

# MoneyWiz 3 offline guide

## Mobile version



Last updated: Aug 20, 2020

If at any time you have a question regarding MoneyWiz, please do not hesitate to contact us via e-mail at [hello@wiz.money](mailto:hello@wiz.money)

Please consider the environment before printing this guide on paper.

# Table of Contents

<b>Chapter 1: Accounts</b>	<b>6</b>
Section 1.1: How to create an account?	6
Section 1.2: How to edit an account?	9
Section 1.3: What account properties can I modify?	10
Section 1.4: How to re-order accounts or account groups?	12
Section 1.5: How to delete an account?	13
Section 1.6: How to archive an old, unused account?	14
Section 1.7: How to create an account group?	15
Section 1.8: How to put accounts in groups?	17
Section 1.9: How to collapse account groups so that they take less space?	19
Section 1.10: How to remove an account from a group?	20
Section 1.11: How does Online Banking work?	21
Section 1.12: How to connect, disconnect or reconnect an account from Online Banking service?	22
Section 1.13: How to create transactions in an Online Banking account?	26
Section 1.14: How to configure Online Banking automatic transaction categorization?	27
Section 1.15: How to track loans?	30
Section 1.16: How to track traditional investments?	35
Section 1.17: How to track assets?	43
Section 1.18: How to track assets?	49
<b>Chapter 2: Transactions</b>	<b>53</b>
Section 2.1: How to create transactions?	53
Section 2.2: How to edit transactions?	56
Section 2.3: How to delete transactions?	56
Section 2.4: How to adjust account balance?	57
Section 2.5: How to create transactions with checks?	58

Section 2.6: How to duplicate transactions?.....	59
Section 2.7: How to refund or reimburse transactions?.....	60
Section 2.8: How to reconcile transactions?.....	62
Section 2.9: How to create split transactions?.....	63
<b>Chapter 3: Managing categories.....</b>	<b>66</b>
Section 3.1: What are transaction categories?.....	66
Section 3.2: How to create new transaction categories?.....	66
Section 3.3: How to edit transaction categories?.....	69
Section 3.4: How to delete transaction categories?.....	69
<b>Chapter 4: Managing payees.....</b>	<b>72</b>
Section 4.1: What are transaction payees?.....	72
Section 4.2: How to create new transaction payees?.....	72
Section 4.3: How to edit transaction payees?.....	73
Section 4.4: How to delete transaction payees?.....	74
<b>Chapter 5: Managing tags.....</b>	<b>75</b>
Section 5.1: What are transaction tags?.....	75
Section 5.2: How to create new transaction tags?.....	75
Section 5.3: How to edit transaction tags?.....	76
Section 5.4: How to delete transaction tags?.....	76
<b>Chapter 6: Scheduled transactions.....</b>	<b>77</b>
Section 6.1: What are Scheduled transactions? How can I use them?.....	77
Section 6.2: How to create Scheduled transactions?.....	77
Section 6.3: How to edit Scheduled transactions?.....	80
Section 6.4: How to duplicate Scheduled transactions?.....	81
Section 6.5: How to delete Scheduled transactions?.....	82
Section 6.6: Should I create Scheduled transactions if I'm using Online Banking?.....	82
Section 6.7: How does auto-pay work? What does it do?.....	83

Section 6.8: How does auto-skip work? What does it do?.....	84
Section 6.9: How to create pay checks, including tax, insurance, etc?.....	85
<b>Chapter 7: Budgets.....</b>	<b>86</b>
Section 7.1: What are budgets? How can I use them?.....	86
Section 7.2: How to create a budget?.....	87
Section 7.3: Budget register: where are my transactions?.....	90
Section 7.4: The budget does not display my transactions.....	94
Section 7.5: How to edit a budget?.....	95
Section 7.6: How to delete a budget?.....	96
Section 7.7: How to transfer money between budgets or envelopes?.....	96
Section 7.8: How to exclude transactions from a budget?.....	97
<b>Chapter 8: Reports.....</b>	<b>99</b>
Section 8.1: Generating reports.....	99
Section 8.2: How to save a report for later use?.....	102
Section 8.3: How to export a report to PDF or CSV?.....	104
Section 8.4: How to review expenses or incomes in a single category over time?.....	105
Section 8.5: How to compare expenses or incomes in two payees?.....	106
Section 8.6: How to perform a detailed yearly financial analysis?.....	106
Section 8.7: How to review the forecast for my savings account?.....	107
Section 8.8: How to check how much I have spent on a holiday?.....	108
<b>Chapter 9: Configuration.....</b>	<b>110</b>
Section 9.1: How to import a CSV, QIF, OFX, QFX or MT940 file from bank or other application?.....	110
Section 9.2: How to enable, disable and manage currencies?.....	113
Section 9.3: What is SYNCbits? Do I have to use it?.....	114
Section 9.4: How to create new SYNCbits account?.....	116
Section 9.5: How to sign in to a SYNCbits account?.....	117

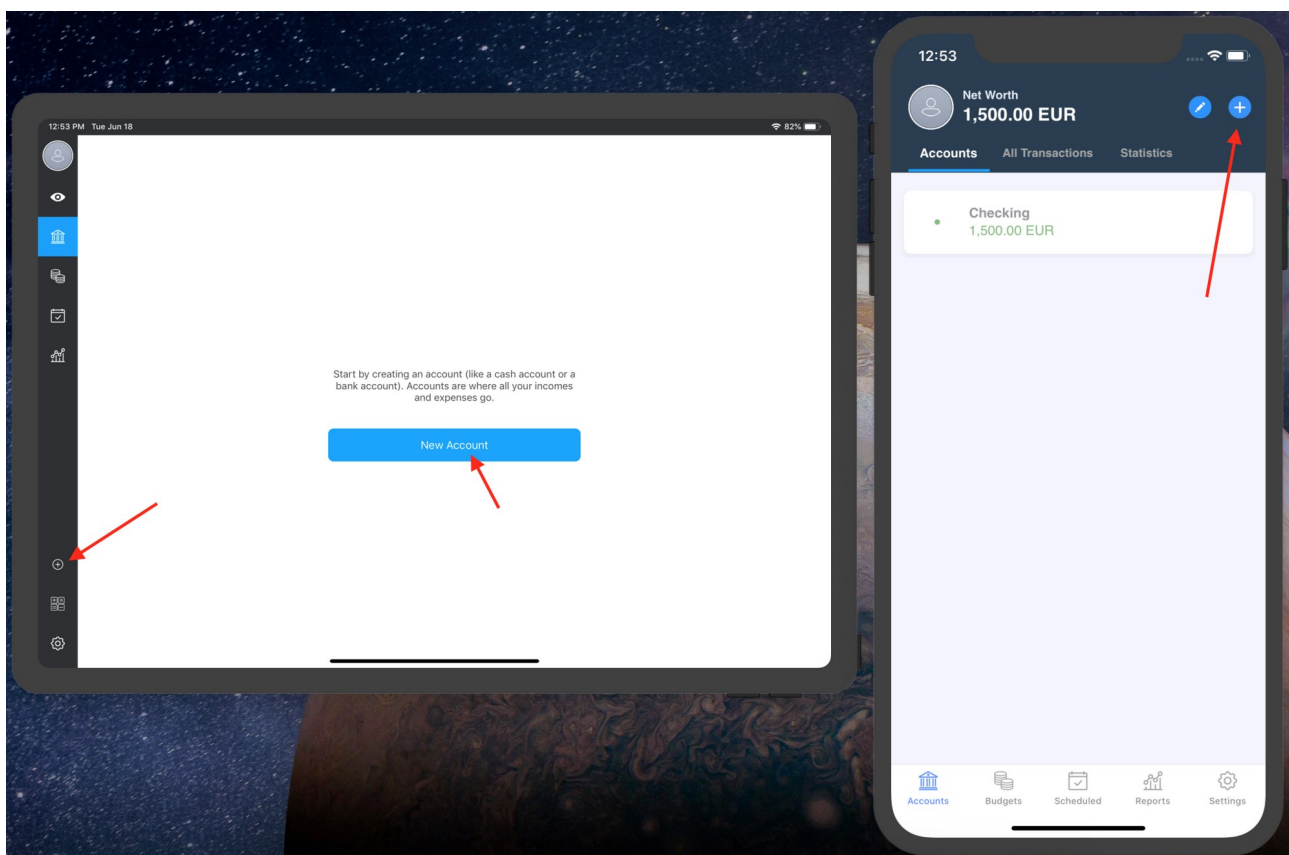


Section 9.6: How to sync transaction attachments (images and PDFs)?.....	117
Section 9.7: How to modify transaction layout settings?.....	119
Section 9.8: How to protect MoneyWiz database with a PIN password code?.....	123
Section 9.9: iOS keyboard shortcuts.....	126
Section 9.10: How to manually access or back up the mobile database?.....	126
Section 9.11: Restoring from a backup on mobile.....	127
Section 9.12: How to change MoneyWiz icon?.....	129

# Chapter 1: Accounts

## Section 1.1:How to create an account?

### Invoking the account creation window

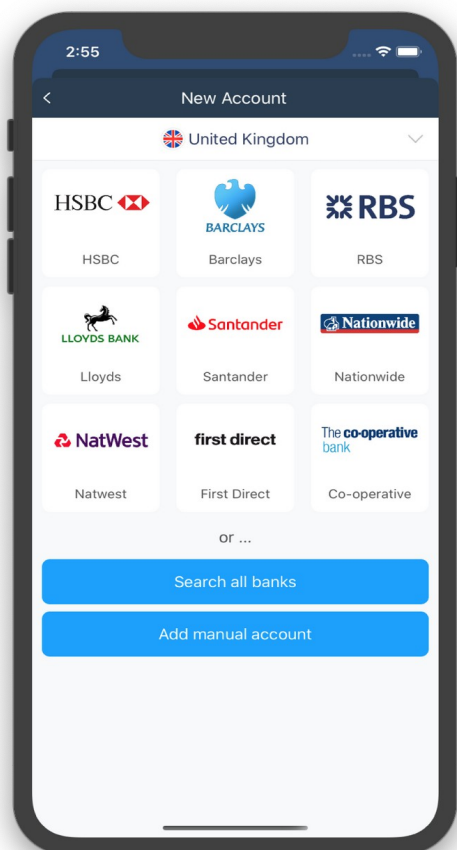


There are few ways to start creating a new account:

1. if you have no accounts in your MoneyWiz database, you'll be greeted with a welcome message, inviting you to "start by creating an account". Clicking on the "New Account" button visible below will allow you to choose the account type,
2. at any time, you can switch to Accounts section and use the + button in the top-right,

3. on iPad, you can also use the + button in the sidebar on the left.

You'll then see a list of most popular banks in your country that you can connect to. If your bank is among them, just tap on its logo. In case you don't see your bank on this list, tap on the "Search all banks" button to see a complete one. If MoneyWiz got your country wrong, just tap on the country menu at the top to see the list of all supported countries.



Connecting to your bank directly enables you to download transactions from your bank automatically so you don't need to enter them manually. Please note that this requires a MoneyWiz Premium subscription.

If you prefer to add transactions manually, tap on the "Add manual account" instead. Remember that at any time you can disconnect an Online Banking account to make it manual and connect a manual account to Online Banking.

### **Choosing an automatic account mode**

When you select a bank, you'll be asked which mode of connection you wish to use:

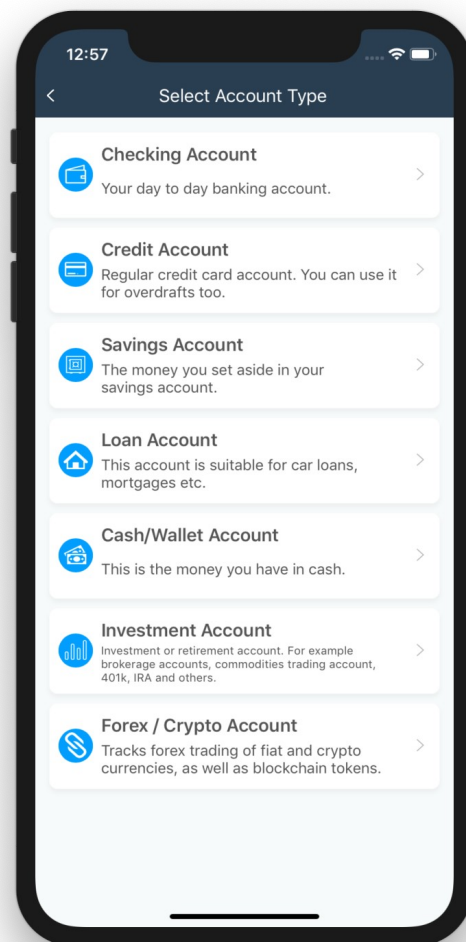
- **One time** – MoneyWiz will connect to your bank, download your historical transactions once and then close the connection. You'll need to enter newer transactions manually as they happen. This is great if you like to have very tight control over how your data appears in MoneyWiz.

