript handlers.

See also: [ModalWindow](#), [CloseWindow](#).

Curl_Close (curlhandle)

Result Type: no return value

Definition: Releases the curl handle. Call this when you are finished with the handle (if you fail to do so, it will be garbage collected automatically when the script is unloaded).

Availability: available within MWScript handlers.

See also: [Curl_Init](#), [Curl_SetOpt](#), [Curl_Exec](#).

Curl_Exec (curlhandle)

Result Type: string or CURLcode number

Definition: Performs the CURL operation for the given curl object, and (usually) returns the response as a string. If you supply a write callback to collect response data, the result will be the completion CURLcode value.

The curlhandle will previously have been initialised with `Curl_Init` and had options set on it with `Curl_SetOpt`.

Example: Just getting the data

```
let ch = curl_init("http://cognito.co.nz/")
let data = curl_exec(ch)
syslog("data = " + data)
```

Example: Getting a result code as well. There are many ways a network request can fail, and it is useful to know why. While debugging, you can also check the log file for CURL errors.

```
property retval = ""

on MyWriteCallback(someData)
    let retval = retval + someData
    // optionally return false to abort
end

on Load
    let ch = curl_init("http://cognito.co.nz")
    curl_setopt(ch, CURLOPT_FOLLOWLOCATION, 1)
    // by supplying a write callback, curl_exec will return
    // a curl result code instead of the retrieved data
    curl_setopt(ch, CURLOPT_WRITEFUNCTION,
        "MyWriteCallback")
    let errorCode = curl_exec(ch)
    syslog("CURL result = " + errorCode)
    syslog("data = " + retval)
end
```

Availability: available within MWScript handlers.

See also: [Curl_Init](#), [Curl_Close](#), [Curl_SetOpt](#).

Curl_Init ([optional_url])

Result Type: A curl handle

Definition: Starts a CURL session. Returns a curl handle for use with the other `Curl_` functions. The functions closely follow (indeed are wrappers for) the standard curl easy API. For additional background on curl, see the [curl project website](#).

Including a url in `curl_init` is equivalent to doing a `curl_setopt(ch, CURLOPT_URL, url)`.

Example:

```
let ch = curl_init("http://download.finance.yahoo.com/d/
quotes.csv?s=NZDUSD=X&f=s1d1t1ba&e=.csv")
```

Availability: available within MWScript handlers.

See also: [Curl_Close](#), [Curl_SetOpt](#), [Curl_Exec](#).

Curl_SetOpt (curlhandle, option, value)

Definition: Sets options on the handle. See the official curl documentation for more information on the options. Options that take a stringlist should be given an indexed array parameter (with numeric indexes atarting at 0). Options that take a callback should be given the name of the callback handler as a string. All other options take a number or string parameter.

Currently supported options are: `CURLOPT_WRITEDATA`, `CURLOPT_URL`, `CURLOPT_PORT`, `CURLOPT_PROXY`, `CURLOPT_USERPWD`, `CURLOPT_PROXYUSERPWD`, `CURLOPT_RANGE`, `CURLOPT_READDATA`, `CURLOPT_ERRORBUFFER`, `CURLOPT_WRITEFUNCTION`, `CURLOPT_READFUNCTION`, `CURLOPT_TIMEOUT`, `CURLOPT_INFILESIZE`, `CURLOPT_POSTFIELDS`, `CURLOPT_REFERER`, `CURLOPT_FTPPORT`, `CURLOPT_USERAGENT`, `CURLOPT_LOW_SPEED_LIMIT`, `CURLOPT_LOW_SPEED_TIME`, `CURLOPT_RESUME_FROM`, `CURLOPT_COOKIE`, `CURLOPT_HTTPHEADER`, `CURLOPT_HTTPPOST`, `CURLOPT_SSLCERT`, `CURLOPT_KEYPASSWD`, `CURLOPT_CRLF`, `CURLOPT_QUOTE`, `CURLOPT_HEADERDATA`, `CURLOPT_COOKIEFILE`, `CURLOPT_SSLVERSION`, `CURLOPT_TIMECONDITION`, `CURLOPT_TIMEVALUE`, `CURLOPT_CUSTOMREQUEST`, `CURLOPT_STDERR`, `CURLOPT_POSTQUOTE`, `CURLOPT_VERBOSE`, `CURLOPT_HEADER`, `CURLOPT_NOPROGRESS`, `CURLOPT_NOBODY`, `CURLOPT_FAILONERROR`, `CURLOPT_UPLOAD`, `CURLOPT_POST`, `CURLOPT_DIRLISTONLY`, `CURLOPT_APPEND`, `CURLOPT_NETRC`, `CURLOPT_FOLLOWLOCATION`, `CURLOPT_TRANSFERTEXT`, `CURLOPT_PUT`, `CURLOPT_AUTOREFERER`, `CURLOPT_PROXYPORT`, `CURLOPT_POSTFIELDSIZE`, `CURLOPT_HTTPPROXYTUNNEL`, `CURLOPT_INTERFACE`, `CURLOPT_KRBLEVEL`, `CURLOPT_SSL_VERIFYPEER`, `CURLOPT_CAINFO`, `CURLOPT_MAXREDIRS`, `CURLOPT_FILETIME`, `CURLOPT_TELNETOPTIONS`, `CURLOPT_MAXCONNECTS`, `CURLOPT_FRESH_CONNECT`, `CURLOPT_FORBID_REUSE`, `CURLOPT_RANDOM_FILE`, `CURLOPT_EGDSOCKET`, `CURLOPT_CONNECTTIMEOUT`, `CURLOPT_HEADERFUNCTION`, `CURLOPT_HTTPGET`, `CURLOPT_SSL_VERIFYHOST`, `CURLOPT_COOKIEJAR`, `CURLOPT_SSL_CIPHER_LIST`, `CURLOPT_HTTP_VERSION`, `CURLOPT_FTP_USE_EPSV`, `CURLOPT_SSLCERTTYPE`, `CURLOPT_SSLKEY`, `CURLOPT_SSLKEYTYPE`, `CURLOPT_SSLENGINE`, `CURLOPT_SSLENGINE_DEFAULT`, `CURLOPT_DNS_USE_GLOBAL_CACHE`, `CURLOPT_DNS_CACHE_TIMEOUT`, `CURLOPT_PREQUOTE`, `CURLOPT_COOKIESESSION`, `CURLOPT_CAPATH`, `CURLOPT_BUFFERSIZE`, `CURLOPT_NOSIGNAL`, `CURLOPT_SHARE`, `CURLOPT_PROXYTYPE`, `CURLOPT_ACCEPT_ENCODING`, `CURLOPT_HTTP200ALIASES`, `CURLOPT_UNRESTRICTED_AUTH`, `CURLOPT_HTTPAUTH`,

```
CURLOPT_FTP_CREATE_MISSING_DIRS, CURLOPT_PROXYAUTH,
CURLOPT_FTP_RESPONSE_TIMEOUT, CURLOPT_SERVER_RESPONSE_TIMEOUT,
CURLOPT_IPRESOLVE, CURLOPT_MAXFILESIZE, CURLOPT_NETRC_FILE,
CURLOPT_TCP_NODELAY, CURLOPT_FTPSSLAUTH, CURLOPT_FTP_ACCOUNT,
CURLOPT_COPYPOSTFIELDS.
```

Examples:

```
let fd = file_open("picture.jpg")
let ch = curl_init();
curl_setopt(ch, CURLOPT_URL, "https://myserver:6710/REST/
Acme.moneyworks/image/product=BA100")
//   datacentre with folder login requires dual-domain Auth headers
let headers = CreateArray()
let headers[0] = "Authorization: Basic " +
base64encode("root:Datacentre:myrootpassword")
let headers[1] = "Authorization: Basic " +
base64encode("Admin:Document:docpass")
let headers[2] = "Content-Type: image/jpeg"
curl_setopt(ch, CURLOPT_HTTPHEADER, headers)
curl_setopt(ch, CURLOPT_PUT, 1)
curl_setopt(ch, CURLOPT_READDATA, fd)    // simplest: let default
callback read the file
let result = curl_exec(ch)
file_close(fd)
curl_close(ch)
```

Note on callbacks: To use a callback function (with `CURLOPT_READFUNCTION` or `CURLOPT_HEADERFUNCTION` or `CURLOPT_WRITEFUNCTION`) for reading or writing data, you supply a string containing the name of the callback handler in your script. A header or write callback receives a string parameter containing some amount of data that curl has read from the server. You can return `FALSE` to cancel the operation. A read callback receives the number of bytes to produce as the first parameter and the second parameter is the file handle you provide to the `CURLOPT_READDATA` option.

Example callback functions:

```
on MyHeaderCallback(aHeader)
    let headers = headers + Replace(aHeader, "\r", "")    //
convert \r\n to \n
    // optionally return false to abort
end
```

```
on MyWriteCallback(someData)
    let retval = retval + someData
    // optionally return false to abort
end

on MyReadCallback(maxBytesToProvide, readDataFrom)
    // file_read automatically restricts count to not go beyond end
of file
    // when at end of file, will return empty string, which return
    // value signals end of data to curl
    let s = file_read(readDataFrom, maxBytesToProvide)
    return s
end
```

Installing a read callback function: This will generate data to PUT to the server

```
curl_setopt(ch, CURLOPT_PUT, 1)
curl_setopt(ch, CURLOPT_READDATA, fd)    // will be passed to
our callback
curl_setopt(ch, CURLOPT_READFUNCTION, "MyReadCallback")    //
our callback reads file
```

Availability: available within MWScript handlers.

See also: [Curl_Init](#), [Curl_Close](#), [Curl_Exec](#).

DeleteElement (array, key)

Result type: Boolean (0, or 1)

Definition: Removes an element from an array (note that arrays are passed by reference). Returns true if the element was found and removed. Returns false if no element with the key was found.

Example:

```
let a = CreateArray();
let a["key1"] = 5
let a["key2"] = "foo"
alert(ElementExists(a, "key1")) // displays 1
DeleteElement(a, "key1")
alert(ElementExists(a, "key1")) // displays 0
```

Availability: available within MWScript handlers.

DeleteListLine (listRef, rowNum)

Result Type: none

Definition: Deletes a row of an editable list, provided the list is mutable. You'll get an error if you try to delete a line from e.g. a posted transaction.

Availability: available within MWScript handlers.

DeletePopupItems (windowRef, itemID)

Result Type: none

Definition: Deletes all items from the popup menu control so you can rebuild it using AppendPopupItems.

Availability: available within MWScript handlers.

DisplaySelection (sel, viewName)

Definition: Opens the list window for the given selection, selects the named view and finds the records in the selection (which will necessarily be intersected with the view). Will have the side effect of resetting the view's filter to No Filter (assuming such a change is allowed by the current user's privileges (or the script's elevated privileges)).

Availability: available within MWScript handlers.

DisplayStickyNote (winRef, tableName, seqNum)

Definition: Displays the sticky note(s) belonging to the record in tableName having the given sequence number. E.g. DisplayStickyNote(ref, "Name", 27) displays any notes for Name record with sequence number 27.

Availability: available within MWScript handlers.

DoForm (formName, format, search [, parameters, ...])

Result Type: a path string

Definition: Generates a pdf file containing custom form output.

Format will usually be "pdf". The return value in this case is the path to a temporary file that will be deleted when you quit.

From MoneyWorks 8.0, the format may also be "preview", in which case the output will be displayed in the review window.

Parameters (for the form) should be strings in the form "paramName=paramValue". An associative array is also acceptable. If the form makes use of an ephemeral system variable such as MESSAGE (which is set only when the Print Invoice command is used), you must set a value for those variables in the parameters (because if no invoice has yet been printed in the session, MESSAGE will not yet exist).

Example:

```
let path = DoForm("Product Invoice 1", "pdf", "sequencenumber=992",
"message=", "print_copy=0")
```

If multiple records are selected, all output still goes to the same PDF.

Availability: MWScript handlers. Thus function is closely analogous to the command line and REST doform commands.

DoReport (reportName, format, title, parameters...)

Result Type: a path string

Definition: Generates a report, either returning the text of the report, or a path to the generated output file.

Format can be "pdf", "html", "text" or "". For the first 3, the return value is the path to a temporary file that will be deleted when you quit. For a an empty or unknown format string, the function will return the actual tab-delimited report output instead of a path.

Parameters should be strings in the form "paramName=paramValue". An associative array is also acceptable.

All parameters are inserted into the name table and are available to the report. In this case your report would not run without the parameters being passed in this way, since they would otherwise be undefined.

You can pass values for custom controls defined for a report, but to have your passed values override those last stored in the report document, you must include an additional parameter "override_doc_custom=1".

Example: In this case, the_name_code is the name of a custom control, so we must pass "override_doc_custom=1" as well in order to override the value stored in the report.

```
let pdfPath = DoReport("Statement.crep", "pdf", "Statement",
  "the_name_code=" + n.code, "override_doc_custom=1")
```

Availability: MWScript handlers. Thus function is closely analogous to the command line and REST doreport commands. A similar DoReport command is also available to Applescript/COM.

ElementExists (array, key)

Result type: Boolean (0, or 1)

Definition: Returns true if an element with the given key exists in the array. Returns false if no element with the key exists.

Example:

```
let a = CreateArray();
let a["key1"] = 5
let a["key2"] = "foo"
alert(ElementExists(a, "key1")) // displays 1
DeleteElement(a, "key1")
alert(ElementExists(a, "key1")) // displays 0
```

Availability: available within MWScript handlers.

ExchangeListRows (listRef, rowA, rowB)

Definition: Exchanges the two rows in the editable list identified by listRef. The row numbers start from 1.

Use this to automate the arrangement of rows in list.

Availability: available within MWScript handlers.

External (command, parameters, ...)

Definition: Executes an external helper command which must be installed in /Application Support/AppData>/Cognito/MoneyWorks Gold/Externals/ (prior to v 7.1.6 it was the Standard plugins Scripts folder). The parameters are passed to the executable and the return value of the function is the helper's stdout output.

On Mac, the external command can be any unix executable (typically it will be a shell script). Be sure to set the executable bit when installing. If you want to implement your external using Applescript, you can make an Applescript-as-shell-script using

```
#!/usr/bin/osascript
```

on the first line.

On Windows, the external command can be a .exe, a .vbs, .js, or a .bat. A VBS script will be executed in console mode.

Support for javascript externals on Windows is new in v8.

Example:

```
let r = External("myhelper.exe", "param1", "param2")
```

On Windows, externals cannot receive parameters that contain a quotation mark (U+0022), due to limitations of the Windows command line system. For these externals, MoneyWorks 7.1.5 and later will replace any quote characters with the trigraph ???. Your external will need to transform these trigraphs in

each argument to the quote character. e.g. in vbs, Replace(strArg,"??"',chr(34)). Either that or avoid using quotes.

Availability: The External function is available in MWScript in version 7.1 and later. The location for Externals changed in v7.1.6

Export (table, format, output [, search, sort, dir, start, limit])

Result Type: string

Definition: Exports formatted data from the given table in the database. If there is no search parameter, you will get all records in the table, otherwise only those matching the search expression.

Using "=" as the search expression will export a single "record" containing just the field names for the file. The table name may include a sort specifier (e.g. "Name.Code-"); you can also sort by passing a comma, delimited string containing fields names to sort by and a sort direction (`SortAscending` or `SortDescending`).

To export with a particular format, use the format parameter. Everything in the format string is returned verbatim except for anything inside [...] which is treated as an expression which can reference the fields of the file being exported. Thus if you want tab-delimited, then put tabs between the expressions. You can use metacharacters `\t` `\r` `\n` `\xHH` (hex) or `\\`. e.g. "[Code],[Phone]\n".

In addition to the search expression for selecting the records to output, you can limit the range of records in this result that are output, This allows "pages" of results to be obtained (although you will incur the search and sort cost for each additional call even if only the start and limit counts change. No state is retained).

You can also export xml by specifying "xml" as the format. By default, the xml will be terse (also specifiable by "xml-terse" as format) in that any blank or zero fields will be omitted, as will system detail lines for transactions and system (non-importable) fields. To get all fields, specify "xml-verbose" as the format. In verbose format, system detail line records and non-importable fields will include a "system" attribute in their opening tag.

If the `output` parameter is not supplied, the data is sent to stdout, otherwise a file is created using the full path supplied and the data is written there. The path must be in a "safe" directory location (see `File_Open`). If you supply an output parameter and no `format` parameter, you will get the format equivalent to a manual export, otherwise you get all fields. Using a format parameter is strongly recommended, since default export formats are subject to change.

As a special case, an output path of "tmp" will create a temp file for you and return the path of that file.

Examples:

```
export("account", "xml", "") — all accounts as xml
```

```
export("product.code-", "[code]\t[description]\n", "prods.txt")
```

This writes tab-delimited products and descriptions to prods.txt in the MoneyWorks Automation directory.

```
export("transaction", "xml", "", "enterdate=today()",
"sequencenumber", SortAscending, 0, 10)
```

returns the first 10 transactions entered today as xml.

Availability: This function is available within MWScript handlers. Note that this function is exactly analogous to the command line and REST export commands. There is also a similar export command available to AppleScript and COM. Some of the apparent weirdness (like two ways of sorting) is down to over 20 years of backwardly-compatible evolution.

ExportImage(domain, ident)

Result type: string (a path)

Definition: Exports an image attached to a transaction, product, or other key to a temporary file.

The `domain` parameter may be "product", "name", or "key". The `ident` should be a sequence number of a transaction, a product code, or a user defined key, respectively.

If an image exists for the given domain and identifier, it will be copied into a new file in the system temp directory, and the path to the file will be returned.

Example:

```
let path = ExportImage("transaction", 1234)
File_Move(path, "Your Image.jpg") // moves to MoneyWorks Automation
folder
```

Availability: available within MWScript handlers.

File_Close (filehandle)

Result Type: no result

Definition: Closes the file and releases the file handle. You should close file handles when you are finished with the file. If you fail to close a file, it will be closed automatically when the script is unloaded.

Example:

```
let fd = File_Open("a file in the MoneyWorks Automation dir.txt")
if fd <> NULL
    let content = File_read(fd) // read the entire file
    File_Close(fd)
endif
```

Availability: available within MWScript handlers.

See also: [File_Open](#), [File_GetLength](#), [File_Read](#), [File_ReadLine](#), [File_Write](#), [File_GetMark](#), [File_SetMark](#).

File_GetLength (filehandle)

Result Type: number

Definition: Gets the length of the file in bytes.

Example:

```
let fd = File_Open("a file in the MoneyWorks Automation dir.txt")
if fd <> NULL
```

```
    let len = File_GetLength(fd)
    File_Close(fd)
endif
```

Availability: available within MWScript handlers.

See also: [File_Open](#), [File_Close](#), [File_Read](#), [File_ReadLine](#), [File_Write](#), [File_GetMark](#), [File_SetMark](#).

File_GetMark (filehandle)

Result Type: number

Definition: Gets the current position (byte offset from beginning) in the file.

Availability: available within MWScript handlers.

See also: [File_Open](#), [File_Close](#), [File_GetLength](#), [File_Read](#), [File_ReadLine](#), [File_Write](#), [File_SetMark](#).

File_Move (srcPath, destPath)

Result Type: numeric error code; 0 on success, non-zero on failure

Definition: This function operates on closed files (it will work on open files on Mac, but not on Windows, as per those OS's conventions). The file at srcPath is renamed (moved) to destPath. Returns 0 on success or non-zero to indicate failure.

The paths must be in script-accessible ("safe") locations. Additional safe locations can be specified by the user in their application preferences.

If the *destPath* is blank (empty string), the function will present a Save As dialog, with which the user may choose a destination path anywhere.

Files may be moved across volumes.

Availability: available within MWScript handlers.

File_Open (path [, mode="r"])

Result Type: A file handle or NULL

Definition: Opens an existing file or, if the mode is "w" or "a", creates a new file. On success, a file handle is returned which you can use with the other `File_` functions, otherwise a value of NULL is returned. When creating a new file, any existing file at the given path is replaced. File handles may be compared to 0 but are otherwise opaque.

The `path` may be a fully-qualified path (but see note below), or if it is a simple file name or partial path it will be assumed to be located within the default script files directory.