- **Continuous** – just like above, MoneyWiz will download your historical transactions but it won't close the connection after. It will keep syncing new transactions automatically as they happen. You'll still have the option to add new transactions manually but the button for that won't be as exposed as if it as a manual account. Don't worry – if MoneyWiz categorizes your transaction incorrectly, you can easily modify the transaction.

## Choosing a manual account type

If you have chosen the Online Banking account mode in previous step, you don't need to choose an account type – it'll be selected automatically depending on the accounts you select to connect. If you have chosen the manual account mode, you'll now be asked to select the account type:

- **Checking account (Banking)** – use this for your daily checking/banking accounts or when in doubt,
- **Credit account** – use this for credit card accounts,
- **Savings account** – use this for regular saving accounts (non-investment),
- **Loan account** – use this for your mortgages, car loans and other accounts with an APR and monthly repayments,

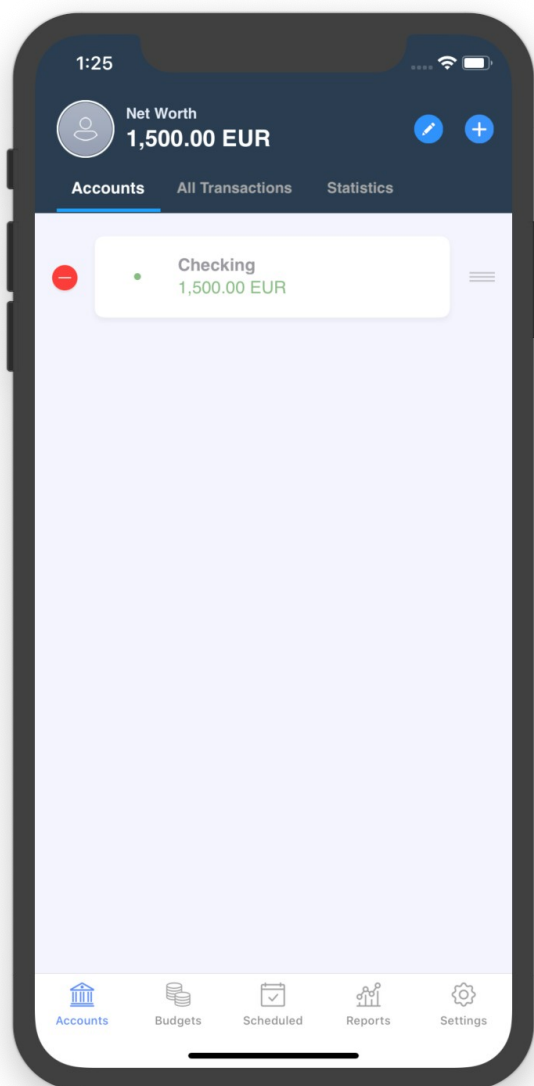


## Section 1.1:How to create an account?

- **Cash/Wallet accounts** – use this for money you carry in your wallet or purse,
- **Investment account** – use this for tracking your holdings and assets,
- **Forex/Crypto account** – use this for tracking your forex and crypto currency holdings and trades.

Some accounts have more detailed overview – use the links above to check them out.

## Section 1.2:How to edit an account?



Editing an account allows you to make changes to the account name, opening balance, connect the account to Online Banking, disconnect it from Online Banking, change the icon and more. Please note that it is not possible to change the account type (e.g. it is **not** possible to convert a Savings account to Cash/Wallet account).

### Different ways of editing the account

To edit an account, please tap on the pencil button in the top-right and then tap on the account you wish to modify.

When the account properties window opens, you can modify many of the account original properties.

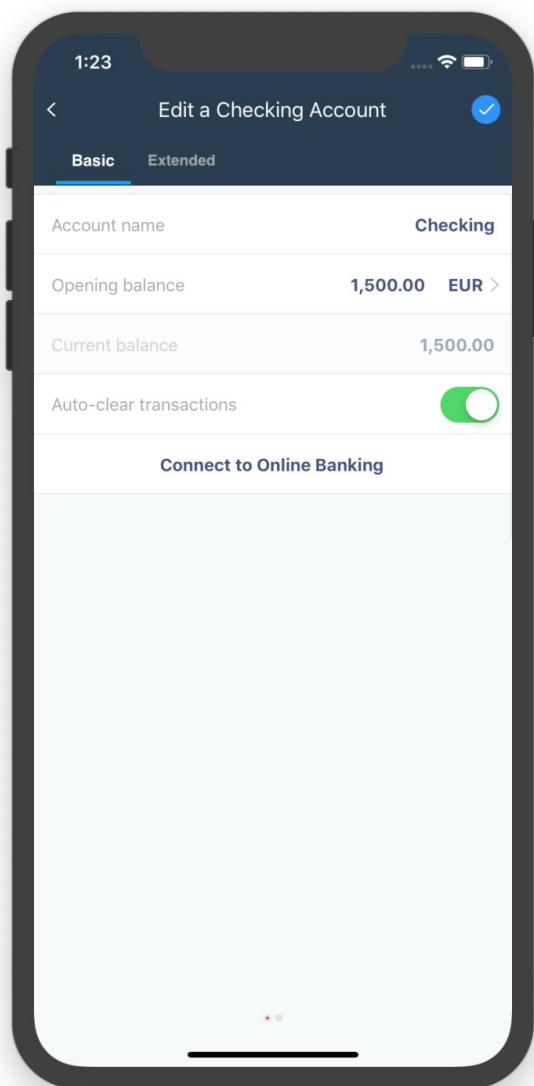
## Section 1.3:What account properties can I modify?

When creating or editing an account, you can set and change various account properties and settings. This guide will explain what are they and where to find them.

You can learn how to create or edit accounts in the respective guides.

The account properties window has two tabs that you can switch in two ways:

1. tap on the tabs on top,
2. swipe your finger to left and right on the screen.



- **Basic tab**

- **Account name** – your name for the account, allowing you to easily distinguish it from other accounts,
- **Opening balance** – the starting balance of the account (before first transaction happened). Your closing balance depends on the opening balance of the account and transaction stored in it.
- **Account currency** (displayed next to Opening balance) – click to pick from enabled currencies. Don't see

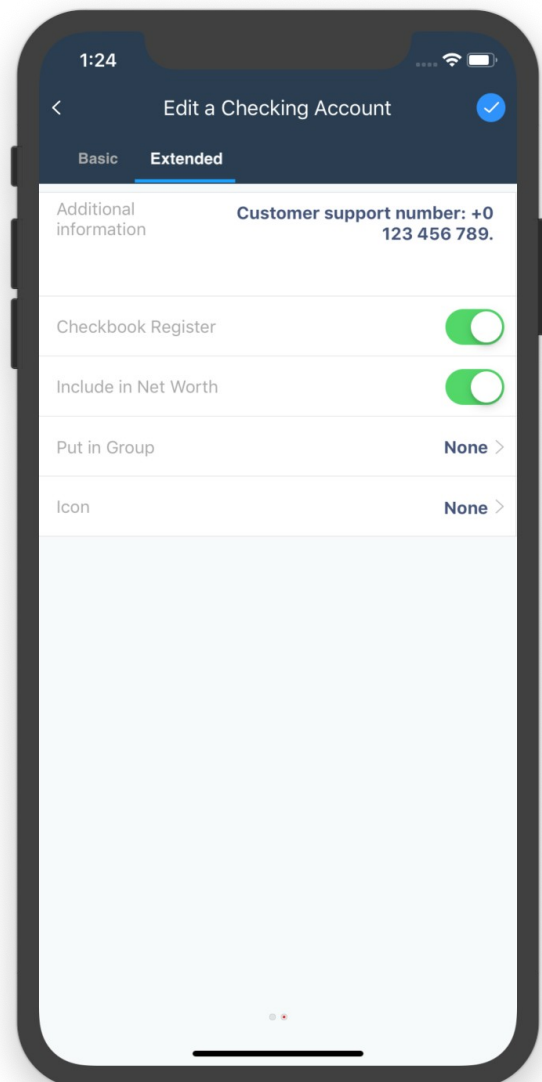
### Section 1.3: What account properties can I modify?

yours? Make sure to enable your currencies in MoneyWiz Settings -> Currencies before trying to change them here.

- **Auto-clear transactions** – if checked (it is checked by default), new transactions that you create in this account will be cleared automatically. Change this setting if you wish for new transactions to be created (arrive) as pending transactions.
- **Connect to Online Banking** or **Disconnect from Online Banking** – this button allows you to connect or disconnect an account from Online Banking respectively (it is only visible when editing an existing account).

- **Extended tab**

- **Additional information** – any text-based information you might to add, such as the daily or weekly limits, contact information to your bank and so on.
- **Checkbook Register** – enable this if this account is used to write checks. More information.
- **Include in Net Worth** – if enabled, this account balance will affect the total Net Worth calculation. If disabled, this account balance will be excluded from Net Worth calculation.



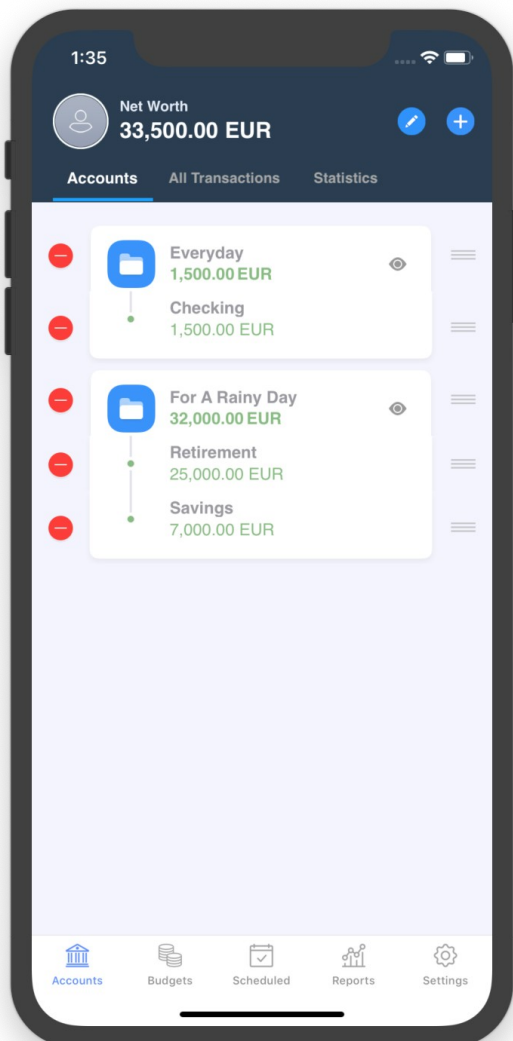
## Section 1.3: What account properties can I modify?

- **Put in Group** – allows you to put your account in an account group, keeping your accounts list organized. More information.
- **Icon** – select from a variety of icons to change the default one.

Some accounts have slightly different properties – they are explained in more detail in their respective guides.

## Section 1.4: How to re-order accounts or account groups?

By default, the accounts list in the sidebar will list the accounts and account groups in the order they were created. However, you can change this if you wish.



To change the order of accounts or account groups, just tap on the pencil button in the top-right so that "handles" can appear next to each account. Then put your finger down on one of the handles and drag it around until it reaches the desired position.

There are a couple of things to note here:

- dragging an account under an account group will put that account into the group,
- account groups cannot be nested – this means that you cannot put an account group within an account group,



## Section 1.4:How to re-order accounts or account groups?

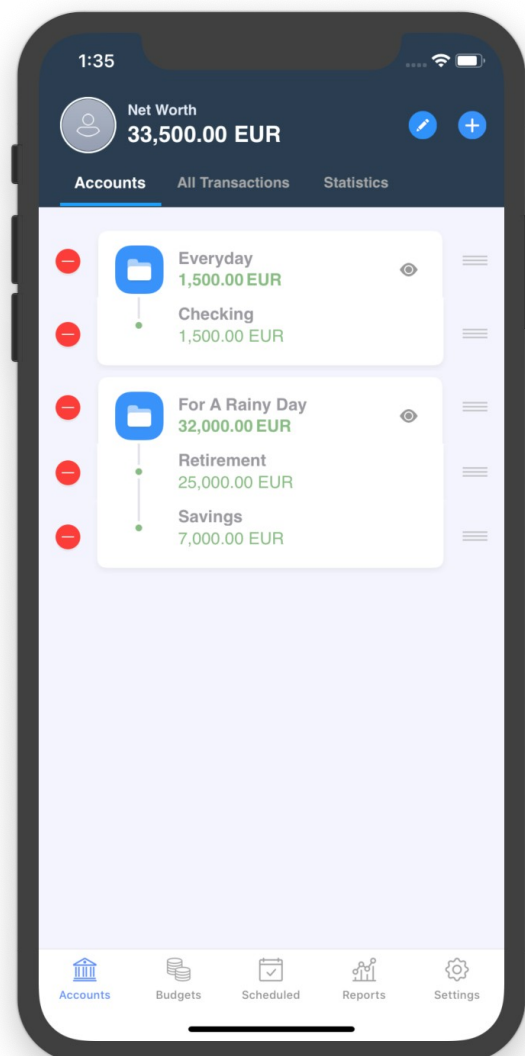
- accounts that do not belong to any group will always be listed at the top, above account groups. This cannot be changed.

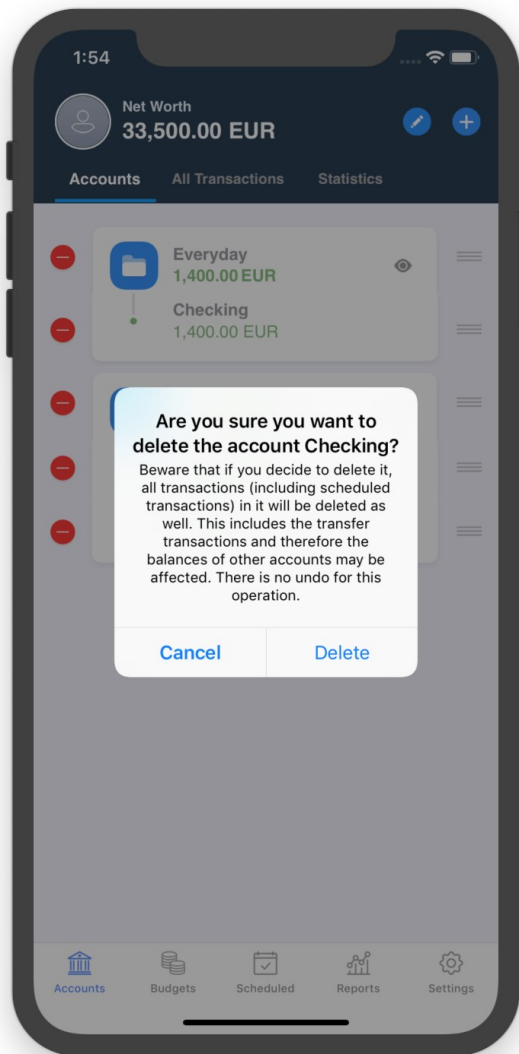
## Section 1.5:How to delete an account?

To delete an account, please tap on the pencil icon in the top-right and then tap on the red (-) symbol to the left of the account you wish to delete.

You'll see a small menu appear. Please choose "Delete account". You'll be warned that the action is irreversible.

It is important to remember that deleting an account also deletes all account-related objects, such as transactions (including transfers, which are deleted from **both** accounts) and Scheduled transactions. If you wish to archive an account instead, please do not delete the account and read on.





## Archiving an account

You should create an account group for your inactive accounts and put your account in that group. More information and instructions can be found later in this guide.

## Section 1.6:How to archive an old, unused account?

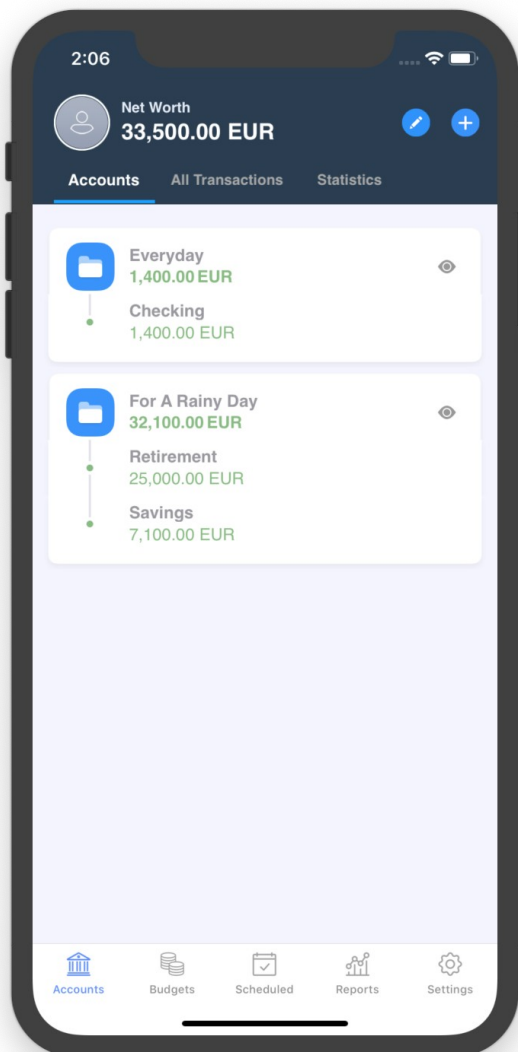
If you create new bank account, you might want to reflect this in MoneyWiz. Given that the old account is not needed anymore, you might want to delete the old account.

In most cases you **do not** want to delete that old account!

Deleting an account would delete all account-related objects, like transactions stored in side. This includes transfer transactions that would be deleted from both accounts, affecting your other accounts' balances.

Instead of deleting old accounts, we recommend archiving an account. To archive an account, please create an account group for your inactive accounts (it might be just one group for all inactive accounts or a group per institution) and put your inactive accounts there. The account group name does not matter – you can pick any that you want. You can read more about putting accounts in groups later in this guide.

## Section 1.7:How to create an account group?



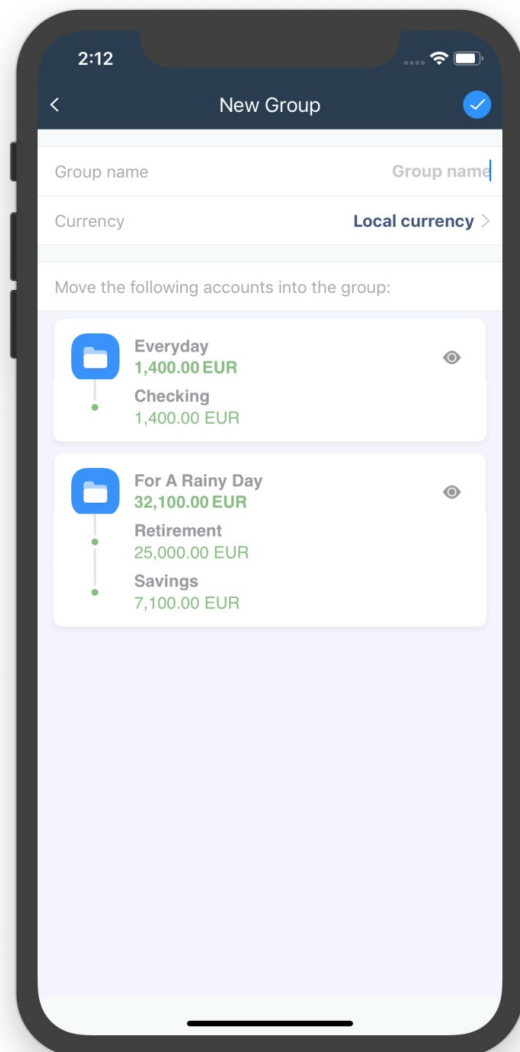
Account groups allow you to organize accounts – you can create groups based on the frequency of use ("Everyday accounts", "Savings – Do not touch!", "Archived accounts"), institutions ("Chase accounts", "Lloyds accounts") or any other criteria you might come up with.

To create an account group, you need to tap on the + button in the top-right and select to add account group.

## Section 1.7: How to create an account group?

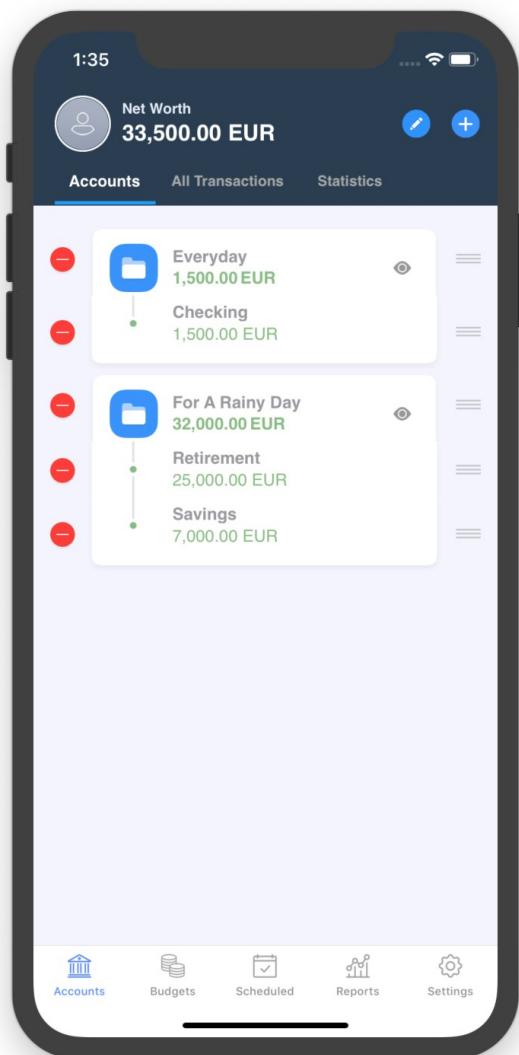
You'll be asked to indicate the group name and the group currency. The group currency will be used to display the group total – the sum of all accounts stored within (only those selected to be included in Net Worth calculation). If you leave the currency to "Local currency", it'll be set to the currency you set in MoneyWiz Settings -> Currencies (and the account group currency will change accordingly whenever you change your local currency).

Once an account group is created, you'll probably want to add some accounts to it. In MoneyWiz for Mobile, you'll actually be offered to add accounts while creating the group:



## Section 1.8:How to put accounts in groups?

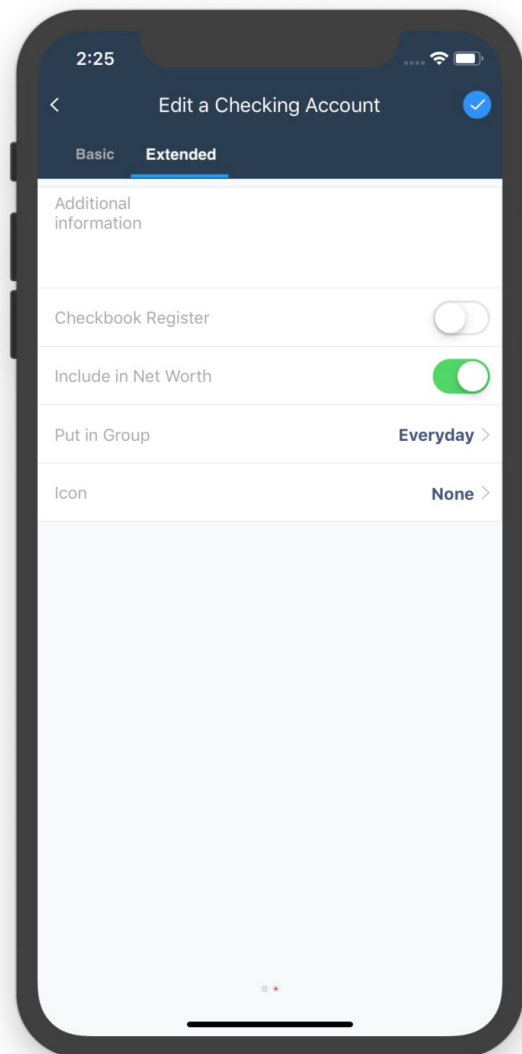
There are 2 ways of including an account into a group:



1. Switch the Accounts section into Edit mode by tapping on the pencil button in the top-right and then use the handles to the right of an account to drag the account below the group heading.
2. Switch the Accounts section into Edit mode by tapping on the pencil button in the top-right and then tap on an account to edit it. Once you're viewing the account properties, switch to the Extended section and use the account group picker.

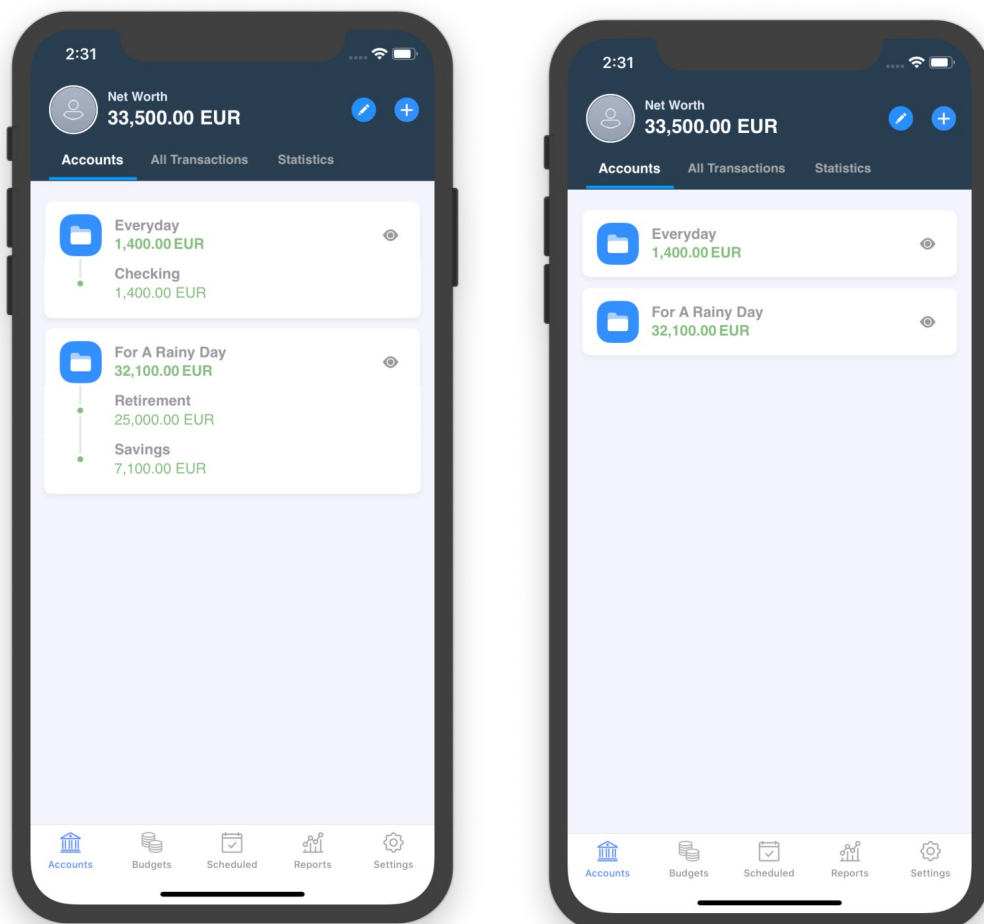
## Section 1.8:How to put accounts in groups?