If `path` is the empty string, a file open/save panel is presented to get the file location. If the user cancels this dialog, the return value of the function is 0.

valid modes:

- `r` Open file for reading (the default)
- `w` Truncate to zero length or create file for writing.
- `a` Append; open or create file for writing at end-of-file.
- `r+` Open file for update (reading and writing).

Example:

```
let fd = File_Open("a file in the MoneyWorks Automation dir.txt")
if fd <> NULL
    let content = File_read(fd) // read the entire file
    File_Close(fd)
endif
```

Default script files directory and safe paths

The default location for files created by scripts (where a fully-qualified path name is not supplied) is a folder named "MoneyWorks Automation" within the user's Desktop folder. This folder will be created automatically if it does not exist.

The user can specify a list of safe directories in their application preferences, the first of which will be used as the default location for partial paths supplied to `File_Open()`. If no directories are specified, the default location (as above) is used.

If you supply a fully-qualified path (beginning at root), it must resolve to a directory that is one of the default "safe" directories, or to a directory that the user has added to the safe script access directory list in their application preferences. Accessing a path that is not designated safe will result in your script receiving a privilege violation error (so you should never attempt to access unsafe paths).

The default "safe" directories are:

- the ``MoneyWorks Automation`` directory in `~/Desktop` (assuming the location has not been changed by user preference)
- the user's system-defined temp directory (this is the default location for creating files via ``DoForm()`` and ``DoReport()``).
- the custom plugins directory (excluding the ``Scripts`` subdirectory)
- the standard plugins directory (excluding the ``Scripts`` and ``Externals`` subdirectories)
- Any path specified by the user in an Open or Save panel.

On Windows, you can't access files with file extensions that denote executable files.

Availability: available within MWScript handlers.

See also: [File_Close](#), [File_GetLength](#), [File_Read](#), [File_ReadLine](#), [File_Write](#), [File_GetMark](#), [File_SetMark](#).

File_Read (filehandle [, optionalCount])

Result Type: string

Definition: Returns a string containing either the entire contents of the file (from the current mark), or the requested byte count from the mark.

Example:

```
let fd = File_Open("a file in the MoneyWorks Automation dir.txt")
if fd <> NULL
    let content = File_read(fd) // read the entire file
    File_Close(fd)
endif
```

Availability: available within MWScript handlers.

See also: [File_Open](#), [File_Close](#), [File_GetLength](#), [File_ReadLine](#), [File_Write](#), [File_GetMark](#), [File_SetMark](#).

File_ReadLine (filehandle)

Result Type: string

Definition: Reads and returns a string containing one line of the file from the current mark up to the next `\n`, `\r` or `\r\n`. The string contains the line ending character, but if the line ending is `\r\n` the trailing `\n` is excluded and you will only get the `\r`.

At the end of the file, the return value will be an empty string (an empty line in the file would return with the newline)

Example:

```
let fd = File_Open("a file in the MoneyWorks Automation dir.txt")
if fd <> NULL
    while true
        let line = File_Readline(fd)
        if line == ""
            break
        endif
        syslog(line)
    endwhile
    File_Close(fd)
endif
```

Availability: available within MWScript handlers.

See also: [File_Open](#), [File_Close](#), [File_GetLength](#), [File_Read](#), [File_Write](#), [File_GetMark](#), [File_SetMark](#).

File_SetMark (filehandle, offset)

Result Type: no result

Definition: Sets the current position in the file to `offset` (the offset is always a byte count from the beginning of the file). Subsequent reads or writes will start at this position.

Availability: available within MWScript handlers.

See also: [File_Open](#), [File_Close](#), [File_GetLength](#), [File_Read](#), [File_ReadLine](#), [File_Write](#), [File_GetMark](#).

File_Write (filehandle, string)

Result Type: number (system error code)

Definition: Writes the string to the file at the current mark. Return value is zero if successful.

Example:

```
let fd = File_Open("a file.txt", "w") // creates in ~/Desktop/
MoneyWorks Automation/
if fd <> NULL
    File_Write(fd, "my text")
    File_Close(fd)
endif
```

Availability: available within MWScript handlers.

See also: [File_Open](#), [File_Close](#), [File_GetLength](#), [File_Read](#), [File_ReadLine](#), [File_GetMark](#), [File_SetMark](#).

GetDialogHandle (listRef)

Result Type: a windowRef

Definition: Gets a windowRef from a listRef.

Availability: available within MWScript handlers.

GetFieldCount (windowRef)

Result Type: number

Definition: Returns number of UI objects in a window (note that you can't use GetFieldValue and SetFieldValue on all of them, and some may not have symbolic names).

Availability: available within MWScript handlers.

GetFieldName (windowRef, fieldNum)

Result Type: text

Definition: Get the symbolic name for a UI field from its index.

Allows you to get symbolic names of fields by iterating over the field numbers. See also [GetFieldCount](#)

Example: To get a list of all of the symbolic field names in a window, activate the following script and then open the window of interest; then look in the log file (and deactivate the script).

```
on Before(w)
  Syslog(The window ID is " + GetWindowID(w))
  foreach f in (1, GetFieldCount(w))
    syslog(f + " " + GetFieldName(w, f))
  endfor
end
```

For the standard Transaction entry window, you'll get something like:

```
The window ID is F_TRANS
1 L_LINE
2 M_TABS
3 L_LIST
4 L_ENTRY
5 T_WOFFACCTDESC
6 T_PRODDDESC
7 E_NAME
8 E_USERREF
9 E_DATE
10 M_PERIOD
11 M_BANK
```

```
12 E_ORDERNUM
....
```

Another way, assuming you are only interested in edit fields:

```
on EnterField(win, item)
  Navigator("", item)
end
```

This will display a tooltip for every field in every window† as the field is activated.

†Note that the Script Editor window itself does not receive script events.

Availability: available within MWScript handlers.

GetFieldNumber (windowRef, fieldNameString)

Result Type: number

Definition: Convert the symbolic name of a UI object in a window to its index number. See also GetFieldName

Availability: available within MWScript handlers.

GetFieldValue (windowRef, fieldNumOrName)

Result Type: text

Definition: Gets the value of a field as a string. Works with check boxes and popups as well.

The field can be identified by number or its symbolic name. Using the symbolic name is very strongly recommended because it is possible for field numbers to change between versions of MoneyWorks. The only reason to use the field number is if you are iterating over all the fields in a window (possibly to find out what their symbolic IDs are).

Example:

`TextToDate(GetFieldValue(win, "E_DATE"))` gets the transaction date from the transaction window referred to by `win`.

Notes:

You can use a field number of -1 to get the window title.

For a record entry window, you can use a field number of -2 to get the sequence number of the record being modified in the window (0 will be returned if it is a new record, as the sequence number has not yet been allocated).

Availability: available within MWScript handlers.

GetLastErrorMessage()

Result type: text

Definition: Returns the last error message that MoneyWorks utput to its log file. If you are scripting an import, this can be useful to figure out why an import failed, for example. Note that it is only useful to call this function in response to some other function call failing that you know outputs a message to the log. Otherwise you will likely just receive a stale, unrelated message.

GetListContents (listRef, bSelectedOnly)

Definition: Gets the current contents of a list instantiated with [InsertListObject](#) or [InsertEditListObject](#). For a selectable list object, you can specify true for the `selectedOnly` paramater to get only the highlighted rows.

Availability: available within MWScript handlers.

GetListField (listRef, rowNum, columnNumOrName)

Gets the text of a cell in an editable list (such as the transaction detail list). You can get a `listRef` using the `GetListHandle` function, or it will be passed to you as a parameter to certain handlers, such as `ExitedCell`.

`RowNum` is zero-based. To reduce fragility of scripts over software versions, avoid using column numbers. Use column names.

Availability: within an MWScript handler

GetListHandle (windowRef, listName)

Get the named list (prior to MoneyWorks 8, the name is the name in the tab that the list is embedded in (e.g. "By Account", "Payment on Invoice", ...). If the requested list is not visible, return value is a NULL handle. Otherwise the returned list handle can be used in the list accessor functions. When used with a tab name, this function will only work for the transaction detail lists.

From MoneyWorks 8, the `listName` parameter can be the symbolic ID of the list object. In this usage, any list handle may be obtained (for standard or custom windows).

GetListLineCount (listRef)

Result Type: anumber

Gets the number of rows in the list.

GetListName (listRef)

Result Type: string

Definition: Gets the name of the tab that the list lives under. Works in the transaction entry window to allow you to detrmine whihc tab is selected.

GetMutex (name)

Definition: Attempts to obtain a named mutex from the server. If another user already has the named mutex, returns 0, else 1 if successful. Always successful on a single user system.

Use this when you need to ensure that some operation will only be executed by one client.

Example usage:

```
// only do once per week
if GetMutex("rate_update")    // make sure only one client at a
time runs this code
    let values = GetPersistent("user2", kMyDevKey,
"last_currency_update")
    if values["date1"] < Today() - 7 and DateToPeriod(Today())
= CurrentPeriod()

        GetRates()

        let values["date1"] = Today()
        SetPersistent("user2", kMyDevKey,
"last_currency_update", values)
    endif
    ReleaseMutex("rate_update")
endif
```

Availability: MWScript handlers**See also:** [ReleaseMutex](#)**GetPersistent (table, key1, key2)****Result Type:** Boolean (0 or 1)**Definition:** Loads values from a record in one of the user-definable persistent storage tables ("user", "user2", "lists", and "offledger"). Returns an associative array that contains the field values keyed by the field names (does not include the keys—you already know those).**Example**

```
on Load
    if GetMutex("rate_update")
        let values = GetPersistent("user2", kMyDevKey,
"last_update")
        if values["date1"] < Today() - 7

            GetRates()    // do weekly thing

            let values["date1"] = Today()
            SetPersistent("user2", kMyDevKey, "last_update", values)
        endif
        ReleaseMutex("rate_update")
    end
```

```
endif
end
```

See also: [SetPersistent](#)**GetProfile()****Result type:** string**Definition:** Obtains a report on the running time of each line of the script that the function is called from. Every line with a running time of 1ms or more is included. Use this function to diagnose performance problems in your script (i.e. to answer the question: "what part of my script is taking so long?").**GetScriptText(scriptName)****Result type:** text**Definition:** Returns the text of a named MWScript as a string. Why on earth would you need this? Well, you can store text other than actual scripts in the Script editor. For example, some boilerplate html, xml, or JSON data. Obviously such text will not compile as an MWScript if you attempt to activate, but it can be useful to be able to load such text for use in another script (e.g. some html and javascript for displaying a javascript chart).**GetTaggedValue(taggedTextString, tag)****Result type:** text**Definition:** Returns the value from a tagged key-value string.**Example:** `GetTaggedValue("_size: Sm; style: LS; colour: black;", "_size")` returns "Sm".**Rationale:** The TaggedText field is normally used with `ReadCurrentRecordForWindow` and `WriteCurrentRecordForWindow`, but you may need to display a tagged value in a custom column of a list. This is what `GetTaggedValue()` is for.

GetWindowByID (idString)

Result Type: a WindowRef or NULL

Definition: Gets a handle to the first window instance that has the given identifier.

Availability: available within MWScript handlers.

GetWindowID (windowRef)

The windowID is a string denoting the class of the window. E.g. transaction entry windows have a windowID of “F_TRANS”. Window messages will usually be implemented with window-specific handler names incorporating the windowID, so its value is usually implicit. If you use a general handler, you can get the windowID from the windowRef using the GetWindowID() function.

Availability: within an MWScript handler

GetWindowName (windowRef)

Result Type: string

Definition: Gets the window title.

Availability: within an MWScript handler

GotoField (windowRef, field)

Definition: Moves the keyboard focus to the nominated field, if possible.

The field parameter can be a string with the field's symbolic identifier, or it can be the numeric field number.

You can call this from a Before handler to set a desired initially focussed field. You might also call it from an ItemHit handler to set an appropriate field in response to a checkbox or popup menu changing.

Do **not** call it from a handler involved with the normal flow of focus, such as `ExitedField`, `EnterField`, `ValidateField`, etc.

Availability: available within MWScript handlers.

GotoNextField (windowRef)

Result Type: none

Definition: Attempts to advance the focus to the next field in the window identified by `windowRef`. This would be as if the user had pressed the tab key. If the current field does not validate, then the focus may not change.

ImportImage (tablename, key, path)

Definition: Loads an image file and attaches it to a transaction or item record.

`tablename` may be “transaction” or “product”

`key` is the sequencenumber for a transaction or product code for a product

`path` is the filesystem path to the image file to import and attach to the record (a posix path on Mac).

Availability: The ImportImage function is available in MWScript in version 7.2 and later

InsertEditListObject (windowHandle, itemID, column_definition, optional_initial_data, optional_mode)

Definition: Instantiates an editable list object in a custom window (which has itself been instantiated with `ModalWindow()` or `CreateWindow()`). The custom window will already have a placeholder object for the list, but that will be blank until a list is actually instantiated. Use this function in the Before handler for your custom window to instantiate your list object. You must have inserted the list before you attempt to get or use a handle to the list object.

The itemID is the item number or identifier string for the placeholder item in the custom form.

The column definition is a tab-delimited list of column headings. Each column heading may optionally be followed by specifiers for the column width; the column alignment; and whether or not the column is read-only. These specifiers are separated by vertical bar characters (|). The list should be terminated with a newline character (\n).

column_definition = Heading_Text | width * | alignment | writeability

The * after the width is optional and denotes that the column will resize if the columns widths do not add up to the list width. Default is 80 and the first column is the resizable one by default.

Alignment can be one of 'L', 'C', 'R' for left, centre or right alignment. Default is left.

Writeability can be 'w' or 'r' for writeable or read-only. Writeable is the default, so only needs to be specified for read-only columns.

Examples:

"My Heading" — a left aligned cell (by default, 80 points wide)

"My Heading|100" — 100 points wide column

"My Heading|80|R" — right-aligned column

"My Heading|30|C|r" — centred read-only column

"|||r" — column with blank heading, default width, default alignment and read-only

Note that the headings will define the specific messages that you will get for handlers such as ExitedCell. e.g. ExitedCell:F_FORM:L_LIST:My_Heading(...)

The optional_initial_data can be a tab- and newline-delimited table of data which should have the same number of columns as the column definition. This will be used to populate the initial content of the editable list. If it is omitted the list will be empty. You can add rows to the list later using AddListLine().

The optional_mode can specify behaviour of the list. Currently the only support mode is "autoadd" which adds a new row to the bottom of the list when the user presses return when on the last line. This mode is off by default.

Example usage:

```
on Before:F_FORM(w)
  InsertEditListObject(w, "L_LIST", "Head1\
tHead2|99*\tHead3|30|C|r\tHead4|70|R\n",
    "F00\tBar\tN\t123.45\nBAZ\t\t*\t99.00\n")
end
```

You can extract modified data using GetListField on each cell, or you get the entire table back as tab/newline-delimited text using GetListContents(listHandle).

Availability: available within MWScript handlers.

InsertListObject (windowHandle, itemID, column_definition, optional_initial_data, optional_mode)

Definition: Instantiates a selectable list object in a custom window (which has itself been instantiated with ModalWindow() or CreateWindow()). The custom window will already have a placeholder object for the list, but that will be blank until a list is actually instantiated. Use this function in the Before handler for your custom window to instantiate your list object. You must have inserted the list before you attempt to get or use a handle to the list object.

The itemID is the item number or identifier string for the placeholder item in the custom form.

The column definition is a tab-delimited list of column headings. Each column heading may optionally be followed by specifiers for the column width; and the column alignment. These specifiers are separated by vertical bar characters (|). The list should be terminated with a newline character (\n).

column_definition = Heading_Text | width * | alignment

The * after the width is optional and denotes that the column will resize if the columns widths do not add up to the list width. Default is 80 and the first column is the resizable one by default.

Alignment can be one of 'L', 'C', 'R' for left, centre or right alignment. Default is left.

Examples:

"My Heading" — a left aligned cell (by default, 80 points wide)

"My Heading|100" — 100 points wide column

"My Heading|80|R" — right-aligned column

The optional_initial_data can be a tab- and newline-delimited table of data which should have the same number of columns as the column definition. This will be used to populate the content of the list.

The optional_mode can specify behaviour of the list. It can include the keyword "drag" for a reorderable list, or "multiple" to allow selecting more than one line at a time (these are mutually exclusive).

Example usage:

```
on Before:F_FORM(w)
  InsertListObject(w, "L_LIST2", "Head|99*\tHead2|99\tHead3|30|C\tHead4|70|R\n",
    "Blah\tBlah\t*\t0.00\nFoo\tBar\tn\t99.00\n" * 10,
    "multiple")
end
```

You get the entire table back as tab/newline-delimited text using GetListContents(listHandle) (useful if the user has reordered the rows by dragging), or just the highlighted rows using GetListContents(listHandle, 1).

Availability: available within MWScript handlers.

InstallMenuCommand (menuItemText, handlerNameString)

Install a command in the scripts section of the Command menu. The handler will be called when the command is selected. You can remove the item by calling again with an empty handler name. Your handler does not need to be declared public since the script context is known at the time of installation.

InstallToolbarIcon (windowRef, handlerNameString)

For supported windows (currently the transaction entry window, and list windows), adds an icon to the toolbar. The icon name will be the same as the handler name. When clicked, the handler will be called with the windowRef passed as a parameter. Returns true (1) on success, 0 if no icon was added (due to unsupported window, or toolbar full). Your handler does not need to be declared public since the script context is known at the time of installation.

JSON_AsXML(jsonString)

Result type: text

Definition: Returns the JSON data as XML data.

Example:

```
SysLog(JSON_AsXML(`{ "id": 1, "name": "Widget", "price": 12.50,
"tags": ["bronze", "medium"]}`))
```

outputs:

```
<?xml version="1.0" encoding="UTF-8"?>
<JsonItem type="json:object">
  <id type="json:number" name="id">1</id>
  <name type="json:string" name="name">Widget</name>
  <price type="json:number" name="price">12.5</price>
  <tags type="json:array" name="tags">
    <JsonItem type="json:string">bronze</JsonItem>
    <JsonItem type="json:string">medium</JsonItem>
  </tags>
</JsonItem>
```

JSON_Free(handle)

Result type: none

Definition: Frees a JSON object handle allocated by `JSON_Parse()` or `JSON_Get()`. Call this when you are done accessing the JSON data.

See also: [JSON_Parse](#), [JSON_Get](#)

JSON_Get(JSON_object, id [, id, ...])

Result type: text, number, or JSON object handle depending on JSON object contents

Definition: Extracts data or a sub-object from a JSON object obtained from `JSON_Parse()` or `JSON_Get()`. The extracted data is identified by the sequence of `id` identifiers, which will be textual id names, or, if the JSON structure being accessed is an array, a numeric index.

It is assumed that you know the structure of the JSON data in advance. One unknown may be the size of arrays in the object. When accessing an array by index, if the index is out of range, the return value will be NULL, thus you can iterate with an increasing index until you get a NULL result.

See also: [JSON_Parse](#), [JSON_Free](#), [ParamsFromArray](#)

JSON_Parse(jsonText)

Result type: JSON object handle

Definition: Parses the JSON and returns a JSON object handle that can be used to query the resulting object.

Example:

```
// get original description from JSON transaction (see below)
let jsonObjectHandle = JSON_Parse(jsontext)
// access description from item 0 in the transaction array
let subObject = JSON_Get(jsonObjectHandle, "transaction", 0,
"description")
let s = JSON_Get(subObject, "original")
```

```
JSON_Free(subObject)
JSON_Free(jsonObjectHandle)
```

Returns "0150 Amazon Santa Ana CA 55.73USD" when jsontext is:

```
{
  "transaction": [
    {
      "CONTAINER": "bank",
      "id": 2829798,
      "amount": {
        "amount": 12345.12,
        "currency": "USD"
      },
      "description": {
        "original": "0150 Amazon Santa Ana CA 55.73USD",
        "consumer": "Electronic Purchases",
        "simple": "Amazon Purchase"
      }
    }
  ]
}
```

See also: [JSON_Get](#), [JSON_Free](#), [ParamsFromArray](#)

LoadHTMLInWebView (windowRef, itemID, html)

Definition: Loads html text into the specified web view object.