Remember that accounts do not have to belong to a group – it's optional. If you have account groups, accounts that are not part of any group will always be listed at the top of the list.



## Section 1.9:How to collapse account groups so that they take less space?

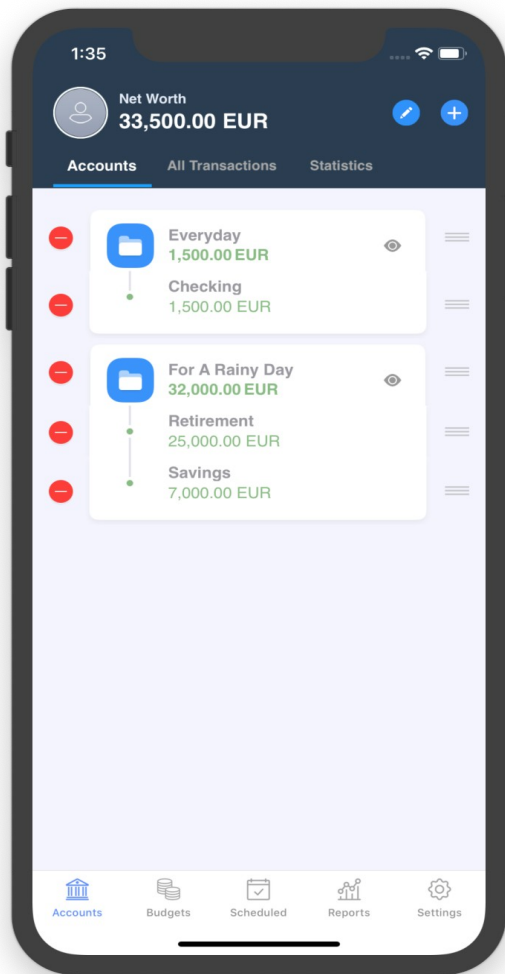
Collapsing an account group makes it take much less space and hides the accounts that are stored inside.



It's easy to collapse or expand an account group – just tap on the account group heading or icon (in the sidebar). That's it!

## Section 1.10: How to remove an account from a group?

Removing an account from a group will place it back into the top of the accounts list. There are two ways to remove an account from a group:

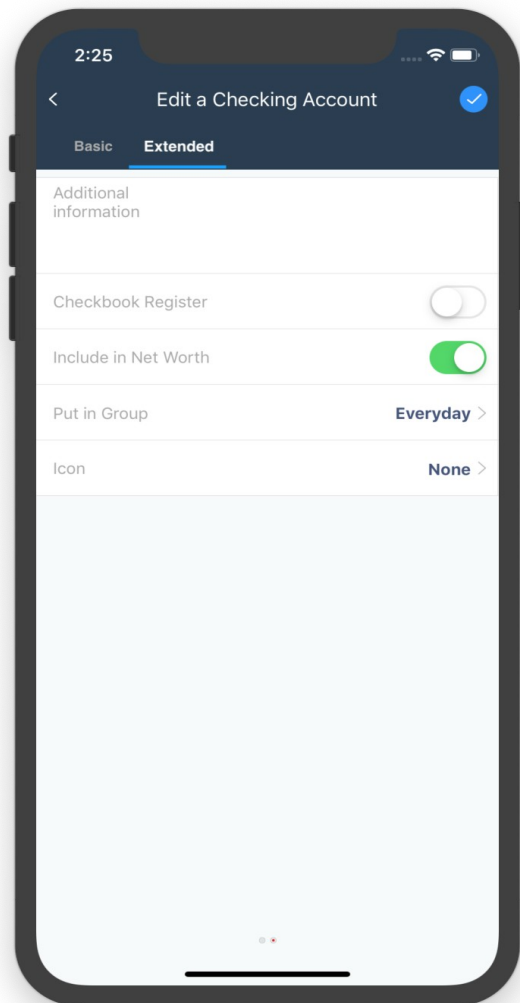


1. Enable the edit mode in Accounts section by tapping on the pencil icon in the top-right and then use the handles next to accounts to drag an account out of a group.



## Section 1.10:How to remove an account from a group?

2. Enable the edit mode in Accounts section by tapping on the pencil icon in the top-right and then tap on the account you want to remove an account from the group. Once you're viewing the account properties, switch to Extended section and use the account group picker.



## Section 1.11: How does Online Banking work?

Online Banking feature can download your banking transactions and investment trades automatically from the supported banks and institutions. We support not only regular banks like Chase or Lloyds but also investment platforms like E\*Trade, crypto trading platforms like Bittrex and miscellaneous platforms such as PayPal. Overall we support thousands of banks worldwide.

Using Online Banking requires to have an ongoing and active MoneyWiz Premium subscription (monthly or yearly).

To begin using Online Banking, simply start creating new account and select Online Banking account type. Alternatively, if you have accounts created already with existing transactions, you can connect an existing account to Online Banking instead.

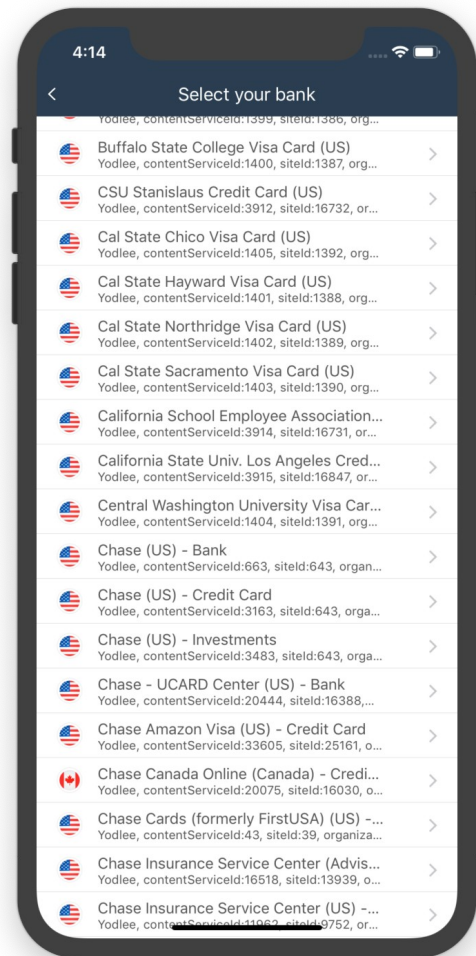
## Section 1.11:How does Online Banking work?

You'll be shown a list of banks with a search bar.

Once a bank is selected, you'll be asked to authenticate (provide banking credentials) for your bank. If all goes well, you will see the list of accounts that you can import. Select those that you wish to sync in MoneyWiz and proceed.

Upon first connection MoneyWiz will download your historical transactions for a given account.

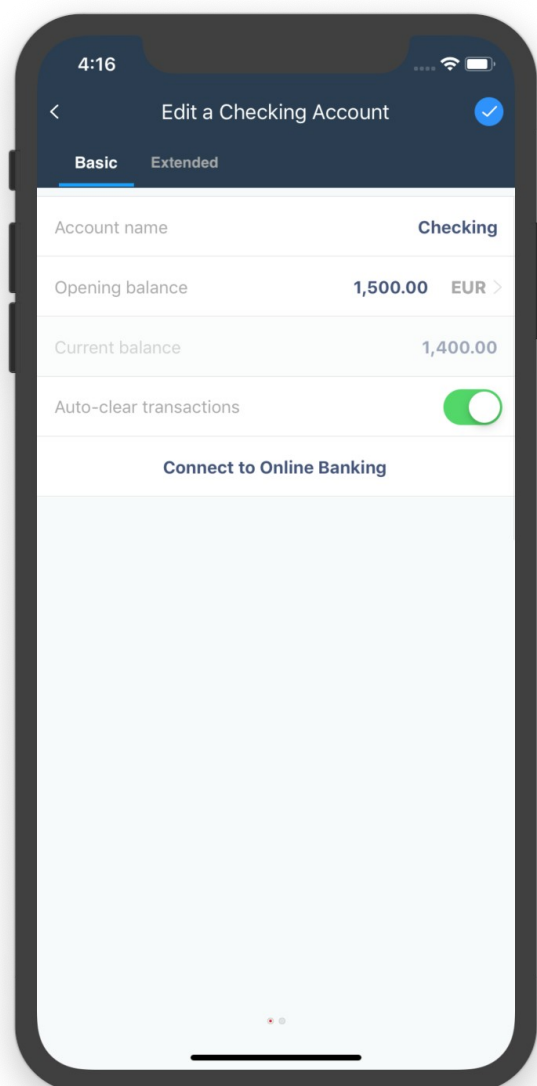
As you refresh your accounts, MoneyWiz will download newer transactions you've made recently. MoneyWiz will attempt to automatically categorize your transactions – but you can easily change the choices it makes and the algorithm will learn from your changes to improve over time.



## Section 1.12: How to connect, disconnect or reconnect an account from Online Banking service?

If you have created an account as a local (manually managed) account, you can easily connect that account to Online Banking service now. Similarly, if your account is already connected to Online Banking but you wish to disconnect (or reconnect) it from that service (while preserving or deleting transactions downloaded already), you can do so with just a few clicks.

## Connecting an existing account to Online Banking service



To connect an account to Online Banking, you need to access the account properties window. You can do this by enabling edit mode in Accounts section (tap the pencil icon in the top-right) and then tap on the account you wish to edit.

When the account properties window opens, you should see a "Connect to Online Banking" button. Please tap it – you'll be shown a list of banks and institutions we support. You should then search for yours and in the next window, select the account you wish to edit.

Please note that even though we might support more than one account for your institution, when following this process you'll be able to select just one account for import.

That's because you're connecting an existing account to Online Banking – and you can obviously connect just one Online Banking account to one MoneyWiz account. If you wanted to add more Online Banking accounts, you'll need to either repeat this process for each existing account or create the Online Banking accounts from scratch.

## **How will connecting an existing account to Online Banking affect my existing transactions?**

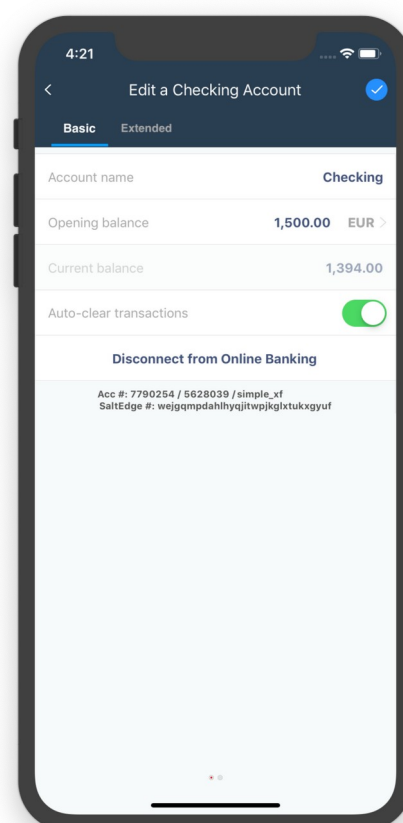
When connecting an existing account to Online Banking, your existing transactions will not be affected in any way (they will not be deleted or modified).

MoneyWiz will look for the most recent transaction in your account (if there are any transactions) and download transactions from that transaction onward. This means if your most recent transaction is from today, most likely no transactions will be downloaded upon connection (but newer transactions made tomorrow and in the future will download).