Availability: available within MWScript handlers.

LoadPicture (windowRef, itemID, pictureSpec)

Loads a picture into a picture object. PictureSpec can be one of "product:<code>", "file:<path>", "transaction:<seq>", or "builtin:<name>".

Availability: available within MWScript handlers.

LoadURLInWebView (windowRef, itemID, url)

Definition: Loads the URL into the specified web view object.

Availability: available within MWScript handlers.

Mail (to, subject, content, attachmentName, attachmentPath)

Definition: Create or send an email according to the email preferences (note that if the email preference is to create an email in the default email client, the message content parameter may be ignored, depending on the email client).

Note: if the attachmentName is not "", the file referenced by `attachmentPath` will be renamed to `attachmentName`.

Availability: MWScript handlers

from v7.3 onwards, the `attachmentPath` is optional (you can create an email with no attachment). Prior to 7.3 an invalid attachment path may result in no email being created.

In MoneyWorks 8 and later, if a file already exists in the same location with the requested attachmentName, that file will be deleted first (otherwise the rename would fail). Therefore you should not use this option with mail clients that expect the attachment file to continue to exist after the message is created (Entourage on Mac, for example).

MergeOrderLines (windowRef, lineNum)

Merges the detail line with the one after it provided that the product codes are the same; and at least one of the serial numbers is blank (actually, we'll blank it).

If they are order lines, also merges the order qties and the prevShip Qties.

You can use this to help automate the assignment of serial numbers in an order.

Availability: available within MWScript handlers in MoneyWorks 8 and later

ModalListWindow (id, table, search, headingString, columnsString [, modes])

Definition: A variant of CreateListWindow for displaying a list of records in a modal window. ModalListWindow does not automatically provide double-click-to-edit-in-a-new-window functionality.

The window's first control (object #1) should be a list object. It will be replaced with a record list for the requested database table named by the table parameter. The list will be filtered according to the search string.

The window should have OK and Cancel buttons. The return value is the identifier of the last button clicked.

Availability: available within MWScript handlers.

ModalWindow (your_wind_id)

Result Type: string

Definition: Instantiates a modal window using the UI form with identifier `your_wind_id` (i.e. the name you gave the form in the script editor). Your window definition should include a default (OK) button and usually a Cancel button. The user clicking either of these will cause the window to close. If neither of these buttons is present, the window will have a close box which will have a similar effect to Cancel.

The return value of ModalWindow will be the identifier of the last control hit (generally this will be the id of the cancel button or the OK button).

The window will receive the usual window-related messages. e.g: You can write a `Before` handler named `Before:your_wind_id(windowRef)` in which you can set up the state of the window's controls.

Windows automatically remember their last size and location (this information is written into a file named `script_id.properties`). You can set the values of the properties `your_wind_id_left`, `your_wind_id_top`, `your_wind_id_right`, and `your_wind_id_bottom` before instantiating the window to override the size and location.

Availability: available within MWScript handlers.

See also: [CreateWindow](#).

Navigator (hotlink, coactip)

Execute the hotlink (privileges and window modality permitting). The optional coactip text will be displayed after successful execution. You can also use this to just display a coactip by passing an empty hotlink string.

Availability: available in a MWScript handler. The hotlink may be ignored if it would be inappropriate (e.g. there is a modal dialog up).

OpenDocument (pathOrURL)

Opens a document or connects to a url (beginning with "moneyworks://"). Returns 1 on success, 0 on failure.

Availability: Available only to scripts loaded from the Scripts folder. A document script cannot open another document, since that would unload the calling script.

ParamsFromArray(array)

Return type: a variable patameter list

Definition: converts the array values to a variable number of parameter values. This kind of "var-arg" type may only be passed to functions that take a variable number of parameters, such as COunt(...) or JSON_Get(obj, ...). In fact this function is specifically intended for use with JSON_Get() where the identifier accessors need to be determined programmatically.

Example:

see [the JSON_Parse example](#)

```
let jsonObjectHandle = JSON_Parse(jsontext)

let a = CreateArray()
let a[0] = "transaction"
```

```
let a[1]= 0
let a[2] = "description"
let a[3] = "original"

let s = JSON_Get(jsonObjectHandle, ParamsFromArray(a))
```

Limitation: The number of parameters expanded must not exceed the stack space for the script. If it's going to be more than a few dozen, choose another method.

PostTransactions (selection)

Posts the transactions

ReadCurrentRecordForWindow (windowRef)

Result type: array

Definition: This function may only be used in a record-editing window. Either a custom window that is automatically instantiated via the second parameter of CreateListWindow or one of the standard MoneyWorks ones.

For a custom window, the function loads the current record in the selection associated with the window, and locks it to prevent other users writing it. It returns an associative array containing the value of every field in the record (the keys of the array are the field names). If the record has a tags field, each tag is parsed out into a separate array element.

Call this function from the Before handler of your record editing window to get the data to populate your window controls with.

For custom record editing windows only, operating on User, User2, OffLedger or Lists, you can use WriteCurrentRecordForWindow to write changed values back to the database.

For a standard record editing window, such as the transaction entry window, the record is already loaded and locked; this function merely copies the original loaded field values into the array. The array values do not change if the UI field content changes while the window is open.

Availability: available within MWScript handlers.

ReleaseMutex (name)

Definition: Releases the named mutex previously obtained by a call to `GetMutex`. If the client logs out before releasing a mutex, the mutex is automatically released.

Availability: MWScript handlers

See also: [GetMutex](#)

SavePicture (window, itemID)

Resulttype: string (a path)

Definition: Saves the image in the Picture control identified by itemID, into a new temporary file and returns the path to the file.

Availability: available within MWScript handlers.

Say(text)

Return type: none

Definition: Speaks the text using the system voice. Can be useful for debugging scripts or user alerts.

Example: `Say("Mary had a little lamb")`

SelectWindow (windowRef)

Result Type: none

Definition: Brings the window to the front, if possible.

Availability: available within MWScript handlers.

SetExchangeRate (currency, date, period, newRate)

Definition: Sets the currency rate and creates the associated journal entry.

Example:

```
on GetRates
    let url = "http://download.finance.yahoo.com/d/quotes.csv?s="
    let currencyCount = 0
    foreach cur in offledger CreateSelection("offledger",
"kind=`CUR`")
        let url = url + BaseCurrency + cur.Name + "=X+"
        let currencyCount = currencyCount + 1
    endfor
    if currencyCount = 0
        return
    endif

    let url = url + "&f=sl1d1t1ba&e=.csv"

    let rates = ""
    foreach row in textfile url
        let rates = rates + Right(Left(Slice(row, 1, ","), 7), 3) +
"\t" + Slice(row, 2, ",") + "\n"
    endfor
    foreach rate in text rates
        let cur = Slice(rate, 1, "\t")
        let xr = TextToNum(Slice(rate, 2, "\t"))
        syslog("setting " + cur + " to " + xr)
        SetExchangeRate(cur, Today(), CurrentPeriod(), xr)
    endfor
end
```

Availability: within an MWScript handler

SetFieldEnabling (windowRef, fieldNameOrIndex, enabled)

Enable or disable a custom control (in report setup dialog or in a custom Ask dialog). The `enabled` parameter should be 1 to enable or 0 to disable. This can only be used on custom controls that you have created; not on built-in controls.

In MoneyWorks 8, this function also applies to any control in a custom window.

SetFieldValue (windowRef, fieldNumOrName, stringValue)

Attempts to set the user interface field to the given value. Further validation may be invoked. The actual value set in the field is returned by the function. Works with check boxes and popups as well.

Availability: within an MWScript handler

SetFieldVisibility (windowRef, itemID, visible)

Definition: Sets the visibility of an item in a custom window. the item must be a custom control. You cannot control the visibility of standard MoneyWorks UI controls.

Availability: available within MWScript handlers.

SetListContents (listRef, data)

Definition: Sets the current contents of a list (previously instantiated with InsertListObject or InsertEditListObject). Data should be tab and newline-delimited text.

Availability: available within MWScript handlers.

SetListField (listRef, rowNum, columnNumOrName, value)

Attempts to set the text of a cell in an editable list (such as the transaction detail list). Additional validation may cause your text to be rejected. You can get a listRef using the GetListHandle function, or it will be passed to you as a parameter to certain handlers, such as ValidateCell.

RowNum is zero-based. To reduce fragility of scripts over software versions, avoid using column numbers. Use column names. Normal validation will be applied to whatever value you set, just as if the user had typed it.

Availability: within an MWScript handler

SetPersistent (table, key1, key2, array)

Definition: Updates a record with values from an associative array using the key values as for GetPersistent().

Here is an example of using a mutex and persistent storage to execute something at most once a week by only one user without risk of a race condition whereby two users might look at the user2 persistent storage record at the same time:

```
on Load
  if GetMutex("rate_update")
    let values = GetPersistent("user2", kMyDevKey,
"last_update")
    if values["date1"] < Today() - 7
      GetRates() // do weekly thing
      let values["date1"] = Today()
      SetPersistent("user2", kMyDevKey, "last_update", values)
    endif
    ReleaseMutex("rate_update")
  endif
end
```

See the table below for tables and fields supported by GetPersistent and SetPersistent.

table	key1	key2	fields
user	7 character key of your choosing	none	data
user2	32 bit numeric developer key. You may use any value from #80000000-#8FFFFFFF for internal projects. For projects that you wish to distribute to others, please contact Cognito for a key range that you can use exclusively.	27 character key of your choosing	int1, int2, float1, float2, date1, date2, text1, text2, text
lists	15 char listID(may or may not be a listID known to the Validation Lists list)	15 character list item	comment
offledger	must be "USR" (you can <i>Get</i> the "CUR" (currency) records if you wish, but you may not <i>Set</i> them)</td>	15 character name	description, balance91..balance00, budget29..budget00, budgetnext01..budgetnext18

In MoneyWorks 7.1 and later, the fourth parameter may be omitted: this will cause the record identified by the key(s) to be deleted. In this case the return value is a boolean indicating success or failure.

Availability: MWScript

SetReportColumnWidth (ColName, points)

Definition: Sets the width of the named report column to the number of points specified. This function can only be used from an MWScript SetupReport handler.

Example:

```
on SetupReport
  SetReportColumnWidth("TAXCOL", if(Val("Show_Tax"), 80, 0))
end
```

If the Show_Tax report control is true, the width of column TAXCOL is set to 80 points, otherwise it is set to zero (i.e. it is hidden).

Availability: Only within a [SetupReport](#) handler

SetSidebarColour (colour)

Result Type: none

Definition: Sets the sidebar colour (for all windows that have them), to a desaturated version of the supplied colour. The colour can either be a number in the range 0..7 in which case it is regarded as one of the standard MoneyWorks colours (0 = the default sidebar colour, 1 = orange, 2 = red, 3 = magenta, 4 = cyan, 5 = blue, 6 = green, 7 = brown). If the colour is a number greater than 7 it is assumed to be a 24-bit rgb value. The highlight colour in the sidebar will be the actual colour value supplied.

Rationale: To customise the sidebar colour on a document-by-document basis (to make it easier to discern which of several companies you are working in). Just add a simple 3 line script to each document, using a unique colour.

Example:

```
on Load
  SetSidebarColour(#ff0000)
end
```

Availability: available within MWScript handlers.

SortListByColumn (listRef, colNumOrName [, direction])

Definition: Sorts the editable list as if the user had clicked in the column heading. `colNumOrName` may be the column name, or a zero-based column number.

The default sort direction will be ascending, but you can pass an optional third parameter of SortDescending for a descending sort.

SplitOrderLine (windowRef, lineNum, qty)

Splits the transaction detail line into two, setting the first line's stockQty to `qty` and the second line's stockQty to the original qty minus the specified qty.

For an order, the orderQty is similarly split (qty must be <= orderQty).

If the line has a prevShipQty, splits that so that prevShipQty <= orderQty for both lines.

You can use this to help automate the assignment of serial numbers in an order.

Availability: available within MWScript handlers.

SyncTransactionImage(seqnum)

Return type: Boolean

Definition: Checks to see if there is an image for the transaction with the given sequence number in the Pictures/Transactions folder of the Custom Plugins folder (i.e. the storage location for all attached images). If there is an image named `<em>seqnum.ext</em>` (where `<em>ext</em>` can be .jpg, .png, .pdf) the `fHasScan` bit of the transaction's flags field is set and the return value is TRUE. If no image is found for the transaction, the flag is reset and the return value is FALSE.

Will return an error if the transaction is currently locked for editing.

Use this function to sync the flag after you have manually added a transaction image to the Pictures/Transactions directory.

See also: [ImportImage](#)

SysLog(text)

Return type: none

Definition: Writes the text to the log file (preceded by a date/time stamp). Useful for debugging scripts. Note that MoneyWorks also sometimes writes things (error messages, typically) to the log file. On Mac, log file output is also copied to the system.log.

You can easily show the log file by clicking the Log File icon in the Script Editor toolbar.

URLEncode(text)

Return type: text

Definition: Returns a URL-encoded version of the supplied text. Specifically, any non-alphanumeric characters are converted to %xx

Example: `alert("api.php?arg=" + URLEncode("2016/12/15"))` displays "api.php?arg=2016%2f12%2f15"

WebViewControl (window, item, commandString)

Sets options on a custom web view control in a window. `commandString` is a string consisting of a command followed by parameters in the form `name='value'`. Currently the only command is `options` and the only option parameter is `openLinksInExternalBrowser` which takes a value of `'true'` or `'false'`.

Examples:

```
WebViewControl(w, "L_WEB", "options
openLinksInExternalBrowser='true'")
```

```
WebViewControl(w, "L_WEB", "options
openLinksInExternalBrowser='false'")
```

The `openLinksInExternalBrowser` setting determines whether opening a link will open it in the webview control itself or in an external browser. Note that on Windows, this also controls whether iframes open inline or externally. If you are displaying a web page that contains iframes on Windows, you will need to set the option to `false` at least until the page has been loaded. You may then set the option to `true`. Even better, avoid content with iframes on Windows.

Availability: available within MWScript handlers in MoneyWorks 8 and later

WriteCurrentRecordForWindow (windowRef, fieldArray)

Result type: none

Definition: This function is normally used in the `After` handler of a custom record editing window, operating on User, User2, OffLedger or Lists. The window will have been instantiated automatically via the second parameter of `CreateListWindow` in response to a New or Modify command.

The function writes the current record in the selection associated with the window (or creates a new record, as appropriate). `FieldArray` is an associative array containing the value of every field in the record (the keys of the array are the field names). Usually, you will pass back a modified version of the array you got from [ReadCurrentRecordForWindow](#).

Call this function from the After handler of your record editing window to save changes to the data.

Updating UserNum and UserText and tagged fields on other tables

An alternative use of this function is in a Validate (or ItemHit) handler for a standard entry window. In this case the only fields to be updated will be UserNum and UserText. You must call the function before MoneyWorks writes the record (the After handler would be too late in this case). Calling this function will mark the window as changed and force MoneyWorks to save the record in the standard After phase. (Note, however, that the Validate handler will only be called if the user changed a value in the window).

Availability: available within MWScript handlers.

WriteTempFile (text)

Result type: string (a filesystem path)

Definition: Creates a new text file in the temp directory and writes the given text to it. Return value is the path to the temp file.

Availability: MWScript scripts in MoneyWorks Gold v7.1.5 and later

¹ PlatformDocumentPath returns an empty string if document is not local ↩

² Note that a Cheque/Remittance form can only be used with a Payment transaction if the form is printed from the open transaction window (i.e. one payment at a time). ↩

³ If you don't send the selection to Datacentre, the report will need to run on your machine, which will be significantly slower because of the large number of network requests it will probably need to make. ↩

Scripts, Automation and the REST of it

MoneyWorks is an extremely powerful accounting and business information system, but, a bit like a politician, it can please some of the people all of the time, and all of the people some of the time, but it can't please all the of the people all of the time. Scripts and Automation allow you, the people, to extend the functionality of MoneyWorks, so you can get it to please you all of the time.

Automation is a technology that was implemented in MoneyWorks 2 (about 1997), when it was realised that MoneyWorks needed to talk to other programs running on your computer, or that you wanted to extend the capabilities somehow. The first script was the famous "PickleOdeon", developed for a pickle manufacturer to help manage his pickle recipes.

Automation basically allows other systems to extract information from, or submit information to, MoneyWorks. Imagine if your costing spreadsheet could get the cost prices direct from MoneyWorks, or your CRM system could update customer information in MoneyWorks at the press of a button. Both these have been possible since the early 2000s. Automation capabilities were substantially increased in MoneyWorks 6.1 by the implementation of the REST APIs, which allow access to MoneyWorks Datacentre from remote devices over the internet.

Scripts are a new technology, introduced into MoneyWorks Gold in the MoneyWorks 7 release (and not available in Express or Cashbook). Scripts allow you to automate certain operations in MoneyWorks, and can also change the way that MoneyWorks interacts with the user. For example, when you enter an item code into a quote, MoneyWorks will normally get the price from the item details stored in MoneyWorks. With a script, it could get the price from somewhere else, perhaps even look it up on your suppliers web site. Similarly you may want to implement your own pricebook, with possible separate prices for selected items per customer. Scripting makes this possible, without even needing to leave the comfort of MoneyWorks.

Scripts can also be used to manage cusomt controls for report settings, and also provide "library functions" for the report (see the Cash Projection Report for an example).

Scripts

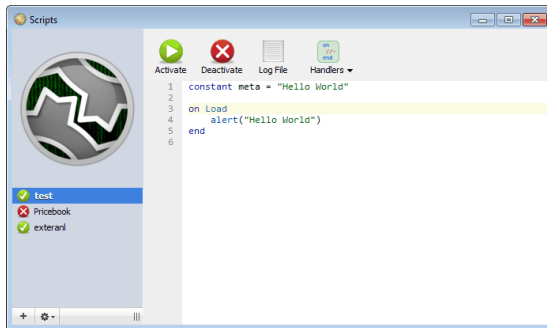
Scripts allow you to automate operations within MoneyWorks. They can read external files (either from your local volumes, or from a web server), intercept user-interface actions, create and update records and more.

A number of sample scripts are included in the Acme Widgets sample file. These are turned off by default, but you can easily turn them on to see how scripts work, and to play with the scripting language.

You can access the scripts by:

1. Choose Show>Scripts

The Scripts Management window will open.



The first time you do this the scripts window will be empty. In the example above, there are three scripts (listed down the side). The “test” and “external” scripts are activated (indicated by the green tick), whereas the “Pricebook” script is deactivated, so will not run (indicated by the red cross).

To view a particular script:

1. Click on the script in the sidebar

The script contents will be displayed in the body of the window, where it can be edited. If you do edit a script, you will need to activate it again (see below).

To activate a script

1. **Select the script in the sidebar by clicking it (if it is not already selected)**
2. **Click the *Activate* toolbar icon**

A green tick will appear next to the script on the sidebar indicating that it has been activated. If there is a syntax error in the script (i.e. some invalid text that the script compiler doesn't recognise), the script will not activate, and a tooltip will alert you to the error and where it occurs (and the part the script at and following the error will be coloured orange).

To deactivate a script

1. **If the script is not the currently selected one, click on it in the sidebar**
2. **Click the *Deactivate* toolbar icon**

If the script has an Unload handler, it will be called.

After the script is unloaded, a red cross will appear next to the script's name in the sidebar indicating that it is no longer active.

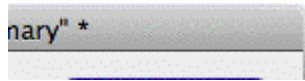
Note: If the script contains a public handler, any other scripts that use that handler will also be deactivated.

"Running" scripts

Usually, scripts will implement *Handlers* that allow the script to respond to certain user actions (like opening a window for a record, clicking a custom toolbar icon, or tabbing out of a particular field). The *Load* handler can be considered the main entry point of a script in that *Load* is called when you activate the script or the script is auto-activated when you log in to the document.

If you want a script to just do one thing, the Load handler is the place to do that thing. Having activated the script and had the Load handler execute, keep in mind that the script stays loaded, and the Load handler will execute the next time you (or anyone else) logs into the document. If you don't want this, you should deactivate the script.

Asterisk in window title indicates script activity



When a window has a script handler associated with it (and the handler has actually been called at least once), the window title will have an asterisk appended to it. If you have any unusual behaviour in a window, the asterisk is a clue that the behaviour is probably due to a script acting on the window.

Sample Scripts:

The following sample scripts are included in the Acme Widgets file. These are useful, fully functional scripts that extend MoneyWorks capabilities. As they may change your data in some form, we strongly recommend that you experiment with them in Acme Widgets (or a copy of your real data file) before using them in a live document.

POS Rounding: Rounds an item receipt or invoice to the nearest 5 or 10 cents (or other currency unit, depending on settings). Intended for a point of sale environment.

Utilities: A set of useful utility scripts.

Apply Landing Costs: Apportion the nominated landing cost value over a supplier invoice to include the landing cost in any stocked items on the invoice.

Pick List: Generate a new sales order based on the highlighted item records;

Auto Make Journal: When a manufactured item is entered into the heading of a Make journal, automatically completes the journal with the components. Can be modified to go several levels deep for components that are themselves made;

Update BOM Costs: Recalculates the bill of materials costs for the highlighted built items. By default the maximum depth for components is 5, but this can be changed in the script;

Filter Sort: A script to reorder a nominated list filter;

Make PO Item: A script that takes an account code keyed into a purchase order and automatically makes a corresponding "Other" item;

Update Currency Rates: A script that, once a week, silently gets the exchange rates from Yahoo and updates the rates in MoneyWorks.

See [Deploying Scripts](#) for details on how to move these scripts from one file to another.

To Create a New Script

1. Click the plus icon at the bottom left of the scripts window

You will be asked to enter the script name.

Note that the name must be unique (you cannot have two scripts with the same name).

The *Add a new UI Form* option is used to design and create your own windows. This is covered in the [UI Builder](#) section.

2. Enter the script name and click OK

A new script will be created.

As an example, copy and paste the following script into the editor for your new script:

```
constant meta ="Script by YOUR NAME. http://YOUR_URL"
```

```

on Hello
    Alert("Hello World!")
end

on Load
    InstallMenuCommand("Hello World", "Hello")
end

```

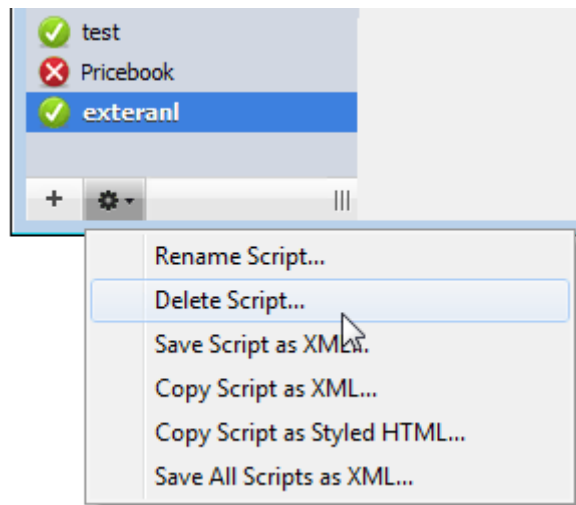
Click Activate in the toolbar. Your script is compiled and loaded. Look in the Commands menu and you will find a new command at the bottom called "Hello World".

To Delete an Existing Script

1. **Select the script to delete by clicking on its name on the sidebar**
2. **Click on the Cogs icon on the bottom left of the script window and select Delete Script**

You will be asked for confirmation

3. **Click OK to delete the script**



To Rename a Script

1. **Select the script to rename by clicking on its name on the sidebar**
2. **Click on the Cogs icon on the bottom left of the script window and select Rename Script**
3. **Enter the new script name (which must be unique) and click OK**

The script will be renamed and deactivated. You will need to reactivate the script if required.

Note: If the script contains a public handler, any other scripts that use that handler will also be deactivated. You will need to alter the handler calls in these other scripts to reflect the new script name.

Deploying Scripts

Scripts are (normally) stored within the MoneyWorks document itself. If you want to move them to another MoneyWorks file, you can copy the text out of the script window, then create an empty script in the other document and paste it in there.

Alternatively (and easier) scripts can be saved as an xml file. When such a file is double-clicked in the Finder or Windows Explorer, MoneyWorks will offer to install it into the currently open/connected document. This means you can easily send scripts to other MoneyWorks users.

To save a script:

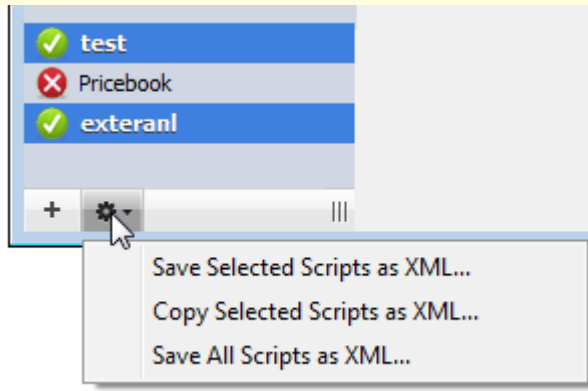
1. **Select the script to deploy by clicking on its name on the sidebar**
2. **Click on the Cogs icon on the bottom left of the script window and select Save Selected Script as XML**
3. **Choose the location (and name if desired) for the xml script file and click Save**

Note that the file extension must be .mwxml. A copy of the script will be saved as a file in the nominated location.

Other options in the cogs menu:

- **Save all scripts as XML:** All scripts will be saved in a single .mwxml file. If such a file is double-clicked (with a MoneyWorks document open), you will be prompted to install each script separately.
- **Copy Script as XML:** The script will be copied to the clipboard as XML (and can be pasted into another MoneyWorks file).
- **Copy Script as Styled HTML:** The script will be copied as html—handy for documenting your script. The script below was copied in this manner:

```
constant meta = "Hello World"
on Load
  alert("Hello World")
end
```



Deploying selected scripts

You can highlight more than one script (and/or UI Form Layouts, which are also displayed in the sidebar) by Cmd/Ctrl clicking on each one in the sidebar. The cogs pop-up menu then has the option to save the selected scripts.

The MWScript Language

The MWScript expression syntax is compatible with the existing MoneyWorks expressions. MWScript simply adds handlers and statements. Flow control is closely analogous to that provided by the report writer.

Newlines are syntactically significant. One statement per line.

Types

MWScript supports the same types as are available in the report writer. As in the report writer, the language is very weakly typed (values are freely type-promoted as necessary).

Type Example

- Number 5.35
- Date '1/1/13' — note that single quotes are for dates, not text strings
- Text "mwscrip" or 'also a string'
- Selection — create via CreateSelection(tableName, search) function
- Table — create via CreateTable() function
- Record — created by looping over a selection with foreach

and also

- Associative Array — create with the CreateArray() function

Associative arrays use the syntax *arrayname[key]*, where *key* can be any text up to 31 characters, an integer, or a date (internally, integers and dates are represented as text formatted so that lexical sort order matches numeric/date sort order). Data values can be any other type.

```
let myArray = CreateArray()
let myArray[0] = "thing"
let myArray["mykey"] = myArray[0]
let myArray['31/1/12'] = 500
```

In the current implementation, insertion into an associative array is $O(N)$. Retrieval is $O(\log N)$.

Arrays, like Tables, are always passed by reference, so if you assign an array to another variable, or pass it as a parameter to a function, you are not copying the array. If you want to copy an array, you must allocate a new array with CreateArray and explicitly copy all of its members.

Properties

Properties are variables that last for the lifetime of the script. They are instantiated each time the script is loaded and discarded on unload.

Properties are defined outside of message handlers.

```
property mytextglobal = "qwertyuiopasdfghjklzxcvbnm"
```

If you need a property to be persistent across sessions, you can store the value in the database (the User2 table is appropriate for this, see the SetPersistent/GetPersistent functions). Load the value in the script's Load handler, and store it in the Unload handler. Keep in mind that every user will be executing the script with their own copy of the properties, so you may need to take steps to stop one user from clobbering values stored by another user.

In MoneyWorks 8 you can declare a simple-type property to be persistent. If you do this, MoneyWorks will automatically save and load its value when your script is Loaded and Unloaded.

```
persistent property MyPrefValue = "foo"
```

Once the script has been run once on a particular computer, keep in mind that the value of the property at load can be different the value that it appears to be initialised to in the script.

Constants

Constants are named values for use within the script.

Constants are defined outside of message handlers.

IMPORTANT: Every script must declare a constant with the name meta.

```
constant meta = "Script for Something by Your Name and your URL"
```

The meta constant will be used by MoneyWorks to identify your script to the user. It must be a string and it must not be empty.

Message Handlers

A message handler defines a callable function with optional named parameters and an optional return value. A message handler is a peer of the built-in intrinsic functions and can be used in expressions in the same way.

A message handler is defined by the keyword **on**, followed by the handler name and an optional list of parameter names. The handler body ends with the keyword **end** on a line by itself.

If a parameter required by your handler is not supplied by the caller, then a runtime error will result. Parameters are untyped, so if callers don't provide a value of the correct type, you should convert the type yourself to the required type (usually using TextToNum or NumToText)

Comments

Comments use the C++ form. `//` for a to-end-of-line comment; `/*` and `*/` to begin and end a block comment that can span lines or within a line.

Assignment

The `let` statement assigns the result of an expression to a new or existing variable. If the variable has not previously been seen in the handler and is not a property, then it is implicitly declared as a local variable in the handler.

```
let myVar = Today() + 7
```

Conditionals

Conditional flow control is done with `if`, `elseif`, `else`, and `endif`. Zero or more `elseif` clauses are allowed for an `if`, followed by zero or one `else` clause, followed by an `endif`.

Short form:

```
if condition
    // do something
endif
```

And the long form:

```
if condition
    // do something
elseif anothercondition // can have any number of these
    // do something else
else // up to one of these
    // do other thing
endif
```

The long form effectively provides switch/case functionality.

While loops

General looping can be done with a while loop. Loops can make use of the break and continue statements for early exit or short circuit (just as in C-like languages, and the report writer).

```
while condition
  if special condition
    break // exit the loop
  endif
  if anothercondition
    continue // go back to top of loop, skipping do stuff
  endif
  // do stuff
endwhile
```

For loops

There are several kinds of for loops that operate on different kinds of collections or ranges. Each kind starts with the keyword foreach and ends with endfor.

The general form is

foreach *loop-control-var in type-keyword expression*

Foreach declares a local loop control variable whose scope is limited to the loop body. Type keywords can be:

- database table names (defining a loop over a selection of records). Available table names are: `account`, `ledger`, `general`, `department`, `link`, `transaction`, `detail`, `log`, `taxrate`, `message`, `name`, `payments`, `product` (items), `job`, `build`, `jobsheet`, `bankrecs`, `autosplit`, `memo`, `user`, `user2`, `offledger`, `filter`, `stickies`, `lists`, `login`, `contacts`, `inventory`, and the future-expansion `assetcat` and `asset`. The expression must yield a selection variable for the specified table. The loop control variable is a record, whose fields can be accessed by suffixing the variable name by a field name (e.g. `rec.ourref`). The variable used on its own will yield a 1-based index.
- the keyword `text` which will iterate over words or lines in comma or newline delimited text. The delimiter is determined automatically—if there is at least one newline, then iteration is by line, otherwise iteration is by comma.

Every line of multiline text should terminate with a newline (including the last one!).

- the keyword `textfile` that will iterate over lines in a textfile loaded from the local filesystem using the "file://" scheme, or from an HTTP server using the "http://" or "https://" scheme. You can use the http scheme to access data from remote data sources (e.g. REST servers. It retrieves data using the GET operation only). If the path is supplied, it must be in the temp directory, the custom plugins directory, MoneyWorks app support directory, or have a file extension of .txt or .csv. If the path is specified by the user, it can be anywhere or have any extension (but obviously should be a text file). Anywhere outside these locations will need to be specified in a file open dialog box by the user (which will be automatically invoked for any invalid or empty path).
- the keyword `array` which will iterate over key values in an associative array variable;
- and finally no keyword but rather a parenthesis-enclosed pair of values defines a simple numeric range (with an optional step value). The values can be full expressions but must be numeric. If the finish value is less than the start value, no iterations will occur (unless the step is negative).

Foreach variants:

```
foreach rec in transaction CreateSelection("transaction",
"status='P'")
  foreach rec in account someSelectionICreatedEarlier
    foreach word in text "foo, bar, baz"
      foreach line in textfile "file://"
        foreach line in textfile "http://"
          foreach key in array myArrayVar
            foreach i in (0, 10) // integers
              foreach i in (100, 0, -10) // integers with optional step
```

Range Example:

```
// log the numbers 1...100
foreach i in (1, 100)
  syslog(i)
endfor
// note that (100, 1) will iterate 0 times, unless you supply a
negative step
// log the numbers 100, 90, 80, ... 0
foreach i in (100, 0, -10)
  syslog(i)
end for
```

Array Example:

```
// foreach in array iterates over keys; get the value by
// subscripting with the key
foreach key in array anArray
  syslog(key + " = " + anArray[key]) // key is always text
end for
```

List Example:

```
// comma-delimited text
foreach w in text "foo, bar, baz"
  syslog(w)
endfor
// newline-delimited text
foreach line in text "firsttlinensecondtlinenlasttlinen"
  syslog(line)
end for
```

Selection Example:

```
// loop control is of record type; use dot-notation to access
// fields
// the naked loop control variable is a 1-based index
foreach a in account CreateSelection("account", "code=`1@`")
  syslog("record #" + a + ": " + a.code + " " + a.description)
end for
```

Running Scripts

You can install multiple scripts in a document and enable or disable them individually.

Use the Show Scripts command to show and edit the scripts installed in a document. Note that only one user at a time can make changes to scripts.

You can add, delete and rename scripts (use the icons at the bottom of the sidebar).

Active scripts are loaded at login and unloaded at logout, and a script is also unloaded/reloaded when you click the Activate button in the script editor toolbar (the old version of the script is first unloaded if it was loaded, then the modified script is compiled and loaded).

You can keep inactive scripts in a document. They won't do anything until you activate them.

You can use an inactive script to store boilerplate text for other purposes (such as a mail template, html, etc). See [GetScriptText](#).

Standard Handlers

User-interface helper handlers with specific names are called automatically for active scripts. Handlers that implement these standard messages (and variants thereof) will be called in all active document scripts. By implementing these handlers in your script, you can override or extend the behaviour of MoneyWorks.

General event handlers

The standard handlers for general events are [Load](#), [Unload](#), [UserLoggedIn](#), [UserLoggingOut](#), [AllowPostTransactions](#), [PostedTransactions](#), and [AllowDeleteRecords](#).

Window/UI event handlers

For overriding window behaviour, there are standard window handlers: [Before](#), [ItemHit](#), [Validate](#), [After](#), [Cancel](#), [Close](#), [EnterField](#), [ValidateField](#), [ExitedField](#), [EnterCell](#), [ValidateCell](#), [ExitedCell](#).

Report tweaking

There is also a [SetupReport](#) handler for tweaking reports before they are executed.

Standard window handlers are passed a windowRef identifying the specific instance of the window from which the message was sent. You can use this to access content of the specific window. Each kind of window is identified by a class name (or windowID) but this class name is not passed to the handler. Window handlers will usually be implemented with windowID-specific handler names incorporating the windowID (see [Specific UI Element Handler Names](#)), so

its value is usually implicit. If you use a general handler, you can get the windowID from the windowRef using the `GetWindowID(winRef)` function.

Load

The MWScript main entry point.

Automatically called: When your script is loaded.

Use for: To do any initialisation you need (such as loading persistent values from the database), or, if your script is to be manually invoked from the Script Editor, this is the main entry point for your script.

Return value: ignored

Example :

```
on Load
    Alert("Hello World!")
end
```

Unload

Automatically called: When the script is about to be unloaded.

Use for: Use this kiss-off as an opportunity to e.g. save persistent values in the database (although note that in MoneyWorks 8, simple properties can be persistent on clients using a `persistent` property declaration).

Return value: ignored

Example :

```
on Unload
    Say("Goodbye!")
end
```

UserLoggedIn

A script handler you can implement to override standard MoneyWorks behaviour.

Automatically called: The user has just logged in (network or local) and also when Switch User is used to switch logins when already in a file.

Use for: You can use this opportunity to load user-specific state. From v7, you get this message even if password protection is not turned on. From v7.1 and later, you can also use this handler to abort the login by returning 0. Older scripts will still work due to the default return value for any handler being 1. The user can be identified by the global variables `Initials` or `UserName`.

Return value: Return FALSE to abort the login (i.e. to prevent the user from logging in).

Example 1 :

```
on UserLoggedIn
    if UserName = "Rowan" and Day(Today()) >= 6
        Alert("Login denied", "No weekend logins")
        return FALSE // deny login
    endif
end
```

Example 2 :

```
on UserLoggedIn
    // record the login time in the UserText field
    ReplaceField ("Login.UserText", "Initials=" + Initials + "`",
    "`Last login:" + DateToText(Time(), DateFormShortDateAndTime) + "`")
end
```

UserLoggingOut

A script handler you can implement to override standard MoneyWorks behaviour.

Automatically called: When the user is logging out (either disconnecting, switching user, or closing a local file).

Use for: You can use this opportunity to save user-specific state. The current user can be identified by the global variables `Initials` or `UserName`.

Return value: ignored

AllowPostTransactions (selection)

A script handler you can implement to override standard MoneyWorks behaviour.

Automatically called: When the user is about to (electively) post transactions.

Use for: To implement programmatic control over whether a user is allowed to post transactions. Return 0 to abort posting. If you return 0, none of the transactions in the selection will be posted.

Notes: Avoid iterating over the records in the selection one at a time, as this may be very time consuming if you are connected to a remote server. Where possible, make the decision based on a search of the selection using IntersectSelection.

Example:

```
on AllowPostTransactions(toPost)
    let notMine = IntersectSelection(toPost, `EnteredBy <>
Initials`)
    if RecordsSelected(notMine) > 0
        Alert("Can't post", "You can only post transactions that
you entered")
        return false
    endif
    return true
end
```

Return value: Return 1 (or TRUE) if the selection of transactions should be allowed to be posted. Return 0 (or FALSE) to prevent the user from posting them. If you deny posting in this way, you should present some user interface (such as an alert) to explain what is happening. The default return value (for all handlers) is 1 (TRUE).

PostedTransactions (selection)

A script handler you can implement to override standard MoneyWorks behaviour.

Automatically called: When the user has just posted the transactions.

This will be called for both electively and non-electively posted transactions.

Use for: To do any post-processing you might want to apply after transaction posting. You might, for example, want to transfer some data to another database, or tag the transactions in same way.

Return value: ignored

AllowDeleteRecords(tableName, selection)

A script handler you can implement to override standard MoneyWorks behaviour.

Automatically called: When the user is about to delete records from a list.

Use for: To exercise finer control over whether the current user is allowed to delete certain records. Return TRUE if all of the records in the selection may be deleted. Return FALSE to prevent any of the records in the selection being deleted.

Notes: Avoid iterating over the records in the selection one at a time, as this may be very time consuming if you are connected to a remote server. Where possible, make the decision based on a search of the selection using IntersectSelection.

Example:

```
on AllowDeleteRecords(table, sel)
    if table = "transaction"
        let no_del = IntersectSelection(sel, `type = "QU@" and
analysis = "PRICE"`)
        if RecordsSelected(no_del) > 0
            Alert("Cannot delete", "The selection contains quotes
used for your price book")
            return false
        endif
    endif
end
```

Return value: boolean

Validate (windowRef)

A script handler you can implement to override standard MoneyWorks behaviour.

Automatically called: When the user clicks OK or Next on a record that has had changes made to it (if no fields have been changed, the handler may not be called). Use the windowRef to access information from the window.

Use for: To control whether the data in the window can be saved as-is. The handler should return 1 (true) or 0 (false) to indicate whether the window content should be accepted. Returning 0 will prevent the window from closing. IMPORTANT: If you do this you should provide an explanation to the user via an alert or coactip. Users will be very unhappy if they don't know why the OK button is not working!