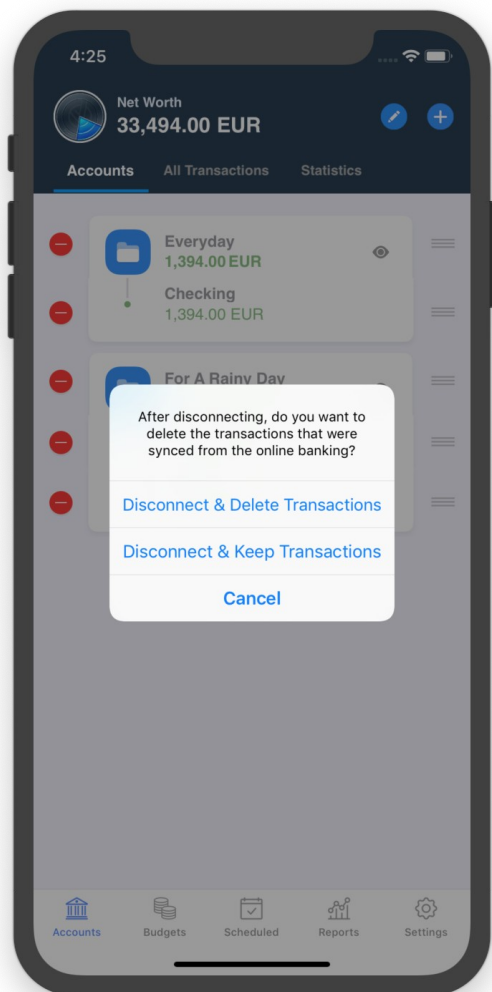
## **Disconnecting an existing account from Online Banking service**

To disconnect an account from Online Banking, you need to access the account properties window. You can do this by enabling edit mode in Accounts section (tap the pencil icon in the top-right) and then tap on the account you wish to edit.

When the account properties window opens, you should see a "Disconnect from Online Banking" button. When you tap it, you'll be asked whether to keep or delete transactions downloaded from Online Banking so far. If you tap keep, your account will be disconnected from Online Banking but there would be no changes made to transactions. If you tap delete, your account will be disconnected from Online Banking and any transactions that were downloaded automatically would be deleted.



## Section 1.12: How to connect, disconnect or reconnect an account from Online Banking service?



### **Reconnecting an existing account with Online Banking service**

Reconnecting an account from Online Banking might help in some cases, for example when your banking password got changed and you need to supply a new one. To reconnect an account with Online Banking, please first follow the instructions above for disconnecting, then connecting the account.

Please note that in some cases it makes a difference whether you reconnect accounts one by one or whether you first disconnect all accounts from a particular bank and then connect them again one by one. If you're not sure which approach is better or were linked here by our support team and we did not

mention a specific approach, it's always better to reconnect accounts one by one (fully disconnect one account, fully connect that account back and only then move to another account).

## Section 1.13: How to create transactions in an Online Banking account?

Accounts connected to Online Banking will regularly sync transactions automatically from your bank or institution. However, there might be a time when you wish to create transactions manually. Because the + button you'd normally use is not available in Online Banking accounts (it is hidden), you need to do this differently. You can do this as follows:

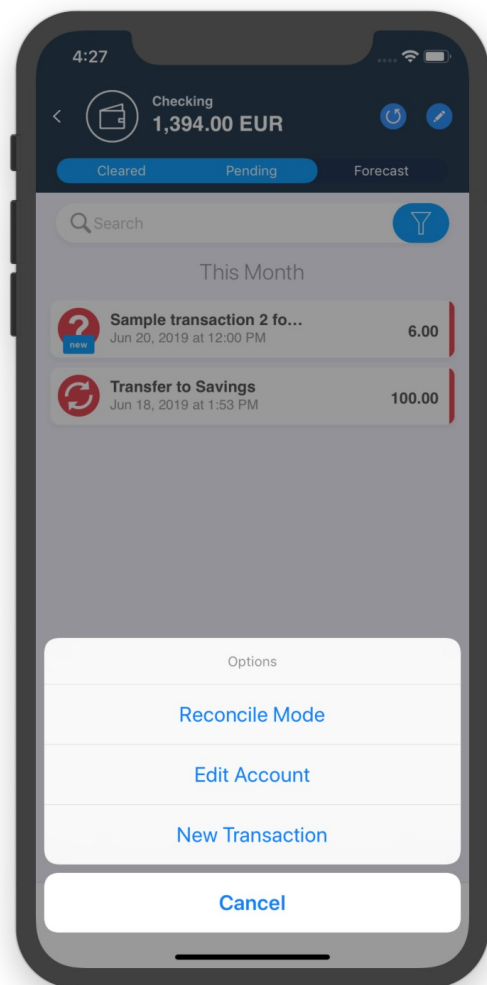
Enter the account you want to create transactions in and find the pencil button in the top-right. When you tap it, you'll see some options – choose New Transaction.

### What happens if I manually create a transaction and it arrives via Online Banking later?

When downloading transactions from Online Banking, MoneyWiz looks for possible duplicates. It does that by searching for transactions that meet **both** of the following conditions:

1. transaction amount is *exactly* the same,
2. transaction date is within 3 days range (either way, to account for weekends).

If MoneyWiz finds a match, it will not download the transaction from Online Banking but instead update the existing transaction with missing information (if there is any). If MoneyWiz does not find a match, it'll download the transaction coming from your bank.



## **Section 1.14: How to configure Online Banking automatic transaction categorization?**

MoneyWiz is designed to categorize transactions coming from online banking automatically, but it may require some help from you.

There are several sources where MoneyWiz is trying to get information about what the proper category of a transaction should be, and in this topic we will discuss the most popular ones.

### **Category from online banking service provider (Salt Edge or Yodlee)**

Both providers have their own private algorithms for trying to detect the category of every transactions. With some banks, especially in the United States, they do better; with some banks it's not so great. With this source MoneyWiz does not expect you to do anything – it just takes the category from the service provider and converts it to a MoneyWiz category. If you don't already have this category, MoneyWiz will automatically create one for you.

This may be annoying if MoneyWiz is constantly creating for you categories that are needed. If you want you can disable automatic creation of new categories by editing your account and changing the Extended settings.

### **Category from payee**

You may already be aware that MoneyWiz is able to learn how you categorize transactions based on your descriptions and payees. This is valid for manually created transactions as well. So if you go to Starbucks, when creating a transaction if you select the Starbucks payee, MoneyWiz automatically pre-fills your category with the category you usually use with this payee. The same is valid for transactions downloaded from online banking.

So make sure that:

#### Section 1.14:How to configure Online Banking automatic transaction categorization?

- your list of payees is clean and tidy, meaning there are no duplicates with different spelling and no unused payees, especially if they have weird numbers.
- when a transaction is downloaded with a correct payee and wrong category, do edit the transaction selecting the proper category and do not delete the payee, as MoneyWiz will use it the next time you shop at this place.

### **Category from description**

In many cases, payee information is not available for online banking transactions. In this case MoneyWiz scans the transaction description and tries to find a match with your list of payees. If it finds a match it will use this payee to find a category. It is important that you help this algorithm by setting up proper payees in MoneyWiz. Here is a list of tips, that may be helpful:

- the comparison is not case sensitive. If the descriptions of your transactions are all capital letters, you don't have to create your payees with just capital letters.
- it can be a partial match, meaning that your payee doesn't have to be the entire description of the online banking transaction.
- it's a strict comparison, meaning that the description of the transaction has to contain the payee name in its entirety.



## Examples

<b>Transaction Description</b>	<b>Payee in MoneyWiz</b>	<b>Match</b>
STARBUCKS	Starbucks	Yes
xxxxxx *9283 STARBUCKS *2382 xxxx	Starbucks	Yes
xxx*9283STARBUCKS*2382	Starbucks	Yes
xxx*9283O2*2382	O2	No, because the payee needs to be at least 3 letters
xxx*9283 O2 *2382	O2	Yes – the payee is still just 2 letters but the spaces help MoneyWiz locate it
McDonalds	McDonald's	No
HotelHilton	Hotel Hilton	No
Appl*	Apple	No
Amazon Prime	Amazon, Prime (2 separate payees)	Amazon, because it's a longer match
Cafe Golden Books	Cafe Books	No
Cafe Golden Books	Golden Book	Yes

Note, that is it not sufficient to just have the payee in your list of payees. That will help MoneyWiz match the payee, indeed. But if you need MoneyWiz to recognize the category, you will have to have an existing transaction with proper payee and category, so MoneyWiz can read from it. For this reason, it's common to have to set the proper payee and category at least 2 times before algorithm kicks in.

## Section 1.15: How to track loans?

Because we aim to make MoneyWiz the complete finance-management suite, we've also introduced the feature to track loans inside the application. You can track your mortgage, car loan and any other loan with APR automatically applied, as well as smaller, more personal loans.

### Creating a loan with APR

The screenshot shows the 'Create a Loan Account' screen in the MoneyWiz app. The screen has a dark blue header with the title 'Create a Loan Account' and a blue checkmark icon. Below the header, there are two tabs: 'Basic' (selected) and 'Extended'. The 'Basic' tab contains a list of fields for creating a loan account:

Field	Value
Account name	Auto Loan
Principal amount	26,620.51 EUR
APR %	3.19
Duration	36 months
Start date	Jun 1, 2019
First due date	Jun 15, 2019

To begin, start creating an account, select manual type and proceed with Loan account from the picker. Please note that loan accounts are not supported for Online Banking feature at this time.

You'll be asked to provide some information about your loan:

- **Name:** this is the name of the Loan account. You can type in whatever feels descriptive enough. For example "Auto Loan".
- **Principal amount:** that is the amount of loan which you signed a contract for with your banking or other financial institution; it doesn't include any interests or down payments.

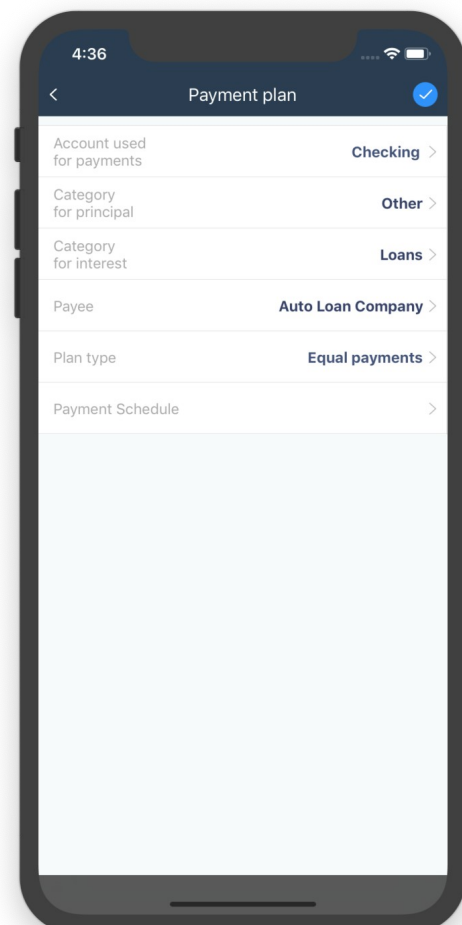
- **APR %:** APR stands for "Annual percentage rate", it usually includes both the interest and all additional bank fees around your loan (if you wish to create an interest-free loan please see this guide).
- **Duration:** most loans are paid off on a monthly basis, so set the duration with number of months.
- **Start date:** this is the date when you signed the contract.
- **First due date:** this is the date when you are required to make your first payment towards this loan; note that it's important to set those correctly as even if you start date and first due date are different, you will be accountable for interests during the time between these two dates and that later affects your entire payment schedule.

Notice that at the top, there are Basic and Extended tabs. In the Extended tab, all options are the same as for the other types of accounts, but there is one additional option called "Payment Plan". **Without filling out the properties of your payment plan you will not be able to complete the Loan account creation.**

## Payment plan

Here you will be required to fill out:

- **Account used for payments:** this is necessary so that MoneyWiz can automatically create for you a scheduled transfer and register your past payments towards this loan.
- **Category for principal:** based on the transaction amounts towards the principal category, the app will calculate the balance of your loan account; this is needed

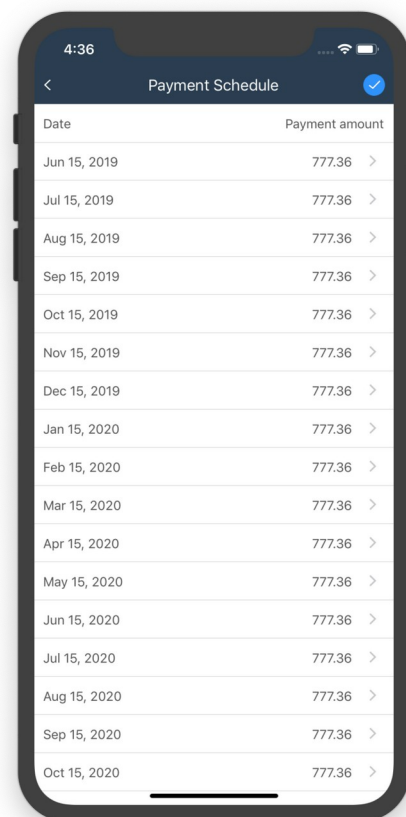


because you make payments consisted of principal and interest, but only the principal part is affecting your remaining balance.