Specific Naming: You can and should implement a Validate handler that is specific to the particular window ID of interest. In the case of the Transaction entry window, the handler can also be specific to the 2-letter transaction type. If you do not use a window ID-specific name, you must test the window ID returned from GetWindowID(windowRef)

Example:

```
on Validate:F_TRANS:DI(windowRef) // only called to validate Debtor
Invoice transaction window
    if GetFieldValue(windowRef, "E_DEPT") = ""
        Alert("Salesperson must be specified")
        return false
    endif
end
```

Return value: Boolean. TRUE indicates that the contents of the window are valid and acceptable and the record can be saved. An After message will follow. FALSE indicates that the contents of the window are unacceptable and the record will not be saved and the window will not close. An After message will not follow.

Before (windowRef,)

A script handler you can implement to override standard MoneyWorks behaviour.

Automatically called: When a window opens or when a new record is loaded in the window (when the user clicks the Next or Prev button). For list windows, this will be called when the user changes the view in the sidebar.

Use for: To set the initial field values of a custom window; To perform any kind of setup your script needs to do for a standard window; For a list window, install Toolbar commands.

Specific Naming: You can and should implement a Before handler that is specific to the particular window ID of interest. In the case of the Transaction entry window, the handler can also be specific to the 2-letter transaction type. If you do not use a window ID-specific name, you must test the window ID returned from GetWindowID(windowRef). A non-specific before handler would be called for every Window.

Example 1:

```
on Before:F_TRANS:DI(windowRef) // only called when a Debtor
Invoice is loaded into a transaction window
    if GetFieldValue(windowRef, -2) = 0
        Navigator("", "This is a new invoice")
        // do something that is actually more useful for new
        invoices...
    endif
end
```

Example 2:

```
on MySum
    let s = SumSelection("transaction.Gross - AmtPaid",
"*highlight")
    Alert("Outstanding Total = " + s)
end

on Before:F_TRANSLIST(windowRef)
    InstallToolbarIcon(windowRef, "MySum") // Install toolbar icon
in list
end
```

After (windowRef)

A script handler you can implement to override standard MoneyWorks behaviour.

Automatically called: Called when a window is closing or when a new record is about to be loaded into it. May not be called if no content was modified.

Use for:

Specific Naming:

Cancel (windowRef)

A script handler you can implement to override standard MoneyWorks behaviour.

Automatically called: When a window is closed via the Cancel button.

Use for:

Specific Naming:

Close (windowRef)

A script handler you can implement to override standard MoneyWorks behaviour.

Automatically called: When a window is closed. Use this to dispose any persistent data you may have created for the window (to "dispose" an array, assign 0 to it).

Use for:

Specific Naming:

ItemHit (windowRef, fieldNameString, fieldValueString)

A script handler you can implement to override standard MoneyWorks behaviour.

Automatically called: Whenever the contents of a field changes. This includes typing a character into an edit field; clicking a checkbox; changing a popup menu.

Use for:

Specific Naming:

EnterField (windowRef, fieldNameString, fieldValueString)

A script handler you can implement to override standard MoneyWorks behaviour.

Automatically called: When a field becomes active by being tabbed into or clicked.

Use for: Preflighting a field (maybe to save the contents before the user changes them).

Return value: ignored

Specific Naming:

ValidateField (windowRef, fieldNameString, fieldValueString)

A script handler you can implement to override standard MoneyWorks behaviour.

Automatically called: When a field is about to be exited. Return 0 if the field value is not acceptable: this will keep the focus in the field. IMPORTANT: If you do this you should provide an explanation to the user via an alert or coactip. Users will be very unhappy if they don't know why they can't exit a field!

Use for:

Return value:

Specific Naming:

ExitedField (windowRef, fieldNameString, fieldValueString)

A script handler you can implement to override standard MoneyWorks behaviour.

Automatically called: When a field has been exited.

Use for:

Specific Naming:

EnterCell (windowRef, listRef, rowNum, columnNum, cellValueString)

A script handler you can implement to override standard MoneyWorks behaviour.

Automatically called: When a cell in an editable list (such as the detail line entry list) is activated by tabbing into it or clicking into it.

Use for:

Return value:

Specific Naming:

ValidateCell (windowRef, listRef, rowNum, columnNum, cellValueString)

A script handler you can implement to override standard MoneyWorks behaviour.

Automatically called: When a cell in an editable list (such as the detail line entry list) is about to be exited. Row and column numbers are zero-based. Return 0 if the cell value is not acceptable: this will keep the focus in the cell. IMPORTANT: If you do this you should provide an explanation to the user via an alert or coactip. Users will be very unhappy if they don't know why they can't exit a cell!

Use for:

Return value:

Specific Naming:

ExitedCell (windowRef, listRef, row, column, cellValueString)

A script handler you can implement to override standard MoneyWorks behaviour.

Automatically called:

Use for: Analogous to ExitedField for editable list cells.

For handlers that return a Boolean value where 0 indicates validation failure (Validate, ValidateField, ValidateCell) the first one that returns 0 will cause invocation of that handler name in all scripts to stop. To exit a field successfully, the validation handlers in all active scripts must return 1.

Return value:

Specific Naming:

SetupReport

A script handler you can implement to override standard MoneyWorks behaviour.

Automatically called: Immediately before running a report (but after the report settings dialog has been OK'd).

Use for: You can use this opportunity to tweak the report (in particular, you can use to modify tab stops in the report to hide or show columns. You can also abort generation of the report by returning FALSE from this handler.

Return value: Boolean: return FALSE to cancel the report.

Example: The built-in Details report in Standard Plugins/Reports/~Transaction/ uses a SetupReport handler to configure the columns of the report according to the user's selection of Debits & Credits, Net, Tax, Gross or Items & Qty:

```
on SetupReport
  let dc = Val("Debits_and_Credits")
  let iq = Val("Items_and_Qty")
  SetReportColumnWidth("COL7", 190)
  if dc
    SetReportColumnWidth("COLPRICE", 0)
    SetReportColumnWidth("COLUNIT", 0)
  elseif not iq
    SetReportColumnWidth("COLPRICE", 80)
    SetReportColumnWidth("COLUNIT", 0)
  else
    SetReportColumnWidth("COLPRICE", 80)
    SetReportColumnWidth("COLUNIT", 30)
  endif
end
```

Note: Although report custom controls are automatically instantiated as variables for the report, note that when a report script control is compiled, the custom controls are not yet available, but they will be available when the script runs, hence the use of `Val(control_name)` to get the values of the radio button controls.

Specific Naming: None, but this handler will generally only be implemented in a script control that is local to the report.

Specific UI Element Handler Names

Since common UI handlers tend to need to be implemented for specific window classes or fields, there is an easy way to implement these handlers for their specific target.

For the following handlers, you can write a handler that specifies its windowID class and optional additional scope in the handler name:

- **Before:**windowID:transtype
- **ItemHit:**windowID:transtype
- **Validate:**windowID:transtype
- **After:**windowID:transtype
- **Cancel:**windowID:transtype
- **Close:**windowID:transtype
- **ValidateField:**windowID:fieldindent:transtype
- **EnterField:**_windowID:fieldindent:transtype
- **ExitedField:**windowID:fieldindent:transtype
- **EnterCell:**windowID:listname:columnname:transtype
- **ValidateCell:**windowID:listname:columnname:transtype
- **ExitedCell:**windowID:listname:columnname:transtype

The transtype specifier only applies to the Transaction entry window and will not be present for any other kind of window. Your handler will only be called if all of the specifiers match. To have your handler called more generally, simply use fewer specifiers (note that the specifiers are necessarily positional, so you can only reduce specificity by dropping specifiers from the end). If there are multiple handlers for the same message in your script that match, they will all be called, beginning with the most specific. E.g. if you have `ValidateField:f_trans:e_user1:DI` and also `ValidateField:f_trans`, they will both be called, in that order (assuming the first one does not return false, in which case the call sequence would stop at that point).

Example:

```
// will be called for all transaction entry window fields
on ValidateField:f_trans
  say("validate trans field")
  return 1
end

// will only be called for transaction user1 field for a sales invoice
on ValidateField:f_trans:e_user1:DI
  say("validate sales invoice user1")
  return 1
end
```

Note: You SHOULD always return a value (0 or 1) for these validation handlers, however, if you fail to do so, 1 is the default return value.

Important: You should generally never implement a non-specific handler (such as Before or Validate, with no window id) unless you take great care to limit your functionality appropriately. Remember that even the script editor receives these messages.

Other ways of invoking handlers

You can install a handler in the Command menu using the InstallMenuCommand function. You would normally do this from your script's Load handler. The command will be uninstalled automatically when the script is unloaded (or you can do so explicitly by calling the InstallMenuCommand function again with an empty handler name).

You can install a handler in the Transaction Entry and list windows using the InstallToolbarIcon function. Do this from the Before handler for the window. The icon will be automatically uninstalled prior to another Before (so you should reinstall it for every Before message). This is so that you can easily install a transaction-type-specific toolbar icon. Lists will get a Before every time the toolbar changes (such as for a change of selected view).

To make a handler accessible to reports, forms, the evaluate external command, different scripts, or the entry field expression parser, use the public attribute in the handler declaration.

```
on MyHandlerName(myParam) public
  say("This is the public handler " + myParam)
end
```

External invocations of the message will need to use its public name, consisting of the script name, a colon, and the handler name (e.g. My_Script:MyHandlerName(x)). If the script is not currently loaded, you won't be able to compile a script that calls it. Inter-script calling is not recommended.

Scripts normally run with the privileges of the logged-in user. You can have a handler run with admin privileges by adding the elevated attribute to the handler declaration. Note that the extra privilege is dropped when the handler exits, so the operation requiring the privilege will have to be completed in its entirety.

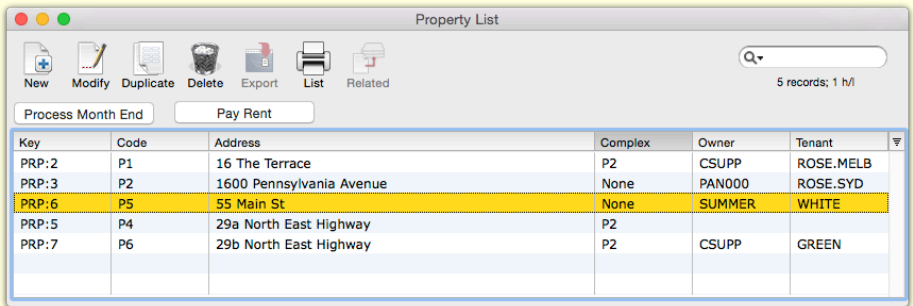
```
on MyHandlerName(myParam) elevated
  say("I'm running with admin privileges")
```

```
// hmm what would be useful to do here?
//   • post without elective posting privilege?
//   • override the extension field with a discounted value
//
//   • replace a value in a selection?
//   • Clear the hold checkbox with SetFieldValue()?
end
```

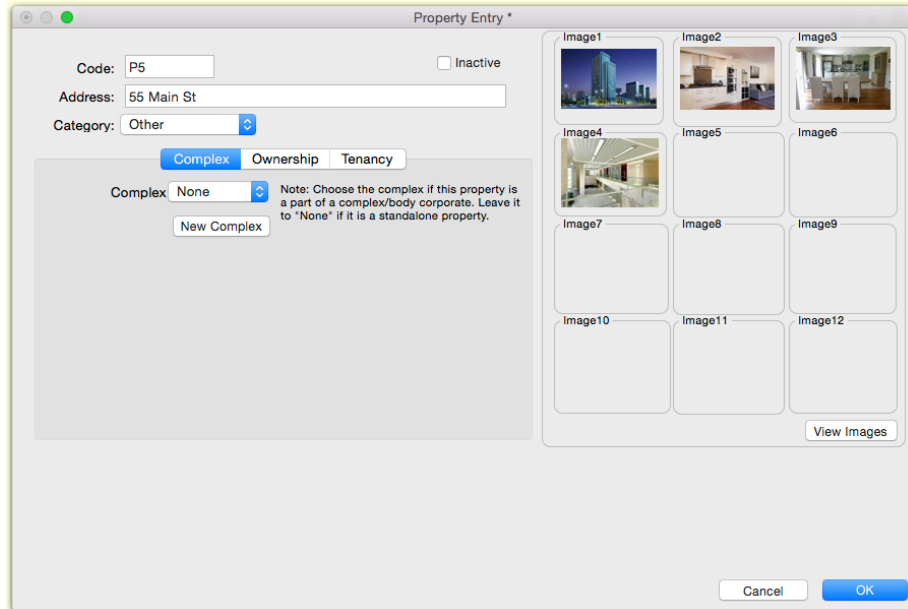
Adding a custom user interface to your scripts

The scripting that we implemented in MoneyWorks 7 has proven to be immensely beneficial to a large number of users, so in MoneyWorks 8 we decided to incorporate the ability to augment the scripts with your own user-interface windows and elements.

For example, you could build a list window to display a list of properties you own or manage:



And a property entry window, which opens when you create a new property or double click one in the list:



As you can see, the windows can have a full set of controls (check boxes, radio buttons, pop-up menus etc.), as well as entry fields, tabbed areas, image placement and more.

What can be Built

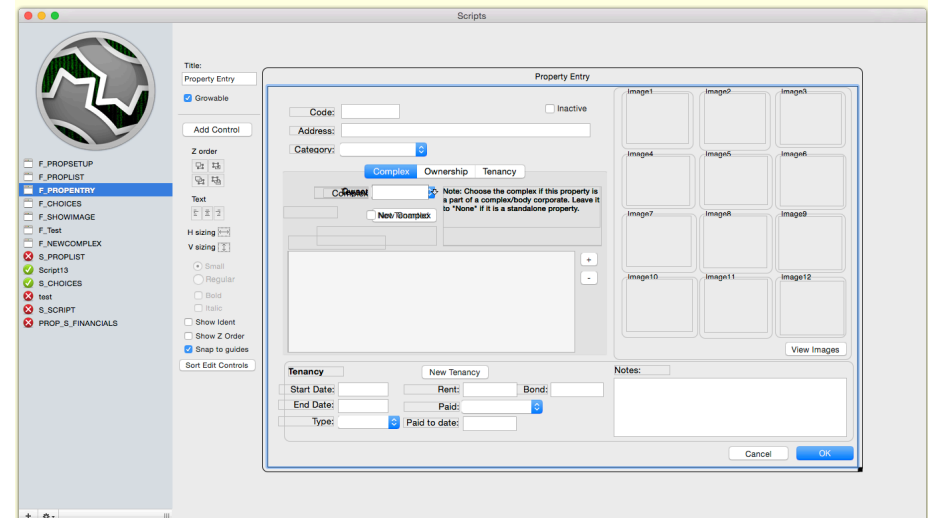
You can design modal and non-modal windows, list windows, floating windows, and can even extend the built-in MoneyWorks windows.

Windows are (normally) based on some data source, which will typically be a MoneyWorks table, but might also be an external SQL database, another MoneyWorks file (using the REST APIs), or even a query on a website.

You can't however alter the basic layout and functioning of the built-in MoneyWorks windows (although you can extend them) as that might break things. But if you don't like our window, you can with a bit of work (actually quite a lot of work), create your own replacement ones.

Building Windows

Windows are created and laid out in the **Script Editor** window (choose **Show>Scripts** to open this). Below is the design window for the property window displayed above.



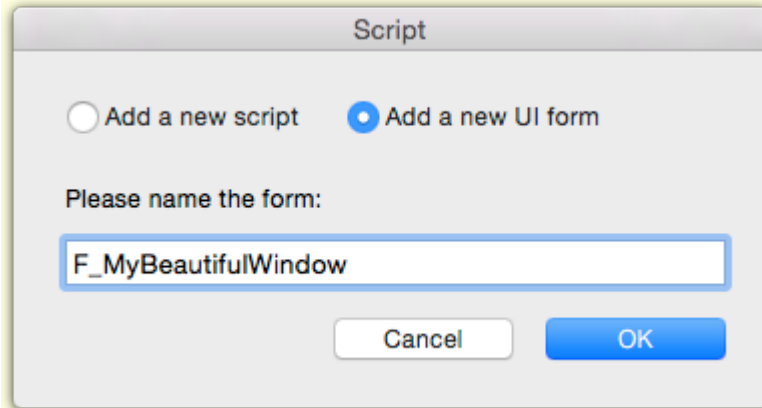
Note: It is important to realise that Windows and scripting go hand in hand—only a script can open a window.

To design a new window:

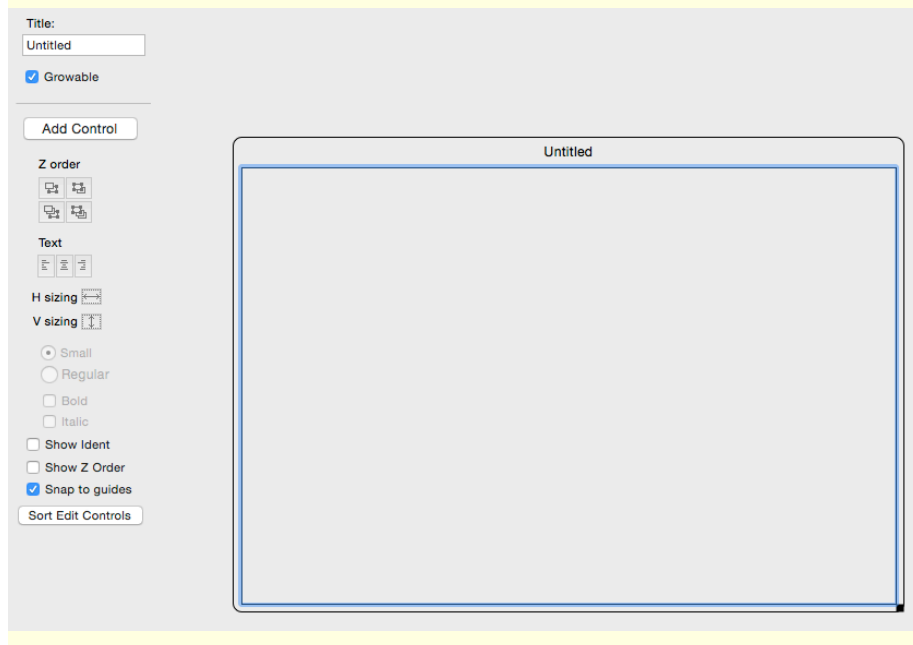
1. **Click the plus icon at the bottom left of the scripts window**

You will be asked to enter the script name.

2. **Set the *Add a new UI Form* option, enter the name of the new window and click *OK***



A new form window will be created, as shown below:



All you need to do now is to lay out the fields, buttons text etc that you want on the window (which is drawn in outline in the right hand half of the screen), and write the associated scripts to open the window, populate the fields on the window, and then take whatever action is required when the window is closed.

Form Tools

The tools for laying out the form elements are arranged down the left hand side of the window:

Title: The window title (appears at the top of the window).

Growable: If this option is on, the user will be able to change the window size;

Add Control: Click this to add a new element to form. This is discussed below.

Z-Order: Changes the z-order of the selected elements (e.g. bringing to front or sending to back).

Text: For specifying the text alignment of the selected element(s). Respectively align left, centre and right.

H Sizing: Determines the *horizontal sizing* of the element if the window is widened. Options are *Fixed Left*, *Fixed Right*, and *Elastic*.

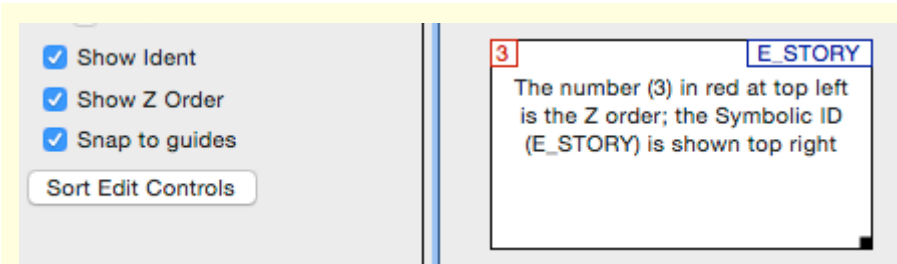
V Sizing: Determines the *vertical sizing* of the element if the window's height is altered. Options are *Fixed Top*, *Fixed Bottom*, and *Elastic*.

Small/Regular: The size of the text displayed in the selected element.

Bold/Italic: The style of the text displayed in the selected element.

Show Ident: Display the element's Symbolic ID in the top right of the element. The ID is how you reference the element in a script.

Show Z Order: Displays the Z order of the element in the top left. The higher the number, the closer to the front. The Z order is important in that it determines the tab order for the controls.



Text box with Z level and ID displayed

Snap to Guides: If set, when an element is moved on the form, guidelines will appear when its edges match the edges of adjacent elements on the forms. This allows for more precise layout.

Sort Edit Controls: Sorts the Z-Order of the text edit fields so that tabbing will move from the field at top left down through to the field at bottom right.

Element types

To add an element to the form:

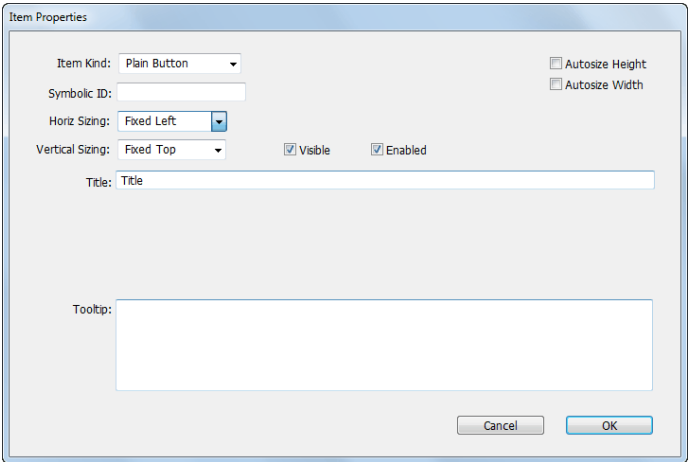
- 1. Click the *Add Control* button.

A new *Untitled* button will appear on the form. You can drag the element to where ever you want it positioned, and resize it by dragging its resize box at the bottom-right corner.

To change the type of the element:

- 1. Double-click the element

The *Item Properties* window will open.



The type, ID and other details about the element are specified here.

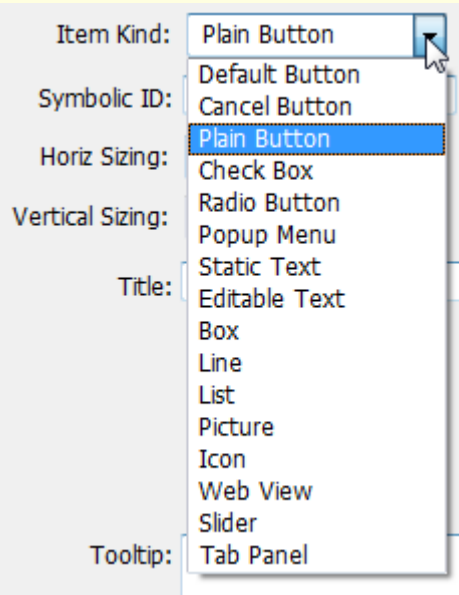
Item kind: The type of the item (button, pop-up menu, editable text etc. These are discussed in more detail below.

Symbolic ID: The ID of the item. Each item that you want to access from a script will need an ID. The ID is text and must also be unique for that form.

Horiz Sizing: How the location and size of the element will change if the window is widened by user. Options are Fixed Left, Fixed Right and Elastic.

Vertical Sizing: How the vertical location and size of the element will change if the height of the window is changed by the user. Options are Fixed Top, Fixed Bottom and Elastic.

Autosize Height:



Autosize Width:

Visible: If this is off, the item will not be visible by default when the form is displayed. Enabling can also be managed programmatically using the [SetFieldVisibility\(\)](#) function.

Enabled: If this is off, the item will not be enabled by default when the form is displayed (you can't type into a disabled text field, or select from a disabled pop-up menu). Visibility can also be managed programmatically using the [SetFieldEnabling\(\)](#) function.

Title: The title of the item (for example, the name that appears on a button, or the label next to a pop-up menu).

Text: The text for static and edit text items. This can also be set programmatically using the [SetFieldValue\(\)](#) function.

Tooltip: Help text that will be displayed if the mouse hovers over the item.

Group ID: Radio buttons with the same Group ID will act as one radion button set (so turning one on will turn another off).

Frame/Fill: For boxes allows you to select a fill (white, instead of the default grey) and frame (grey or none), and for lines just the line colour (any colour as long as it is grey).

Image Name: For pictures, the name of the image to be displayed. This can also be set programmatically using the [LoadPicture\(\)](#) function

URL: For web views, the URL of the web page to display. This can also be set set programmically using the [LoadHTMLInWebView\(\)](#) and [LoadURLInWebView\(\)](#) functions.

Tabs: For panels with tabs, the tab labels separated by a semi-colon (for example "First Tab;Middle Tab;Last Tab").

Item Types

Default Button

The default button (activated when enter/return is pressed). By default, this will be titled "OK" with an ID of "B_OK".

When clicked, a Validate message is sent to the window, followed by an After message (provided the Validate returned true). For User2 table records, you should save any changes to the record in the After handler. For overlays to standard forms, you can update tagged fields in the UserText from the Validate handler (MoneyWorks itself will save the record before your After handler is called).

The Cancel Button

The Cancel button closes the window without sending a Validate message (so changes are not saved). By default this will be titled "Cancel" and the ID is "B_CANCEL".

Pressing the *esc* key is the same as clicking on the Cancel button.

Plain Button

A button for you own use to activate some procedure or open another window. When the button is clicked an [itemHit\(\)](#) message is sent to the window.

Check Box

A check box. When clicked an [itemHit\(\)](#) message is sent to the window, or you can read/set the value using the [getFieldValue\(\)](#) and [setFieldValue\(\)](#) functions respectively.

Radio Button

Radio buttons are assigned to a group id (using the Group ID field), so that when one button in the group is turned on, the previously set button will be turned off. Like check boxes, an `itemHit()` message is sent to the window when the button is clicked, or the value can be read/set using the `getFieldValue()` and `setFieldValue()` functions respectively.

Pop-up menu

For static popup menus, the allowable values should be set in the *Text* field, each value separated by a semi-colon (e.g. "Option A; Option B; Options C"). Again an `itemHit()` message is sent to the window when the popup is selected, and the value can be read/set using the `getFieldValue()` and `setFieldValue()` functions respectively.

Any item name beginning with a "(" will be disabled, and you can use "(-" for a separator item.

If you want a dynamic pop-up menu (one whose contents changes depending on the context) use the `AppendPopupItems()` function to add items, and `DeletePopupItems()` to clear the menu.

Static text

This is for text items on the window, such as labels and instructions, that cannot be altered by the user. Using the text alignment and adornment tools, the text can be large or small, plain, bold or italic. And, just like a certain automobile, you can have the text in any colour provided it is black.

Because static text cannot be altered by the user, no `itemHit()` message is sent if it is clicked on. Although the user cannot change the text, you can change it programmatically using the `setFieldValue()` function. To do this you will need to give it an ID.

Editable text

Editable text items are essentially fields into which the user can enter text. As such, whenever a character is entered into an edit text field, an `itemHit()` message is sent. Similarly when the user tabs out of the field, a `validateField()` message is sent, enabling you to validate the entered data.

Box

Line

You can select line and box styles from the Frame and Fill popups. Boxes can have an optional title.

List

A List is a set of rows and columns. The structure of the list (the columns) and it's contents are defined programmatically when the list is created, using either the `InsertListObject()` or the `InsertEditListObject()` function.

The contents of a list can be got by using the `GetListContents()` function, and replaced by using the `SetListContents()` function.

Clicking on a list can also generate an `itemHit()` message, the `Clicks()` function can be used to determine if a double-click occurred.

Note: To create full list windows, like the Transaction or Names list, use the `ModalListWindow()`, or `CreateListWindow()` functions.

Birthdays	
Tag	Date
Fred	20-Feb-1984
Margaret	19-Mar-1972
Julia	16-Sep-1990

Picture

A Picture element will display an image.

The name of the picture can be specified in the *Img Name* field. The name is of the form keyword:identifier, structured as follows:

KeyWord	Identifier	Example
product	Product code	product:BA100
transaction	sequencenumber	transaction:1001
file	path	file:/Users/fred/documents/pictures/image.png
builtin	name of builtin image	builtin:enquiry
logo	company logo	builtin:logo

Pictures can also be loaded programmatically by using the [LoadPicture\(\)](#) function.

Web Viewer

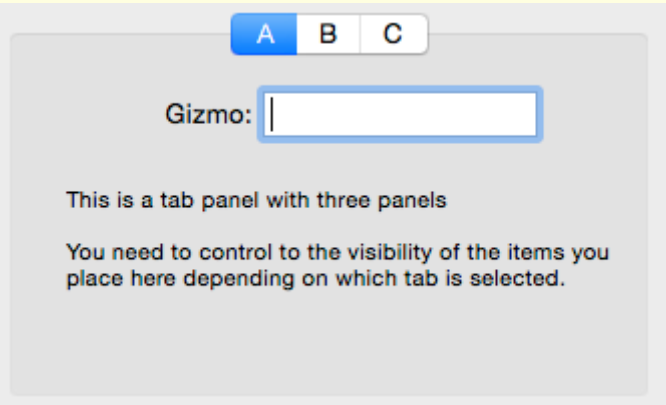
A Web Viewer element is for viewing websites (or html), just a like a browser.

You can hard-wire a URL or html into the URL box, or load it dynamically using either the [LoadURLInWebView\(\)](#) or [LoadHTMLInWebView\(\)](#) function respectively.

Tab Panel

A Tab Panel is a tabbed area on the window as shown.

The tab names are specified in the Tabs field, with each name, including the last, being followed by a semi-colon (so in the example, the names were entered as "A;B;C;").



When a tab is clicked upon, an [itemHit\(\)](#) message is sent to the tab panel. You can determine which tab by using [getFieldValue\(\)](#), which returns the name of the tab ("A", "B" or "C" in the example). Note that you will need to programmatically set the visibility of the items on the tab depending on which tab is current, for example.

```
on Load
    createWindow("Sample_Window")
end

on itemhit:sample_window:tab_A(w, i)
    let tabname = getFieldValue(w, i)
    setFieldVisibility(w, "S_Gizmo", tabName = "A")
    setFieldVisibility(w, "E_Gizmo", tabName = "A")
    setFieldVisibility(w, "E_FieldonB", tabName = "B")
end
```

Opening and Closing Windows

Windows need to be specifically opened from a script. This is done by a call to one of the following:

ModalWindow(): Displays the window with the given id. The window will be modal. It should have an OK (Default) button and a Cancel button. If it lacks at least one of these, then it will have a close box to dismiss it. For example:

```
let last_item = modalWindow("my_window")
```

Will open the window you name "my_window" as a modal window.

You will typically write a `Before` handler for your window that will set the values of fields and controls (using `SetFieldValue`), and an `After` handler to collect any changed values.

The ModalWindow function will not return until the window is closed by the user clicking OK or Cancel. The return value will be the symbolic name of the last item hit (usually "B_CANCEL" or "B_OK").

CreateWindow(): Similar to ModalWindow, but displays the window modelessly.

CreateListWindow(): Opens a list window (similar to the Names or Product lists) in which you can display selected records from a MoneyWorks table.

ModallistWindow(): The same as CreateListWindow, except the window opened is modal (so it has to be closed before you access other parts of MoneyWorks).

To close a window, use **CloseWindow()**. Modal windows will close automatically when either the Default (OK) or Cancel button is clicked.

To activate a window that may have gone into the background use **SelectWindow()**—if possible, the window will be brought to the front.

Window Extensions

You can add additional fields and controls to existing MoneyWorks windows by using “overlays”—these are small windows that can be tacked onto the right hand side of many of the built in MoneyWorks windows. For example, the Quote entry screen shown below has had a followup call log section added:

The screenshot shows the 'Quote' window in MoneyWorks. It contains fields for Customer (SMITH), Reference (000003), Date (31/01/16), Due Date (20/10/16), Request #, To (Smith, Smith and Smithers), Description (Provision of Mundaneness Machine), Amount (32,200.00), and Colour (Red). Below these is a table with columns: Item, Qty, Description, Unit Price, per, Disc.%, Extension, TG, Job. The table lists items: PREP (Scoping and Preparation), EQUIP (Large Mundane generator), INSTALL (Installation on designated site), and TRAIN (De-lux training course). At the bottom, there are fields for Freight Code, Docket, Freight Amt, Subtotal, GST, and Total. A custom overlay titled 'Phone Log' is attached to the right side, showing a table with columns: Who, Date, Note, and Prior. The table contains three entries. Below the Phone Log is a 'Probability of Order' field set to 30.

This was done by designing the window below:

The screenshot shows a custom window design titled 'Untitled'. It features a large white rectangular area for text entry. Above this area is a button labeled '+ Phone Log:'. Below the text area is a 'Probability of Order' field with a value of 10 and a dropdown arrow.

To extend a standard window, you first need to design a window that contains the elements you want. This is the same as designing any other window, except that:

- You should make sure that your objects have IDs that are not the same as any built-in objects on the window that you might also wish to access from your script.
- Items on the window should have an *H Sizing of Fixed Right*, so that they stick to the right hand side of the window as it is resized.
- The window should be as compact as practicable

MoneyWorks will widen the standard window to accommodate the extension. If your extension is unnecessarily wide, the window may no longer fit on the screen.

MoneyWorks will not increase the height of the standard window. If your extension is too high it will be chopped off, with possible unexpected consequences.

Keep in mind that the user may have other scripts which also have extensions. Each extension will be added under the previous one, so there is limited vertical space.

To add an extension to an entry window, you simply set a value to one of the special overlay properties.

Entry screen	Property
Transaction:	F_trans_overlay
Name:	F_nameform_overlay
Product:	F_prodform_overlay
Account:	F_acct_overlay
Job:	F_jobform_overlay
Jobsheet:	F_jobShtEEnt_overlay

For example:

```
property F_trans_overlay = "my_window"
```

will make “my_window” an extension to the transaction window.

MoneyWorks looks at the current value of the property at the time the window is instantiated, so you can change the value prior to instantiating a window. e.g.:

```
let F_TRANS_overlay = ""
```

will stop the extension being added to new transaction windows.

Note:

- You will need to write scripts to load and save data from your overlay.
- Messages are sent to the main window, not the overlay, so use for example:

```
on itemhit:f_trans:ob_myButton(w, i)
```

not

```
on itemhit:my_window:ob_myButton(w, i)
```

For more information on building windows and scripts, refer to the [MoneyWorks Developers webpage](#).

MoneyWorks Automation

MoneyWorks Automation provides MoneyWorks with the ability to communicate with other programs on the same computer¹, allowing MoneyWorks to be interrogated by other systems, and data to be submitted by these systems to MoneyWorks.

It was provided because we realised that MoneyWorks cannot be all things to all people, and that there are things people need that MoneyWorks does not provide, but that other systems do.

Automation is designed to facilitate data exchange in real time with other systems running on the same desktop, and hence its use is platform-specific. If you are manipulating data within a MoneyWorks document, it is preferable to use MWScript.

Using automation allows you to do things like:

- integrate MoneyWorks into Excel for reporting and budgeting
- have external consolidation routines for multiple MoneyWorks documents;
- interact with a FileMaker Pro database;
- automate the import of invoices and price books from suppliers (although this can probably be more easily accomplished using MWScript);

Because it needs to communicate with other applications running outside of MoneyWorks, Automation is platform specific. Thus you will need to develop different automation solutions to achieve the same result on Mac and Windows.

To create extensions using MoneyWorks automation you need (on Windows) a COM enabled development system such as vbScript, .net, VB, Delphi, RealBasic. On Mac you need to be able to send and receive AppleEvents—AppleScript is an ideal solution for simple scripting, RealBasic for more complex systems.

In addition there are free plug-ins available for MoneyWorks Automation for FileMaker Pro. These provide cross-platform compatibility (i.e. a single database solution should run on both Mac and Windows).

The basic Automation operations are:

Open: Open or connect to the specified file or MoneyWorks server.

Close: Close the currently open document or connection

Export: Export a selection of records from the specified table using an optional search.

Import: Import one or more records into MoneyWorks, optionally updating any existing records.

Evaluate: Evaluate a MoneyWorks Expression.

DoReport: Run a nominated MoneyWorks report with the specified parameters.

For more information on MoneyWorks Automation, see:

<http://cognito.co.nz/developer/>

MoneyWorks REST APIs

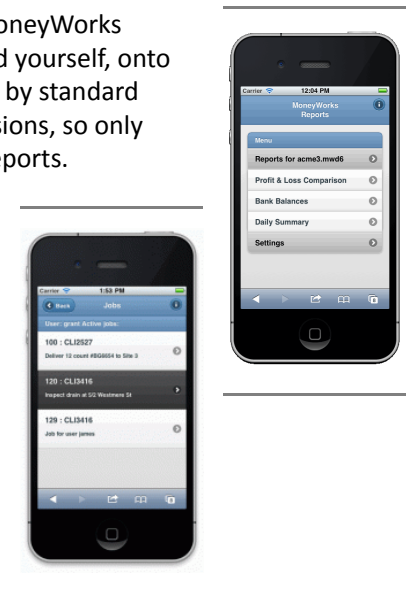
The MoneyWorks Datacentre REST API provides a simple, platform-neutral, high performance stateless network interface to MoneyWorks Datacentre. Or, in layman's terms, using the REST APIs allows you to talk to MoneyWorks over a network (including the internet), direct from your browser or other remote

application. MoneyWorks does not need to be running on the device you are using.

As examples of the capabilities of REST, two sample web apps are included with MoneyWorks Datacentre. These run in most browsers (but not ancient versions of Internet Explorer), and hence will run on iPhone, iPad and Android devices, as well as desktop computers. The supplied examples are:

Reports: Allows you to pull up almost any MoneyWorks report, including ones you have designed yourself, onto your mobile device. Reports are secured by standard MoneyWorks report and signing permissions, so only authorised users can access particular reports.

Timer: The job Timer app provides a simple way of recording time and material used on jobs through a mobile device, and is ideal for anyone who needs to record time on jobs, whether outside or inside the office. Any information entered updates the MoneyWorks job system in real time, ready for instant collation and billing.



These examples are written in Javascript, so can be modified to meet individual needs.

They are located in the Webapps/default directory of your Datacentre installation.

The available REST commands roughly parallel those in MoneyWorks Automation (see above), with the addition of:

Post: Post an identified transaction.

DoForm: Prepare a nominated MoneyWorks Form (invoice, statement etc) for selected records;

Image: Retrieve or update a transaction or product image in MoneyWorks.

For more information on the MoneyWorks REST APIs visit:

<http://cognito.co.nz/developer/>

Note: The MoneyWorks REST services must be turned on in the MoneyWorks Datacentre Console app before you can use the REST APIs. For information on this see the Datacentre Administrators Guide.

¹ If you want to communicate with systems on a different computer, or over the internet, use the MoneyWorks REST APIs. ↩

Appendix A—Field Descriptions

This appendix gives descriptions of the field names that you will see in the Find and Sort dialog boxes, as well as when you import or prepare an analysis report. The field and file names are also accessible from external scripts. A simplified schema is shown at [Schema](#).

The letter after the field name denotes the type of the field, viz:

A	Alphanumeric. These fields are like Text fields except that they are fixed-length and cannot be "wildcard" searched.
B	Boolean. The value for a boolean field is always "True" or "False"
D	A date. Dates are entered in the form 'DD/MM/YY'. E.g. '21/2/68'
N	Numeric
S	Date and time (cannot be searched by equality operator)
T	Text. Text fields can be "wildcard" searched using the "@" character.

The number after T and A type fields is the maximum length of the field.

The internal name is the name to use in referencing the file from external scripts. The names of indexed fields are in bold

Note: Changes to the schema introduced in MoneyWorks 8 are shown in this form of highlighted text.

Note on UserNum and UserText fields

A number of tables have had these fields added. These are for your own use, and can be accessed using a script or through importing. For example, if you are importing transactions from some other system and want to store that system's id for the transaction, then the transaction.usernum or transaction.usertext field could be a good place.