- **Category for interest:** this is needed so that app can make reports regarding your interest payments – this can help you make important decisions about your finances. Please note that it cannot be the same as the category for Principal.
- **Payee:** this is an optional field; you may want to select as payee your banking institution.
- **Plan type:** there are 2 options here – Equal payments and Custom plan, these will be explained later in this guide.
- **Payment schedule:** with the information that you've entered so far MoneyWiz can make a good prediction of what your payments should look like. The payments are calculated as an amortizing loan – more on this particular type of loan will be explained later in this guide.

The monthly payments are calculated as an Amortizing loan. You can refer to Wikipedia to find out what exactly that means if you are not already familiar with the term. Please, note this algorithm takes your principal amount, annual rate and number of monthly payments and additionally we include the extra interest that you pay for the period between the start date and the first due date.

Please, contact us in case you have a loan that is not an amortizing loan – we are open to providing more algorithms for calculating the loan payments.



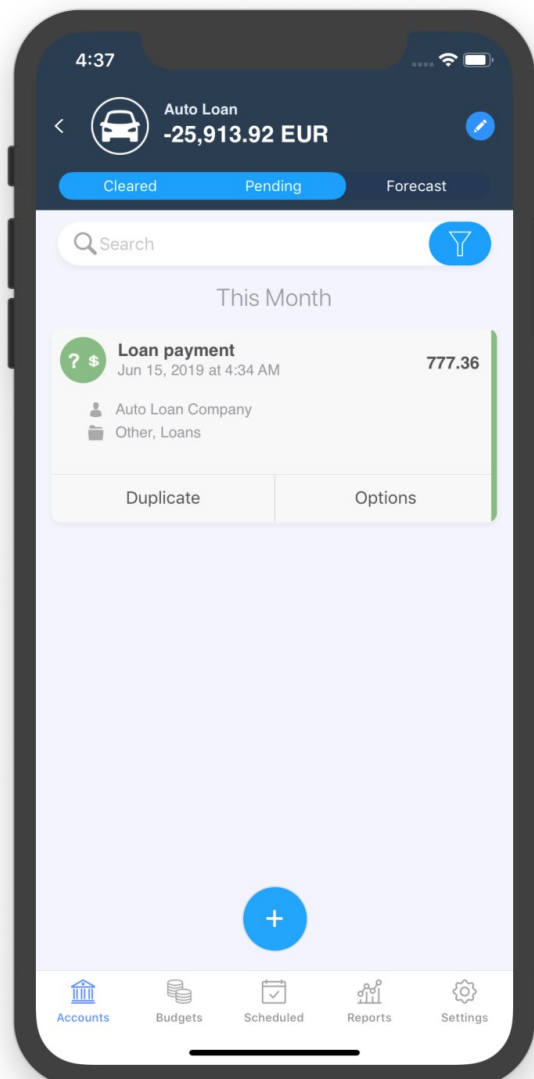
Date	Payment amount
Jun 15, 2019	777.36 >
Jul 15, 2019	777.36 >
Aug 15, 2019	777.36 >
Sep 15, 2019	777.36 >
Oct 15, 2019	777.36 >
Nov 15, 2019	777.36 >
Dec 15, 2019	777.36 >
Jan 15, 2020	777.36 >
Feb 15, 2020	777.36 >
Mar 15, 2020	777.36 >
Apr 15, 2020	777.36 >
May 15, 2020	777.36 >
Jun 15, 2020	777.36 >
Jul 15, 2020	777.36 >
Aug 15, 2020	777.36 >
Sep 15, 2020	777.36 >
Oct 15, 2020	777.36 >

## Monthly payments

Notice the **Payment schedule** button. Click on it to see the entire payment schedule for your loan. You can click on each monthly payment and it will be opened in a new page and allow you to change it. If you selected "Equal payments" for plan type, you will not be able to change the Payment amount of any monthly payment. If you selected "Custom plan" you are allowed to change everything about all of your payments.

In both cases in order to save the entire payment schedule, please make sure the total principal amount on the bottom of the list is equal to the principal amount that you initially entered.

To create the account, just save your changes in the Payment plan and use the Create



buttons. MoneyWiz will ask you whether to register past payments for the loan account – but only if your first payment date is in the past. If you agree, MoneyWiz will create past transactions for you:

**Please note** that the balance of the Loan account is affected only by the amounts in the principal category, while the balance of the account used for payments is affected by the full amount of the payments.

**I can't create loan account – the payment plan button is flashing!**

As we've noted earlier, your interest and principal categories need to be different.

Otherwise reports would not be meaningful.

## **The loan formula**

You can find spreadsheets (in Excel .xlsx and Open Document Spreadsheet .ods formats) for the formula MoneyWiz uses in calculating your loan in our knowledge base.

The thing that those spreadsheets don't account for, but MoneyWiz does, is that the lender may give you a longer period between signing of the loan and the first due date. If that number is more than 30 days, the app will adjust the entire payment schedule to account for the increased interest in the beginning. If the difference between start date and first due date is exactly 30 days, then the calculations would be exactly as on the spreadsheet.

## **Transactions toward loan accounts**

The transactions towards Loan accounts are a special type of transactions – these are transfers which allow you to enter category and payee and be split by categories to handle separately principal and interest.

You can manually create transactions towards Loan accounts and enter principal only or interest only payments. Additionally you can create more scheduled transactions towards your loan account (in case you and your spouse are paying off a loan together, but from separate accounts).

## **Paying off a loan**

Once you are done paying off your loan the balance of the Loan account in MoneyWiz will reach 0. Please, note that deleting the Loan account at this point is not a good option since it contains transfer transactions and deleting those will affect the balances of your other accounts. A better option is moving the account to a group where you keep your retired accounts (old and no longer used accounts). This way the paid off loan will not get in the way of your daily operations, but you will get to keep the history of your transactions.

## **Section 1.16: How to track traditional investments?**

This guide explains how to create an investment account, where you can track investments or retirement accounts such as brokerage accounts, commodities trading, 401k, IRA and others – basically any account that trades (Buy or Sell) any type of securities. You can track your investments manually (entering the buys and sells yourself) or connect it to the powerful Online Banking feature to sync that information automatically.

### **Disclaimer**

MoneyWiz is not meant to be a trading platform – it doesn't allow you to trade, it doesn't give you advice what to trade. It's a monitoring tool, meaning it just monitors your balances and helps you understand how they change and how they affect your overall Net Worth.

MoneyWiz support team is happy to help you with any questions you might have regarding this feature but we are not allowed to give advice on what or when to trade and will not provide guidance on that. Any investment decisions you make are entirely yours – so are both the gains and losses that your decisions result in. We take no responsibility for those.

### **Two ways of tracking your portfolio**

There are two ways to track an investment account in MoneyWiz:

#### **Automatic (via Online Banking)**

We support over 3500 trading institutions. If your institution is supported, you can connect to it to automatically retrieve current balance, current holdings and past transactions. The full list of supported institutions is only available in the application itself – download [the free version](#) of MoneyWiz and search the list for yours!

## **Manual**

In case your institution is not supported or you prefer not to connect to it via our Online Banking feature, you can manage your investments manually. You'll be able to add buy, sell and other types of operations manually and still track the current worth of your capital.

For manual trading tracking we support accounts in any currency and any stock exchange and trading symbol that you can find on the [Yahoo! Finance](#) service – not just the New York Stock Exchange. This means that if you can find information on your stock exchange and stock symbols in [Yahoo! Finance](#) service, you will be able to manage it manually in MoneyWiz. Once you download MoneyWiz, be sure to search the list of Online Banking accounts for your trading platform though – perhaps it is supported for automatic tracking too!

## **What if neither my institution, nor my symbol is available?**

If you cannot find your investment institution on the Online Banking services list and [Yahoo! Finance](#) does not have a record for the stock exchange and symbols you're interested in you can still add the investment account to MoneyWiz, filling out all of the details about the stock manually. However, because MoneyWiz cannot download the current share prices from [Yahoo! Finance](#), it will not be able to automatically update the value of your stock and generate the historical graph for you.

You can also place a request for your institution to be added to the Online Banking platform from [here](#). Please note that while Salt Edge is our partner, they are a separate company so we have no knowledge or control over which banks are being added next so we cannot estimate when the integration with your institution might be completed.

## **Creating an investment account**

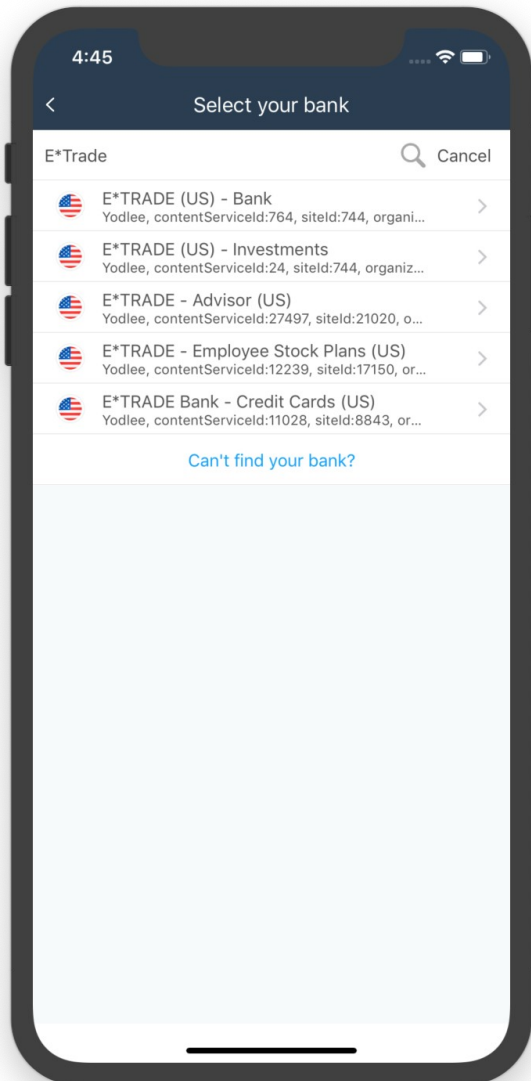
You can add multiple investment accounts to your MoneyWiz database – you are not limited to just one. This allows you to track your brokerage account separately from your retirement account for example.



## Using Online Banking

To add an Investment account for automatic tracking, start adding new account in MoneyWiz then choose Online Banking account type. Search the list for your trading institution to see if it's available.

After you authenticate MoneyWiz will start downloading your current holdings. Once it finishes, you'll be able to see all that data in MoneyWiz and have it contribute to your total Net Worth in the application.



## For manual tracking

To add an account for manual tracking start adding new manual account, scroll to the bottom and find "Investment" type. Tap on it and start filling out the details.

- **Account name:** a name for this account that will help you identify it on the list. For example "E\*Trade" or "401k".
- **Cash Balance as of date:** in the next field you need to enter your cash balance. Here you allocate the date to which your cash balance will be tied.
- **Cash Balance:** enter your cash balance as of the date selected above (if you leave the date as today then enter your cash balance as of today). Tapping on the currency code would also allow you to choose a currency (we support investments in various currencies; if you don't see your currency make sure it's enabled in Settings -> Currencies).

If you switch to Extended section, you can edit other details of the account – just like described in Account properties guide.

After you confirm those details, you'll be asked to add your positions to the account. For the purpose of this tutorial, we'll populate a fictional portfolio. From the buttons at the bottom choose Add – a new screen will appear.

## Section 1.16:How to track traditional investments?

4:46

< Add investment positions ✓

Symbol	AAPL
Holding type	None >
Number of shares	15
Price per share	175.69886437
Total price	2,635.48
Commission	4.99
Date & time	Jun 20, 2019 at 4:46 AM >
Description	Apple Inc.

Next >

C		/	*
7	8	9	-
4	5	6	+
1	2	3	=
.	0	✕	

You'll be asked to enter some information about your security. Note that only the first three on top and Buy date are required – the rest is optional.