Note on the TaggedText field

The TaggedText that has been added to many of the tables is for storing key-value pairs, and should only be accessed using the special routines in mwScript.

Accounts

Internal Name *Account*.

Name	Type	Size	Notes
AccountantsCode	T	9	Code in accountant's chart that corresponds to this account.
BankAccountNumber	T	23	For bank accounts, the number of the bank account.
Category	T	7	The category code for the account (blank if Category is None).
Category2	T	15	User defined
Category3	T	15	User defined
Category4	T	15	User defined
Code	T	7	The account code
Colour	N		A number representing the colour.
Comments	T	1020	For own use
Created	S		The date/time on which the account was created.
Currency	T	3	The currency code (empty for local currency accounts)
Description	T	39	Description shown in transaction entry and reports
Group	T	5	The department group code for the account.
LastModifiedTime	S		The date and time that this account was last changed. This means a change to the account record itself, not a change to the account balance.
LastStatementImport	D		Last bank statement import cut-off date
ManualChequeNumber	T	11	Next manual cheque number (for bank accounts)
PandL	T	7	The Profit and Loss account.
PrintedChequeNumber	T	11	Next batch cheque number (for bank accounts)
SecurityLevel	N		The security level for the account
System	A	2	The "system" account type. The account types Bank Account, Profit & Loss, Accounts Receivable, Accounts Payable, GST Received and GST Paid are special system account types. Accounts of these types contain the codes: "BK", "PL", "AR", "AP", "GR", or "GP" (respectively) in the System field. Ordinary account types have " " (2 spaces) in the System field.
TaggedText	T	255	Scriptable tag storage
TaxCode	A	3	The tax code for the account.
Type	A	2	The account type. This will be one of IN, SA, EX, CS, CA, CL, FA, TA, TL or SF for Income, Sales, Expense, Cost of Sales, Current Asset, Current Liability, Fixed

			Asset, Term Asset, Term Liability or Shareholder's Funds respectively.
UserNum	N		Scriptable number
UserText	T	255	Scriptable text

Account Flags

Use TestFlags() to determine flags.

Do not reconcile (bank)	0x0001	Is an Unbanked Account	0x0002
Job Code Required	0x0004	Synchronise Cheque Numbers	0x0010
Non Discountable	0x0020	Non posting account	0x8000

Departments

Internal Name *Department*.

Field	Type	Size	Notes
Classification	T	5	The classification code for the department.
Code	T	5	The department code.
Custom1	T	15	For your own use
Custom2	T	9	For your own use
Description	T	35	The department name.
LastModifiedTime	S		The date that this department was last changed. This means a change to the department record itself, not a change to any account balance associated with the department.
UserNum	N		Scriptable number
UserText	T	255	Scriptable text
TaggedText	T	255	Scriptable tag storage

Account Categories, Department Classifications and Groups

Internal Name *General*. This one file holds three logical files, with the first character of the code field being a one letter prefix to indicate the file (you don't see this in MoneyWorks, but will need it to extract the description using lookup).

Field	Type	Size	Notes

Appendix A—Field Descriptions

Code	T	5	The category code. The prefixes are: C for Category, D for Classification, S for Group
Description	T	25	The category name.
LastModifiedTime	S		The date that this category was last changed. This means a change to the category record itself, not a change to any account balance associated with the category.

Transactions

Internal Name *Transaction*. The details (transaction lines) are held in a separate file with the internal name *Detail*, with Detail.ParentSeq holding the sequence number of the parent transaction.

Field	Type	Size	Notes
Aging	N		The aging cycle for the transaction
AmtPaid	N		The amount of the invoice that has been paid
AmtWrittenOff	N		For invoices, the amount written off in a write-off
Analysis	T	9	The analysis field.
ApprovedBy1	T	3	Initials of first user to approve transaction. This field can only be set to the current user's initials (or blank) using a script.
ApprovedBy2	T	3	Initials of second user to approve transaction. This field can only be set to the current user's initials (or blank) using a script.
BankJNSeq	N		The sequence number of the journal which banked the receipt (using the Banking command)
Colour	N		A number representing the colour.
Contra	T	7	For CP and CR transactions, this contains the account code of the bank that was selected in the bank pop-up menu. For invoices this is the accounts payable/receivable control acct.
DatePaid	D		The date the last payment for an invoice was made
DeliveryAddress	T	255	The delivery address for this transaction. Blank if default from name.
Description	T	1000	The description of the transaction.
Detail.Account	T	14	A text string containing the account code- (or account-department code) from the detail line
Detail.BackorderQty	N		The amount currently on backorder for an order
Detail.BaseCurrencyNet	N		The detail.net amount converted to the base currency
Detail.CostPrice	N		This is the base currency buy-price of the product. It is represented as dollars per buying unit for a purchase or as dollars per selling unit. for a sale.

			For a sale, the cost price is taken from the AverageValue of the product.
Detail.Credit	N		The credit value of the detail line. This is the amount by which the account is credited when the transaction gets posted. It corresponds to the Net or Extension for a CP or CI.
Detail.Date	D		The date on the detail line (also the expiry date for time-limited batches)
Detail.Debit	N		The debit value of the detail line. This is the amount by which the account is debited when the transaction gets posted. It corresponds to the Net or Extension for a CR or DI.
Detail.Dept	T	5	The department code
Detail.Description	T	1020	The description for the detail line.
Detail.Discount	N		The percent discount for the line.
Detail.ExpensedTax	N		The amount of non-claimable sales tax on the line (only set for transactions of type CI and CP that involve sales tax). When a line is saved, the net is adjusted up by this amount and the tax down; when the transaction is viewed, the reverse happens.
Detail.Flags	N		See Detail Flags table below, and detail.moreFlags
Detail.Gross	N		The gross value of the detail line.
Detail.JobCode	T	7	This is the job code for the detail line.
Detail.MoreFlags	N		For more flags, see flags table below
Detail.OrderQty	N		The original order quantity for an order
Detail.OrderStatus	B		0 if not shipped or part shipped, 1 if fully shipped
Detail.ParentSeq	N		The sequence number of the parent transaction
Detail.Period	N		Same as the transaction Period field
Detail.Period	N		Same as the transaction Period field
Detail.PostedQty	N		For stock purchase transactions, the buy quantity adjusted for the product conversion factor, gives the qty in sell units, which is the posted qty.
Detail.SaleUnit	A	3	For product transaction detail lines, this is the selling unit of measure as copied from the product record.
Detail.SecurityLevel	N		The security level of the line (inherited from the account's security level)
Detail.SerialNumber	N		The items's serial/batch number
Detail.Statement	N		The sequence number for the reconciliation record for which this detail line was reconciled. It is normally only used for detail lines which specify a bank account. If the item is not yet reconciled it contains a 0 (or a -1 if the reconciliation has been saved but not finalised).

Appendix A—Field Descriptions

Detail.StockCode	T	19	The product code for the detail line. This will be blank if the transaction is a service-type transaction.
Detail.StockLocation	T	15	The item's location
Detail.StockQty	N		The quantity of the product specified by Detail.StockCode that is being purchased or sold. The units correspond to either the buyUnits for the product or the SellUnits for the product depending on whether this is a purchase (CP/CI) or a sale (CR/DI) transaction.
Detail.Sort	N		The order of the detail lines as displayed in a transaction.
Detail.TaggedText	T	255	Scriptable tag storage
Detail.Tax	N		The tax (GST, VAT etc) amount of the detail line.
Detail.TaxCode	A	5	The tax code of the account.
Detail.TransactionType			The first two characters of the transaction type (i.e. CP, CR, CI, DI, JN, PO, SO, QU)
Detail.UnitPrice	N		For a purchase, this is the same as the cost price. For a sale, this is the unit selling price of the product exclusive of GST and discount.
Detail.UserNum	N		Scriptable number
Detail.UserText	T	255	Scriptable text
DueDate	D		The date on which payment is due
EnterDate	D		The date on which the transaction was entered.
EnteredBy	A	3	Initials of user who entered the transaction
ExchangeRate	N		The exchange rate (0 for base currency transactions)
Flag	T	5	The flag field.
Flags	N		See Transaction Flags table below
FreightAmount	N		Freight amount of order
FreightCode	T	15	Freight code used for orders
FreightDetails	T	255	Details of freight for order
Gross	N		The gross value of the transaction.
Hold	B		True if the transaction is on hold
LastModifiedTime	S		The date that the transaction was last changed.
MailingAddress	T	255	Transaction's mailing address. Blank if default from name.
NameCode	T	11	Customer or Supplier Code
OrderDeposit	N		The accumulated deposit on an order
OrderShipped	N		The amount shipped of an order
OrderTotal	N		The total of the order
OriginatingOrderSeq	N		The sequence number of the order that created the invoice through the ship or receive goods commands

OurRef	T	11	The reference number of the transaction. For Cash Payments, this is the cheque number. For Cash Receipts it is the receipt number. For Debtor Invoices, it is the invoice number and for Creditor Invoices it is your order number. For Journals, it is the Journal number, prefixed with the type of journal (JN for general journal, JS for stock journal, BK for banking journal).
PayAmount	N		The amount of the invoice that you have elected to pay a creditor in the next payment run.
PaymentMethod	N		The payment method for the transaction (0 = None, 1 = Cash, 2 = Cheque, 3 = Electronic, 4 = Credit Card, 5-7 = user defined)
Period	N		A number representing the period of the transaction. This number will be (100 * year_number + period_number), where year_number is a number in the range 0-99, with year 1 being the first year of operation for your MoneyWorks document, and period_number is a number in the range 1-12, with 1 representing the first period of your financial year.
PostedBy	A	3	Initials of user who posted the transaction
Printed	N		0 if not Printed; 1 if Printed
ProdPriceCode	T	1	Pricing code (A--F)
PromptPaymentAmt	N		The amount of the eligible prompt payment discount
PromptPaymentDate	D		The date the prompt payment discount expires
Recurring	B		"True" if the transaction is a recurring transaction. "False" if it isn't.
SalesPerson	T	5	The salesperson for the transaction. If the transaction involves any products with the "Append Salesperson" attribute set, the value of this field will be appended to that products sales and/or cost of goods account code.
SecurityLevel	N		The transaction's security level. This is set to the highest security level of the visible detail lines.
SequenceNumber	N		The sequence number of the transaction.
SpecialAccount			For receipts, the bank account of the cheque
SpecialBank			For receipts, the bank number of the cheque
SpecialBranch			For receipts, the branch of the cheque
Status	T	1	This will be either a "U" (for unposted) or "P" (for posted).
TaggedText	T	255	Scriptable tag storage
TaxAmount	N		The amount of GST involved for the transaction.

Appendix A—Field Descriptions

TaxCycle	N		A number representing the GST cycle in which the transaction was processed for GST. This is 0 for transactions not yet processed for GST.
TheirRef	T	21	For debtor invoices, the customer's Order No. For creditor invoices, the supplier's invoice number. For receipts, the cheque number
TimePosted	S		Date and time transaction is posted.
ToFrom	T	200	For a payment, the To field. For a receipt, the From field.
TransDate	D		The transaction date.
Type	T	3	The transaction type.--see following table.
User1	T	255	User defined
User2	T	255	User defined
User3	T	255	User defined
User4	T	15	User defined
User5	T	15	User defined
User6	T	15	User defined
User7	T	15	User defined
User8	T	15	User defined
UserNum	N		Scriptable number
UserText	T	255	Scriptable text

The transaction type codes are:

Code	Description
CIC	Creditor invoice--fully paid
CII	Creditor invoice--incomplete
CP	Cash payment/purchase
CPC	Cash payment for a creditor invoice
CPD	Returned refund to debtor
CR	Cash receipt/sale
CRC	Receive refund from creditor
CRD	Receipt for a debtor invoice
DIC	Debtor invoice--fully paid
DII	Debtor invoice--incomplete
JN	General journal
JNS	Stock journal
POC	Purchase order (complete) = Bought
POI	Purchase order (incomplete)
QU	Quote
SOC	Sales order (complete) = Sold
SOI	Sales order (incomplete)

Transaction Flags

Use TestFlags() to determine flags.

Was Cancelled	0x00000001	Is Job Invoice	0x00002000
Is Cancellation	0x00000002	Changed After Posting	0x00004000
Was Written Off	0x00000004	Prompt Discount Taken	0x00008000
Creditor Reimburse	0x00000008	Funds Xfer	0x00010000
Debtor Reimburse	0x00000010	Is Discount Credit Note	0x00020000
Printed	0x00000020	Is Writeoff Credit Note	0x00040000
Is WriteOff Dummy	0x00000040	Is New Style Sales Tax	0x00080000
Is Contra Dummy	0x00000080	Has Scan	0x00100000
Journal Type (3 bits) General = 0; Make = 1; Break = 2; WriteOff = 4; Create = 5; Transfer = 6; Revaluation = 7.	0x00000700	Has Outstanding Stock Receipts	0x00200000
Not On Statement	0x00000800	PPD Terms Locked	0x00400000
Is Banking Journal	0x00001000	Is Deposit on Order	0x00800000

Detail Flags

Flags for detail lines are contained in two fields, detail.flags and detail.moreFlags. Use TestFlags() to determine flags.

detail.flags			
System line	0x8000	Line is a foreign currency	0x0100
Stock Journal Line	0x4000	Balancing line for above	0x0200
Banking Journal Bank Line	0x2000	Balancing line for contra	0x0400
Banking Journal Holding Line	0x1000	Stock is ignored (for jobs)	0x0800
Tax Line	0x0008	Tax line added by tax override	0x0010
Product Price is Tax Inclusive	0x0004	Is time item	0x0020
Freight Item	0x0002	Prompt Payment Discountable	0x0040

Appendix A—Field Descriptions

Dept in account is salesperson	0x0001		
detail.moreFlags			
Requires serial number	0x0001	Batch expires	0x0004
Requires batch number	0x0002		

Names

Internal name *Name*.

Field	Type	Size	Notes
ABUID	S		Mac Address Book Universal ID--set for imported address book entries only
Account Name	T	21	The bank account name (e.g. XYZ Trading Company)
Address1	T	59	Mailing Address (first line)
Address2	T	59	Mailing Address (second line)
Address3	T	59	Mailing Address (third line)
Address4	T	59	Mailing Address (fourth line)
Afterhours	T	11	After hours phone number for contact 1
Afterhours2	T	11	After hours phone number for contact 2
Bank	T	7	The customer's bank (e.g. BNZ)
BankAccountNumber	T	23	The bank account number of the name, as supplied by their bank
BankBranch	T	21	The bank branch (e.g. Main St.)
Category1	T	7	User defined
Category2	T	7	User defined
Category3	T	7	User defined
Category4	T	7	User defined
CCurrent	N		For a creditor, the current balance.
Code	T	11	The name code. For non-sundries, only the first ten characters are used.
Colour	N		Colour
Comment	T	1020	A comment
Contact	T	25	Contact person 1 in the company
Contact2	T	29	Name of contact person 2
CreditCardExpiry	T	5	Expiry date of credit card
CreditCardName	T	19	Name on credit card
CreditCardNum	T	19	Credit card number
CreditLimit	N		The credit limit for a debtor
CreditorTerms	N		If > 0, within N days; if < 0, Nth day of month following

Currency	T	3	Currency of customer/supplier (blank if local)
Custom1	T	255	For your own use
Custom2	T	255	For your own use
Custom3	T	15	For your own use
Custom4	T	15	For your own use
Custom5	T	15	For your own use
Custom6	T	15	For your own use
Custom7	T	15	For your own use
Custom8	T	15	For your own use
CustomerType	N		0 for not a customer, 1 for customer, 2 for debtor
CustPropmtPaymentDiscount	N		Prompt payment discount percentage
CustPromptPaymentTerms	N		0 for no prompt payment; > 0 for within N days; < 0 for by Nth date of following month
D30Plus	N		Debtor 30 day balance (1 cycle of manual ageing).
D60Plus	N		Debtor 60 day balance (2 cycles of manual ageing).
D90Plus	N		Debtor 90 days+ balance (3 cycles of manual ageing).
DateOfLastSale	D		Date of last invoice or cash sale
DBalance	N		Sum of D90Plus, D60Plus, D30Plus and DCurrent
DCurrent	N		For a debtor, the current balance. The total balance for the debtor is the sum of all the balance fields.
DDI	T	19	Direct dial number for contact 1
DDI2	T	19	Direct dial number for contact 2
DebtorTerms	N		If > 0, within N days; if < 0, Nth day of month following
Delivery1	T	59	Delivery address (first line)
Delivery2	T	59	Delivery address (second line)
Delivery3	T	59	Delivery address (third line)
Delivery4	T	59	Delivery address (fourth line)
DeliveryPostcode	T	12	Postcode/zipcode of delivery address
DeliveryState	T	4	Sate of delivery address
Discount	N		Discount field for a customer
email	T	80	email address for contact 1
email2	T	80	email address for contact 2
Fax	T	19	Facsimile number
Flags	N		See Names Flags table below
Hold	B		"True" if the debtor is on hold ("False" otherwise)

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Kind	N		The kind of Name. 0 for a template, 1 for a normal
LastModifiedTime	S		Date and Time the record was last modified
LastPaymentMethod	N		PaymentMethod used in previous transaction
Memo	T	255	Memo/notes for contact 1
Memo2	T	255	Memo/notes for contact 2
Mobile	T	14	Mobile phone number for contact 1
Mobile2	T	13	Mobile phone number for contact 2
Name	T	255	Name of company
PayAccount	T	7	The Accounts Payable control account code for a creditor.
PaymentMethod	N		Payment method (0 = None, 1 = Cash, 2 = Cheque, 3 = Electronic, etc).
Phone	T	19	Phone number
Position	T	29	Position of contact person 1
Position2	T	29	Position of contact 2
PostCode	T	11	Post code
ProductPricing	T	1	Pricing level for customer. (A-F)
RecAccount	T	7	The Accounts Receivable control account code for a debtor.
ReceiptMethod	N		Preferred payment method of customers. 1 = Cash, 2 = Cheque etc.
Role	N		Roles for contact 1. This is a bit mapped field, with each bit representing a role.
Role2	N		Roles for contact 2. This is a bit mapped field, with each bit representing a role.
SalesPerson	T	5	Code for salesperson for client--automatically copied to the transaction.salesperson field.
Salutation	T	39	Salutation for contact 1
Salutation2	T	39	Salutation for contact 2
SplitAcct1	T	13	Account code for first split account
SplitAcct2	T	13	Account code for remainder split account
SplitPercent	N		Percent of allocation to be put into SplitAcct1
State	T	3	State (for postal address)
SupplierType	N		0 for not a supplier, 1 for supplier, 2 for creditor
SuppPromptPaymentDiscount	N		Percentage amount of prompt payment discount offered by supplier
SupplierPropmtPaymentTerms			0 for no prompt payment; > 0 for within N days; < 0 for by Nth date of following month
TaggedText	T	255	Scriptable tag storage

TaxCode	A	5	Tax code override
TaxNumber	T	19	Their tax number (GST#, VAT#, ABN etc, depending on country)
TheirRef	T	15	The reference code by which the supplier or customer refers to your company.
UserNum	N		User defined
UserText	T	255	User defined
WebURL	T	255	Web URL

Name Flags

Use TestFlags(), Setflag(), and ClearFlag() functions for flags.

Requires order number 0x0001

Contacts

Internal name *Contacts*

The Contacts table is a subfile of the Name table.