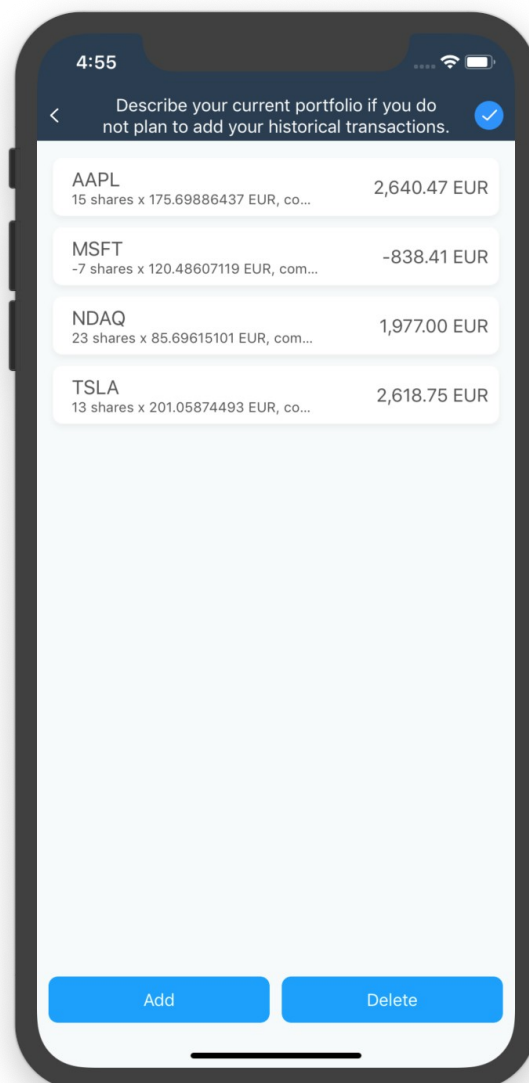
- **Symbol:** the symbol of your security. As you begin to type, MoneyWiz automatically searches the [Yahoo! Finance](#) database for the entered query and tries to pull the data for you. In order for MoneyWiz to be able to automatically refresh the stock price your symbol must be present in the [Yahoo! Finance](#) database.
- **Holding type:** the type of the security.
- **Buy date:** enter the date of this buy operation (defaults to today).
- **Number of shares:** the number of securities you've purchased. Note that it can be a negative number in case of borrowed shares or a fractional number if the Holding type is "Mutual Fund".
- **Price per share:** will be downloaded from Yahoo! Finance database if your symbol is recognized. You might to adjust it however as MoneyWiz presents you the current stock price: you are likely to have purchased it at a different price.
- **Total price:** is calculated dynamically (Number of shares x Price per share).
- **Commission:** here you can enter the commission you've paid when performing this buy operation.

## Section 1.16:How to track traditional investments?

- **Description:** description of this operation. By default it pulls the name of the stock from the symbol.

After you add the details you want, your security is ready to be added to your portfolio. In our fictional portfolio, we've added several more stocks. Before you confirm account creation you can preview the securities you've added and their total value.

Once your investment account is created you can modify, change its position on the accounts list and delete just like any other account – see the other account guides for more information.



## Working with Investment accounts

Now that our account is created we can see a beautiful chart of our portfolio:

## Finding your way around the account

The Investment account has a different layout from most other accounts. It features 3 major areas:

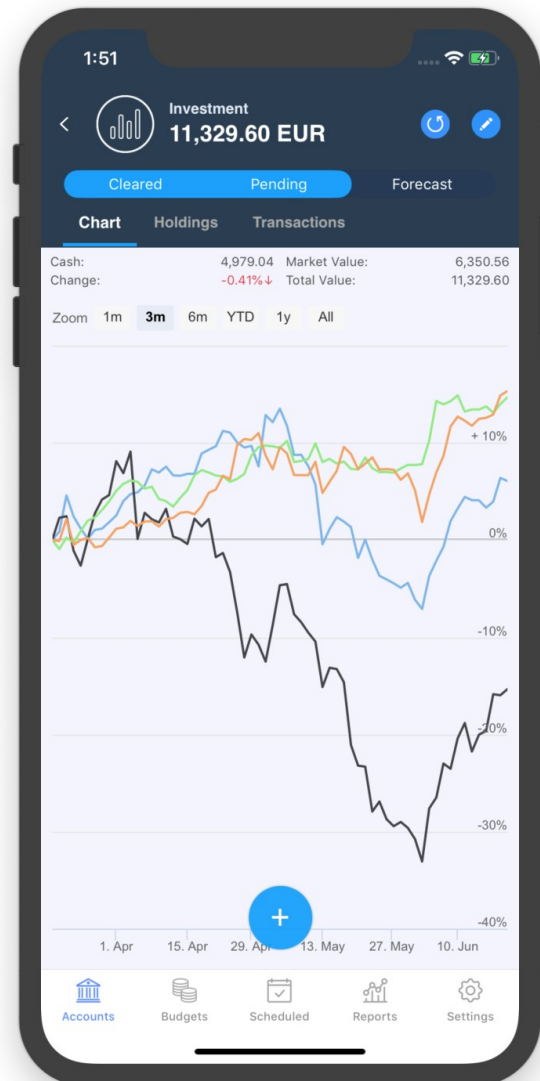
1. **Investment chart:** showing you how your top holdings are performing.
2. **Holdings view:** displaying all of your holdings in one clear list, displaying basic information about them and their performance.
3. **Trades view:** listing all trades and transactions for this account.

In MoneyWiz for Mobile, you can switch between those sections using the tabs on top.

You can also see some detailed information about your holdings just above the

### Investment chart:

- **Cash:** how much cash you have in your portfolio.
- **Market Value:** the combined market value of all your securities.
- **Total Value:** Cash + Market Value.



- **Change:** represents the difference between price when the position was opened and the current price.

## Creating new transactions and trades

Creating a new trade or transaction is as simple as adding a regular transaction. That's why you begin by simply tapping the + button in the bottom-right of the account. You can choose from:

- **Buy** – allows you to buy more stock. Note that Buy to open and Buy to close are all the same in MoneyWiz.
- **Sell** – allows you to sell some stock. Note that Sell to open and Sell to close are all the same in MoneyWiz.
- **Regular transaction types** (expense, income, transfer, adjust balance) that are covered in Transaction basics tutorial.

To illustrate how you can add an operation to your portfolio, let's purchase more stock to our fictional portfolio. To begin we tap on the + button at the bottom and choose Buy. You'll be presented with the view very much like the one we saw when adding stocks to our investment account when we were creating it. Once again you need to enter the symbol, number of shares and price per share. Other fields are optional. Adding a Sell operation works exactly the same way.

A couple of notes:

- it is possible to have a negative holding value (e.g. **-7 MSFT**),
- if at any time your holding reaches 0 value, it'll disappear from your Portfolio but the transactions will remain in Trades view. In order for the holding to reappear in Portfolio, its value needs to become different than zero,
- you can hover your mouse or finger over the Investments chart to display holding values for a particular date,

## Section 1.16:How to track traditional investments?

- you can use the buttons above the investment chart to quickly change the period the chart will cover or use the fields to the right to set the period more precisely to your liking,
- you can refresh the exchange rates (coming from [Yahoo! Finance](#)) by clicking on the refresh rates button: in MoneyWiz for Desktop, it's below the chart (next to Last refreshed information) and in MoneyWiz for Mobile it's in the top-right corner of the screen.

## **Section 1.17:    How to track assets?**

## For manual tracking

To add an account for manual tracking start adding new manual account, scroll to the bottom and find "Investment" type. Tap on it and start filling out the details.

- **Account name:** a name for this account that will help you identify it on the list. For example "E\*Trade" or "401k".
- **Cash Balance as of date:** in the next field you need to enter your cash balance. Here you allocate the date to which your cash balance will be tied.
- **Cash Balance:** enter your cash balance as of the date selected above (if you leave the date as today then enter your cash balance as of today). Tapping on the currency code would also allow you to choose a currency (we support investments in various currencies; if you don't see your currency make sure it's enabled in Settings -> Currencies).

If you switch to Extended section, you can edit other details of the account – just like described in Account properties guide.

After you confirm those details, you'll be asked to add your positions to the account. For the purpose of this tutorial, we'll populate a fictional portfolio. From the buttons at the bottom choose Add – a new screen will appear.



The screenshot shows the 'Add investment positions' screen in the MoneyWiz app. The fields are as follows:

Field	Value
Symbol	AAPL
Holding type	None
Number of shares	15
Price per share	175.69886437
Total price	2,635.48
Commission	4.99
Date & time	Jun 20, 2019 at 4:46 AM
Description	Apple Inc.

At the bottom, there is a numeric keypad with the following layout:

C		/	*
7	8	9	-
4	5	6	+
1	2	3	=
.	0	✕	

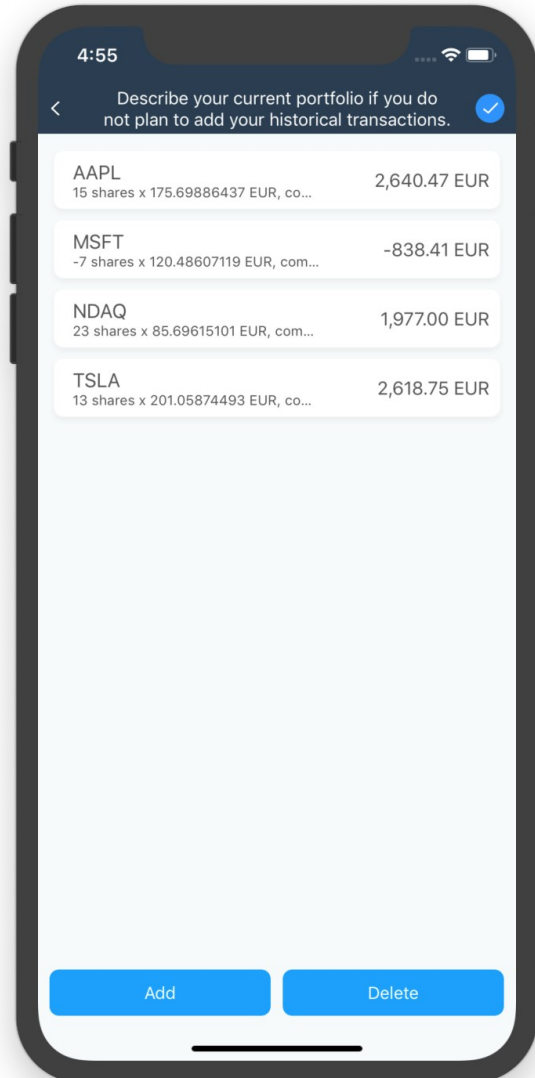
You'll be asked to enter some information about your security. Note that only the first three on top and Buy date are required – the rest is optional.

- **Symbol:** the symbol of your security. As you begin to type, MoneyWiz automatically searches the [Yahoo! Finance](#) database for the entered query and tries to pull the data for you. In order for MoneyWiz to be able to automatically refresh the stock price your symbol must be present in the [Yahoo! Finance](#) database.
- **Holding type:** the type of the security.
- **Buy date:** enter the date of this buy operation (defaults to today).
- **Number of shares:** the number of securities you've purchased. Note that it can be a negative number in case of borrowed shares or a fractional number if the Holding type is "Mutual Fund".
- **Price per share:** will be downloaded from Yahoo! Finance database if your symbol is recognized. You might to adjust it however as MoneyWiz presents you the current stock price: you are likely to have purchased it at a different price.
- **Total price:** is calculated dynamically (Number of shares x Price per share).
- **Commission:** here you can enter the commission you've paid when performing this buy operation.

- **Description:** description of this operation. By default it pulls the name of the stock from the symbol.

After you add the details you want, your security is ready to be added to your portfolio. In our fictional portfolio, we've added several more stocks. Before you confirm account creation you can preview the securities you've added and their total value.

Once your investment account is created you can modify, change its position on the accounts list and delete just like any other account – see the other account guides for more information.



## Working with Investment accounts

Now that our account is created we can see a beautiful chart of our portfolio:

## Finding your way around the account

The Investment account has a different layout from most other accounts. It features 3 major areas:

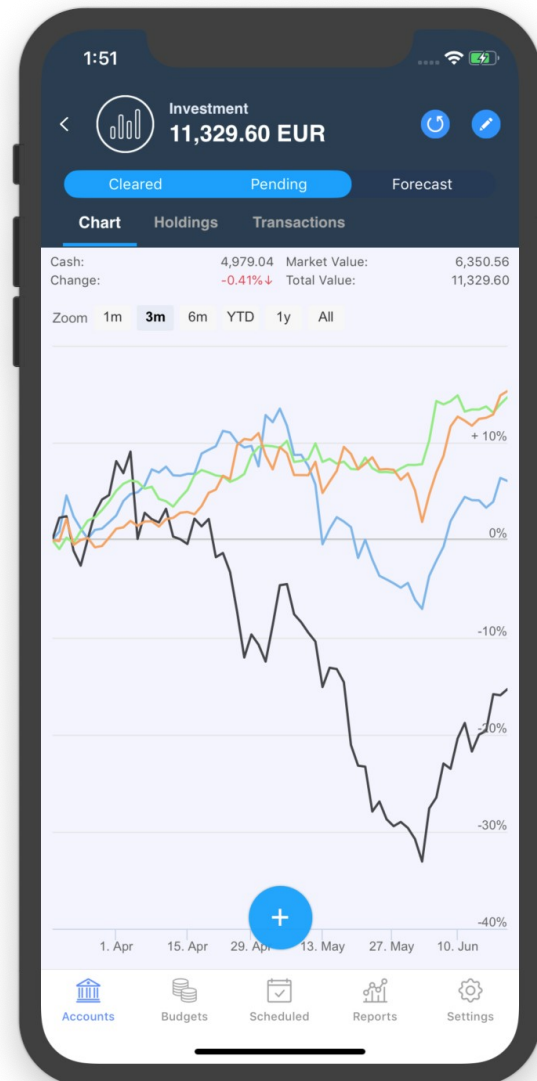
1. **Investment chart:** showing you how your top holdings are performing.
2. **Holdings view:** displaying all of your holdings in one clear list, displaying basic information about them and their performance.
3. **Trades view:** listing all trades and transactions for this account.