AfterHours	T	19	Contact's after hours number
Contact	T	39	Contact's name
DDI	T	19	Contact's direct dial
eMail	T	63	Contact's email address
LastModifiedTime	S		Date and Time the record was last modified
Memo	T	255	Memo/notes on contact
Mobile	T	19	Contact's mobile number
Order	N		The order of the contact
ParentSeq	N		Sequencenumber of the Name record for the contact
Position	T	39	Contact's position
Role	N		Roles for the contact. This is a bit mapped field, with each bit representing a role.
Salutation	T	39	Contact's salutation
TaggedText	T	255	Scriptable tag storage
UserNum	N		Scriptable number
UserText	T	255	Scriptable text

Products (Items)

Internal name *Product*

The total number of items of stock of the product that you have on hand. This is represented in the selling units for the product. Use the **StocktakeStartQtyForLocation(location)** function for the stock at a given location

Field	Type	Size	Notes
BarCode	T	19	The item's barcode. This can be used in transaction entry instead of the product code
Build....			Subfile: Refer to Build file
BuyPrice	N		The last buy price of one buy unit of the item (in the currency of the purchase)
BuyPriceCurrency	T	3	The currency of the last purchase of the item
BuyUnit	T	3	The units in which you buy the product. e.g. "ea", "kg", "ml", "dz". If the buy units are different from the sell units, you must supply a scalar conversion factor in the ConversionFactor field that will convert from buy units to sell units.
BuyWeight	N		The weight/volume of the buy unit of the item
Category1	T	15	Any value. This can be used for analysis purposes.
Category2	T	15	Any value. This can be used for analysis purposes.
Category3	T	15	Any value. This can be used for analysis purposes.
Category4	T	15	Any value. This can be used for analysis purposes.
Code	T	31	The product code.
COGAcct	T	13	Cost Of Goods account. If you only buy the product, this is the Expense account that is debited each time you purchase this product. If you stock and sell the product, this account is debited when you sell the product.
Colour	N		The colour of the product record
Comment	T	1020	Any additional information about the product.
ConversionFactor	N		This is used to calculate the number of sell units that equate to one buy unit. When you purchase product, the quantity purchased is divided by this conversion factor to calculate the number of selling units of stock on hand. Note that the reciprocal of the conversion factor is displayed on the product entry screen.
CostPrice	N		The standard cost of the item. For purchased items, this is the purchase price converted to the base currency.
Custom1	T	255	For your own use
Custom2	T	255	For your own use
Custom3	T	15	For your own use
Custom4	T	15	For your own use
Custom5	T	15	For your own use

Custom6	T	15	For your own use
Custom7	T	15	For your own use
Custom8	T	15	For your own use
Description	T	255	The name of the product.
Flags	N		See Product Flags table below
Hash	N		For fast searching of products by buy/sell/stock. A bit is set for each status: If buy, #0002; if sell, #0004, if inventory, #0008, Thus all inventoried items will have Hash >= 8.
JobPricingMode	N		Sell price determinator for job costing: 1 = Use Product Sell Price, 2 = Apply Job Markup to Standard Cost, 3 = Use Undiscounted Purchase Price
LastModifiedTime	S		Date and Time the record was last modified
LeadTimeDays	N		The expected lead time e for the delivery of the product
MarginWarning	N		The minimum margin/markup level for the product below which to show a warning on the Selling Price screen
MinBuildQty	N		The minimum build quantity--items must be built in multiples of this
NormalBuildQty	N		The normal build/reorder quantity
Plussage	N		Amount to add to the purchase price for margin calculations within the product sell matrix. Not included in the costs maintained by MoneyWorks
QtyBreak1	N		Quantity at which the first break price is used
QtyBreak2	N		Quantity at which the second break price is used
QtyBreak3	N		Quantity at which the third break price is used
QtyBreak4	N		Quantity at which the fourth break price is used
QtyBrkSellPriceA1	N		The A sell price, if the quantity is greater than or equal to QtyBreak1
QtyBrkSellPriceA2	N		The A sell price, if the quantity is greater than or equal to QtyBreak2
QtyBrkSellPriceA3	N		The A sell price, if the quantity is greater than or equal to QtyBreak3
QtyBrkSellPriceA4	N		The A sell price, if the quantity is greater than or equal to QtyBreak4
QtyBrkSellPriceB1	N		The B sell price, if the quantity is greater than or equal to QtyBreak1
QtyBrkSellPriceB2	N		The B sell price, if the quantity is greater than or equal to QtyBreak2
QtyBrkSellPriceB3	N		The B sell price, if the quantity is greater than or equal to QtyBreak3
QtyBrkSellPriceB4	N		The B sell price, if the quantity is greater than or equal to QtyBreak4
ReorderLevel	N		The stock level at which a reordering warning should be given. (in selling units)

Appendix A—Field Descriptions

SalesAcct	T	13	The Income account that is credited whenever the product is sold.
SellDiscount	N		The percentage discount. This is used only if the discount mode is 1 or 3
SellDiscountMode	N		A number representing the discount mode as selected in the discount mode pop-up menu in the product entry window. 1=None; 2 = by customer; 3 = by product; 4=Add
SellPrice	N		The "A" sell price at which you sell the product. This is GST exclusive and exclusive of any discount that you may apply.
SellPriceB	N		The B sell price (before GST and discounts)
SellPriceC	N		The C sell price (before GST and discounts)
SellPriceD	N		The D sell price (before GST and discounts)
SellPriceE	N		The E sell price (before GST and discounts)
SellPriceF	N		The F sell price (before GST and discounts)
SellWeight	N		The weight/volume of one sell unit
SellUnit	T	3	The units in which you sell the product. e.g. "ea", "kg", "ml", "doz"
StockAcct	T	13	The Current Asset account that is debited whenever you buy a product that you stock and is credited whenever you sell it.
StockOnHand	N		
StockTakeNewQty	N		The total entered stock count for a stock take. Use the StocktakeStartQtyForLocation(location) function for the stock at a given location
StockTakeStartQty	N		The total stock on hand when a stock take is commenced. Use the StockTakeStartQtyForLocation(location) function for the stock at a given location
StockValue	N		The value of the stock on hand (based on purchase cost)
Supplier	T	11	The supplier code of your usual supplier. If present, this should be the code of a supplier in the names list.
SuppliersCode	T	19	The product code that your usual supplier uses to refer to the product.
TaggedText	T	255	Scriptable tag storage
Type	T	1	P = product; R = resource; T = time; S = ship method; O=other.
UseMultiplePrices	B		True if using multiple sell prices
UserNum	N		User Defined
UserText	T	255	User Defined

Product Flags

Use TestFlags(), Setflag(), and ClearFlag() functions for flags.

We buy it	0x00000002	Price C is Tax Inclusive	0x00000080
We sell it	0x00000004	Price D is Tax Inclusive	0x00001000
We inventory it	0x00000008	Price E is Tax Inclusive	0x00002000
Job Cost is Tax Inclusive	0x00000010	Price F is Tax Inclusive	0x00004000
Append Salesperson - Expense	0x00000020	Price D is Cost Plus	0x00010000
Append Salesperson - Sales	0x00000040	Price E is Cost Plus	0x00020000
Price Break on Additional Units	0x00008000	Price F is Cost Plus	0x00040000
Reorder Warning	0x00000100	Price D is Discount	0x00080000
Price A is Tax Inclusive	0x00000200	Price E is Discount	0x00100000
We Build it	0x00000400	Price F is Discount	0x00200000
Auto-Build Item	0x00000800	Do not update Buy	0x00400000
Price B is Tax Inclusive	0x00000001	Item has serial number	0x01000000
		Item has batch/lot number	0x02000000
		Batch/lot expires	0x04000000

Inventory

Internal name *Inventory*

The inventory table is a subfile of Product, and stores the stock on hand of an item for each serial/batch and location combination.

Expiry	D		The expiry date for expiring batches
Identifier	31	31	The serial/batch number of the item
LastModifiedTime	S		Date and time the record was last altered
Location	T	15	The location
ProductSeq	N		The sequencenumber of the product master record for the item
Qty	N		The qty (stock on hand) of the item at this location. Use the SOHForLocation(location) function for the stock at a given location.
StockTakeNewQty	N		The total entered stock count for a stock take. Use the StocktakeNewQtyForLocation(location) function for the stock at a given location.

Appendix A—Field Descriptions

StockTakeStartQty	N		The total stock on hand when a stock take is commenced. Use the StocktakeStartQtyForLocation(location) function for the stock at a given location.

Jobs

Internal Name *Job*.

Field	Type	Size	Notes
Billed	N		The amount billed to date for the job.
Category1	T	15	Any value. This can be used for analysis purposes.
Category2	T	15	Any value. This can be used for analysis purposes.
Category3	T	15	Any value. This can be used for analysis purposes.
Category4	T	15	Any value. This can be used for analysis purposes.
Client	T	11	The code of the client for whom the job is being done. Must be a debtor.
Code	T	9	The job code.
Colour	N		An integer representing the colour of the record.
Comment	T	1020	Comments on the job
Contact	T	63	The contact for the job
Custom1	T	255	For your own use
Custom2	T	255	For your own use
Custom3	T	15	For your own use
Custom4	T	15	For your own use
Custom5	T	15	For your own use
Custom6	T	15	For your own use
Custom7	T	15	For your own use
Custom8	T	15	For your own use
Description	T	255	The job name.
EndDate	D		The expected end date
LastModifiedTime	S		The date that this job record was last changed. Transactions related to the job do not change the modification date of the job record
Manager	T	3	The manager for the job
Markup	N		The percent markup applied to items used on the job.
OrderNum	T	31	The client's order number for the job
PercentComplete	N		Percent that the job is complete
Phone	T	19	The contact's phone number
Project	T	9	Job code of project to which this belongs
Quote	N		The amount quoted for the job.
StartDate	D		The start date of the job

Status	A	2	The status of the job. "QU" for quoted, "OP" for active, "CO" for complete
TaggedText	T	255	Scriptable tag storage
TargetDate	D		Target date for job
UserNum	N		User defined
UserText	T	255	User defined

Job Sheet Items

Internal name *JobSheet*.

Field	Type	Size	Notes
Account	T	7	The general ledger expense code for the resource
ActivityCode	T	9	A free-form activity code
Analysis	T	9	The analysis field
Batch	N		For jobsheets entered using a Timesheet, the sequencenumber of the first jobsheet created when the Timesheet is accepted. This forms a unique batch number to identify all jobsheets entered on that time-share.
Colour	N		An number indicating the colour of the record.
Comments	T	255	General comments on the entry
CostCentre	T	5	The cost centre for which the resource was used
CostPrice	N		The cost price of the resource used.
Date	D		The date the resource was used
DateEntered	D		The date the job sheet item was entered.
DestTransSeq	N		The sequence number of the invoice on which this item was billed out.
EnteredBy	T	3	User who entered the job sheet record
Flags	N		Accessible via the Testflags function. 1 = Time, 2 = Material
Job	T	9	The job code.
LastModifiedTime	S		The date that this job sheet item record was last changed.
Memo	T	255	A description of the job sheet item.
Period	N		A number representing the period of the job sheet item. This is determined automatically by the Date field, and is stored in the same manner as the period field in the transaction file.
Qty	N		The quantity of the resource used
Resource	T	19	The code of the resource
SellPrice	N		The estimated sell value of the resource used, based on the job markup.
SerialNumber	T	31	Serial/Batch number of the item
SourceTransSeq	N		The sequence number of the originating transaction

Appendix A—Field Descriptions

Status	A	2	The status field. "PE" if the item is pending (unbilled), "PR" if it is processed, "BU" if it is a budget entry.
StockLocation	T	15	The location of the item
TaggedText	T	255	Scriptable tag storage
Type	A	2	The type of entry. "IN" for income, "EX" for expense.
Units	T	3	The units of resource used.
UserNum	N		Scriptable number
UserText	T	255	Scriptable text

Reconciliation File

The reconciliation file (internal name *_recon*) stores details of each reconciliation. The sequence number of the corresponding reconciliation is used in the detail.statement field.

Field	Type	Size	Notes
Account	T	8	The account code that was reconciled.
Closing	N		The closing balance
Date	D		Statement Date
Discrepancy	N		Discrepancy in reconciliation
LastModifiedTime	S		The date and time that this record was last changed.
Opening	T	5	The opening balance.
Statement	N		Statement number
Time	S		Date and time of reconciliation

Allocation File

The allocation file (internal name *AutoSplit*) stores details of the auto-allocation breakdowns used in the bank statement import and the Auto-Allocation command.

Field	Type	Size	Notes
LastModifiedTime	S		The date and time that this record was last changed.
MatchFunction	T	255	The matching text/function that involves the split
MatchName	T	11	The name of the rule
Priority	N		Priority of the rule
SplitAcct1	T	13	The first split account
SplitAcct2	T	13	The second split account
SplitAcct3	T	13	The third split account
SplitAcct4	T	13	The fourth split account
SplitAmount1	N		Percent or amount to allocate to first split account

SplitAmount2	N		Second split amount to allocate
SplitAmount3	N		Third split amount to allocate
SplitMode	N		The type of split

Build File

The build file (internal name *Build*) stores the recipes for the products.

Field	Type	Size	Notes
LastModifiedTime	S		The date and time that this record was last changed.
Build.Memo	T	255	Memo for the component
Build.ProductSeq	N		The sequence number of the Product record to which the recipe belongs
Build.Qty	N		Quantity of component required
Build.PartCode	T	19	Code of component

Memo File

This file (internal name *Memo*) stores the memo records for the names file.

Field	Type	Size	Notes
LastModifiedTime	S		The date and time that this record was last changed.
Memo.NameSeq	N		The sequence number of the Name record to which the memo belongs
Memo.Date	D		Date of memo
Memo.RecallDate	D		Date of reminder
Memo.Text	T	255	The memo text

Tax Rate

The tax rate file (internal name *TaxRate*) stores the tax rates.

Field	Type	Size	Notes
LastModifiedTime	S		The date and time that this record was last changed.
TaxCode	T	5	The tax code
PaidAccount	T	7	The control account for GST paid out under this rate
RecAccount	T	7	The control account for GST received out under this rate
Date	D		Tax rate changeover date
Combine			Flags (how 2nd tier tax is combined)
CombineRate1	N		2nd tier rate used before changeover date (PST)

Appendix A—Field Descriptions

CombineRate2	N		2nd tier rate used after changeover date (PST)
GSTPaid	N		Total GST paid for taxcode in last GST finalisation
GSTReceived	N		Total GST received for taxcode in last GST finalisation
NetPaid	N		Net paid for taxcode in last GST finalisation
NetReceived	N		Net received for taxcode in last GST finalisation
Rate1	N		Rate used before changeover date
Rate2	N		Rate used on or after changeover date
UserNum	N		Scriptable number
UserText	T	255	Scriptable text
TaggedText	T	255	Scriptable tag storage

Offledgers and Currency

The offledger and currency information is held in this file (internal name *OffLedger*). Note that a different naming convention was using in MoneyWorks 6 and earlier.

Field	Type	Size	Notes
Kind	T	3	Kind of record: 'CUR' is currency, 'USR' is user created offledger record.
Name	T	15	The name of the currency/offledger record
Description	T	39	Description of currency/offledger record
Balance00 ... Balance90	N		90 periods of historic values. Balance00 is the current period, Balance01 is the previous period, and Balance90 is 90 periods ago.
Budget00 ...Budget29	N		30 periods of historic budgets. Budget00 is the current period, Budget01 is the previous period, etc.
BudgetNext01 ... BudgetNext18	N		19 periods of future budgets. BudgetNext01 is the budget for next period, BudgetNext02 for the subsequent, etc.
LinkedAccountU	T	13	The currency unrealised gain general ledger account
LinkedAccountR	T	13	The currency realised gain general ledger account
PreferredBankCR	T	7	Preferred bank receipts account for currency
PreferredBankCP	T	7	Preferred bank payments account for currency
UserNum	N		Scriptable number
UserText	T	255	Scriptable text
TaggedText	T	255	Scriptable tag storage

Payments File

This file (internal name *Payments*) is the many-to-many link between invoices and their associated payment transaction(s), and vice versa.

Field	Type	Size	Notes
LastModifiedTime	S		The date and time that this record was last changed.
CashTrans	N		The sequencenumber of the payment/receipt
InvoiceID	N		The sequence number of the invoice that is being paid. For a debtor overpayment (where no invoice is available) this stores the sequencenumber of the namecode, with the high bit set, making it negative (add 2147483648 to it to get the namecode sequencenumber).
Amount	N		The amount of the receipt that was allocated to the invoice
GSTCycle	N		The tax cycle when the receipt was processed for GST/VAT/Tax by the GST Report. This will be negative if processed on an invoice/accruals basis.
Date	D		The receipt date

Use a relational search to easily locate the payments associated with an invoice (or vice versa). For example:

```
[transaction:ourref=`10`][payments.invoiceID][payments.cashtrans]  
[transaction]
```

will find all payments against invoice number "10" (in fact all invoices numbered "10", so the transaction search would need to be more tightly specified).

User File

This file (internal name *User*) is available for scripts to store persistent user data. See also the *User2* file.

Field	Type	Size	Notes
LastModifiedTime	S		The date and time that this record was last changed.
Key	T	9	A unique key to identify the record. Note that many plug-ins use their own set of keys, so you need to manage any conflicts.
Data	T	245	text data for the key

Records can be inserted into the table by importing them, either as XML or with the pseudo-map ":/User", or using the *SetPersistent* function (see the mwScripting reference guide). The first field is the key, and the second (separated by a tab) is the data. If the key already exists in the table, the record will be overwritten (otherwise a new record will be created), unless the data is empty, in which case the existing record will be deleted.

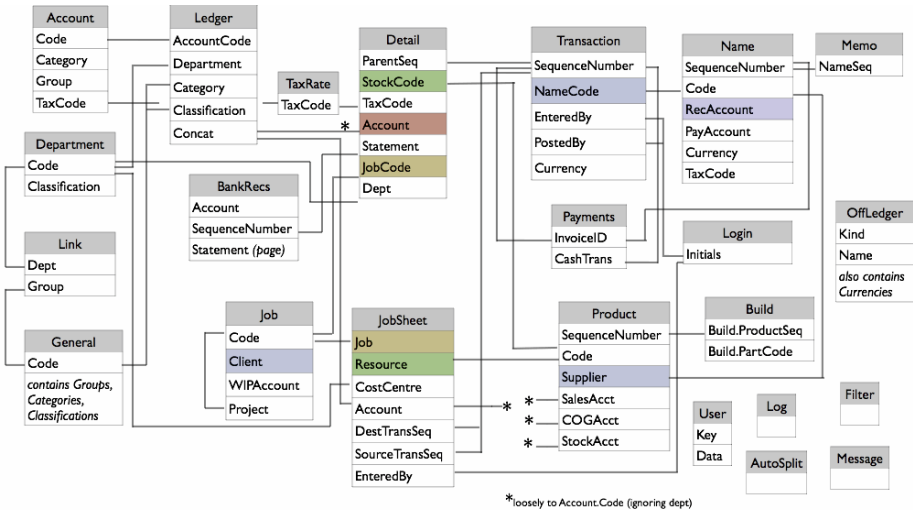
User2 File

This file (internal name User2) is, like the User file, available for scripts to store persistent user data. It has the advantage that it has a much longer key, dates and numbers can be stored (and hence searched) in native format, and data can be segmented by the use of the devkey field, reducing the likelihood of key clashes by different scripts and plug-ins.

Field	Type	Size	Notes
LastModifiedTime	S		The date and time that this record was last changed.
DevKey	N		An unsigned integer greater than #FFFF (65,535)--lower valued keys are reserved for plug-ins and must be pre-allocated by Cognito.
Key	T	28	A unique key to identify the record. Use this in conjunction with a (pre-allocated) DevKey to ensure your own storage
Int1	N		A signed integer
Int2	N		A signed integer
Float1	N		A floating point number
Float2	N		A floating point number
Date1	D		A date
Date2	D		A date
Text1	T	255	Text
Text2	T	255	Text
Text	T	1020	Text
Int3	N		A signed integer
Int4	N		A signed integer
Float3	N		A floating point number
Float4	N		A floating point number
Date3	D		A date
Date4	D		A date
Text3	T	255	Text
Text4	T	255	Text
TaggedText	T	255	Storage for tagged text

Records can be inserted into the table by importing them, with the pseudo-map ":/User2" or as xml, or using the SetPersistent function. For the psuedo-map, the data is tab-delimited, with devkey and key being the first two fields and the subsequent fields listed in the order above. Apart from the two key fields, the other fields are optional, and any fields not present will be treated as empty and set to zero or equivalent. If the record exists, it is entirely rewritten, meaning you cannot update individual fields. If only the DevKey and the Key are present, and all other fields are missing, the existing record (if any) is deleted (if it doesn't exist it is created).

Simplified Schema



Simplified schema of MoneyWorks Database