In MoneyWiz for Mobile, you can switch between those sections using the tabs on top.

You can also see some detailed information about your holdings just above the

### Investment chart:

- **Cash:** how much cash you have in your portfolio.
- **Market Value:** the combined market value of all your securities.
- **Total Value:** Cash + Market Value.



- **Change:** represents the difference between price when the position was opened and the current price.

## Creating new transactions and trades

Creating a new trade or transaction is as simple as adding a regular transaction. That's why you begin by simply tapping the + button in the bottom-right of the account. You can choose from:

- **Buy** – allows you to buy more stock. Note that Buy to open and Buy to close are all the same in MoneyWiz.
- **Sell** – allows you to sell some stock. Note that Sell to open and Sell to close are all the same in MoneyWiz.
- **Regular transaction types** (expense, income, transfer, adjust balance) that are covered in Transaction basics tutorial.

To illustrate how you can add an operation to your portfolio, let's purchase more stock to our fictional portfolio. To begin we tap on the + button at the bottom and choose Buy. You'll be presented with the view very much like the one we saw when adding stocks to our investment account when we were creating it. Once again you need to enter the symbol, number of shares and price per share. Other fields are optional. Adding a Sell operation works exactly the same way.

A couple of notes:

- it is possible to have a negative holding value (e.g. **-7 MSFT**),
- if at any time your holding reaches 0 value, it'll disappear from your Portfolio but the transactions will remain in Trades view. In order for the holding to reappear in Portfolio, its value needs to become different than zero,
- you can hover your mouse or finger over the Investments chart to display holding values for a particular date,

- you can use the buttons above the investment chart to quickly change the period the chart will cover or use the fields to the right to set the period more precisely to your liking,
- you can refresh the exchange rates (coming from [Yahoo! Finance](#)) by clicking on the refresh rates button: in MoneyWiz for Desktop, it's below the chart (next to Last refreshed information) and in MoneyWiz for Mobile it's in the top-right corner of the screen.

## **Section 1.18:    How to track assets?**

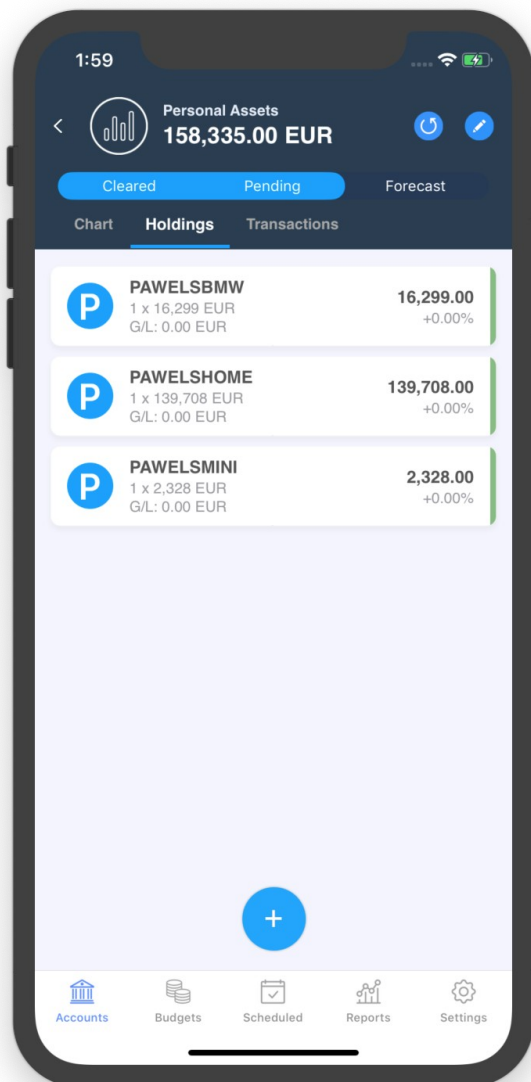
While MoneyWiz does not have a direct support for assets, you can use our investment account to track them. Please read the investment accounts guide for details on how to use the tool overall – this guide will provide you with guidance on how to tweak it to track custom assets (like your house, car, etc).

You'll have to create a manually managed investment account. The cash balance should be 0.00 – if it's anything else, it'd mean that there's any non-asset money laying around somewhere. You might wonder how you'll register all of the assets value with 0.00 cash value – don't worry! When creating your investment account for the first time, you're presented with an opportunity to describe your portfolio – entering holdings "for free". Please think carefully what assets you wish to track and how much are they worth as you won't get this chance anymore. Should you wish to log another asset at later date to this account, you'll need to use the Buy transaction, which will reduce the cash amount value (but we'll get to that later).

When trying to find share prices for you, MoneyWiz looks up [Yahoo! Finance](#) database. So in order to prevent Yahoo! Finance from interfering with your custom asset prices, just enter a holding that is not present in their database:

## Section 1.18:How to track assets?

- **PAWELSHOME** for your home,
- **PAWELSCAR** for your car,
- and so on.



This will allow you to set a custom price for each asset. If you wish to register an asset such as a house, you want to enter price per share to the overall value of your house and set the quantity to 1. If you own multiple assets of the same type, you can enter a different quantity but only if the assets are all of the same value and depreciate at the same rate – otherwise you should use different symbols (**PAWELSBMW**, **PAWELSMINI**).

Once you describe your portfolio, go ahead and finish creating your account.

## Updating the asset value

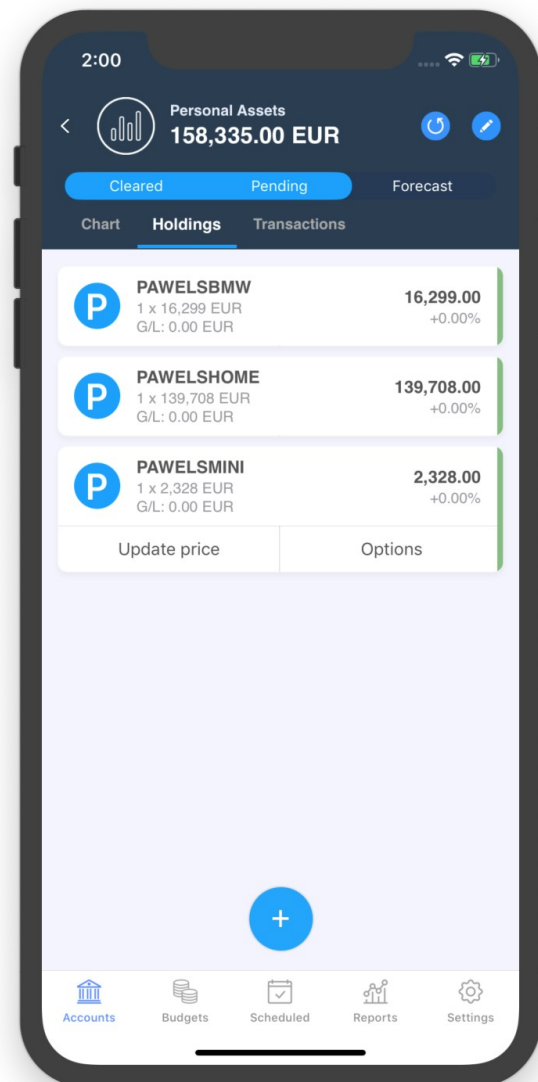
Once it's time to re-evaluate your assets value, just head over to Holdings tab, click on an asset and use the Update price button.

As you use the Update price button, you'll see that the chart above gets more and more detailed, instead of remaining flat.

## Purchasing a new asset

If you bought a new asset or simply want to register another one, you'll have to use the Buy feature to buy a new holding. This will reduce your cash value by the value of the asset. For accuracy, you'll want to bring the cash value back to 0. Probably the easiest way to do this is to right-click on the account name in the sidebar (or left-click holding control key if you have right-click disabled) and select Adjust balance. Set it to 0.00 and save.

Alternatively, you can of course transfer the missing money from your other account (the one that was actually used to purchase the asset). But since transfer transactions cannot have a category, you might want to keep that purchase logged as an expense in the original account and use the Adjust balance trick in your asset account.





## Selling an existing asset

It's pretty much the opposite of the above. Use the Sell feature to sell your asset. It'll disappear from the portfolio but raise your cash value accordingly. Again, you can make a decision whether to transfer that value to your regular account or use the Adjust balance function and track the income separately with an income transaction.



## Chapter 2: Transactions

### Section 2.1: How to create transactions?

Creating transactions in MoneyWiz is very important as those are the building blocks for your financial forecast overview. Online Banking feature allows you to import transactions automatically from your banks but even in those accounts you can create transactions manually. Check [this](#) guide to see how.

First, let's talk about the transaction types that MoneyWiz supports:

1. **expenses** – reduce the balance of an account,
2. **incomes** – increase the balance of an account,
3. **transfers** – reduce the balance of the origin account, while increase the balance of another account,
4. **balance adjustments** – when you want to simply adjust your account balance to a particular amount with a single transaction.
5. **refunds** – reduce the amount of an expense by a given amount (e.g. when you are partially or completely refunded for an item at the shop).
6. **reimbursements** – reduce the amount spent in a particular expense category (e.g. when you are reimbursed in bulk for some type of fee at the end of the year).

This guide focuses on the first 4 types of transactions. To learn more about refunds and reimbursements, please see [this](#) separate guide.

If you need to enter a check number to a transaction, please see [this](#) guide.

You can start creating new transactions manually in 4 ways:

1. tap on the + button in the bottom of the account,

## Section 2.1:How to create transactions?

2. tap on the pencil icon in the top-right while viewing the account and select New Transaction,
3. while viewing accounts list, swipe to the left on the account name and use the + and – buttons.

If your account is connected to Online Banking, the *first* option will **not** be available for you.

If your account is not connected to Online Banking, the *second* option will **not** be available for you. When you start creating an expense or an income, you'll be presented with the following window:

Use the tabs on top to switch between transaction types.

Please note that you can easily customize which fields you see here and their order. See this guide for more information.

- **Account:** which account the transaction originates from.
- **Amount:** the transaction amount.  
By clicking on the currency code (in this case EUR) you can select a different currency from the enabled ones.
- **Description:** something to help you identify what transaction is this or what it was for.

The screenshot shows a mobile application interface for creating a transaction. The top status bar displays the time 2:06 and signal/battery icons. Below the status bar is a navigation bar with tabs: Expense (selected), Income, Transfer, and Adjust (with a checkmark). The main form contains the following fields:

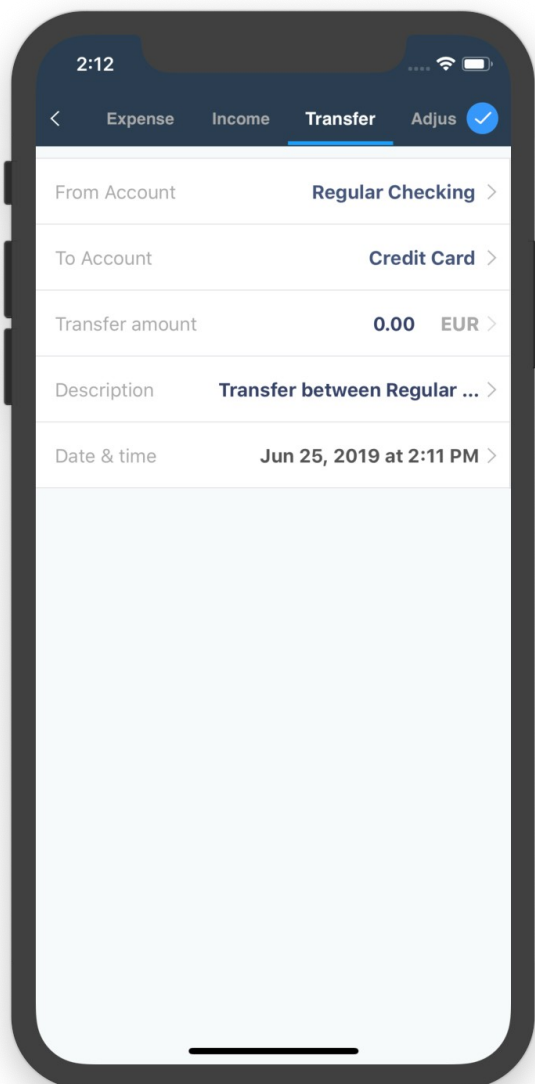
- Account: Regular Checking >
- Amount: 0.00 EUR >
- Payee: None >
- Description: Description >
- Category: None >
- Date & time: Jun 25, 2019 at 2:06 PM >

Below the form is a 'Next >' button. At the bottom of the screen is a numeric keypad with the following layout:

C	+/-	/	*
7	8	9	-
4	5	6	+
1	2	3	=
.	0	✕	

- **Payee:** the merchant/person participating in the transaction.
- **Category:** which expense/income category to assign this transaction to. Please remember that MoneyWiz uses separate list for expense and income categories.
- **Date and time:** of this transaction. Click on the calendar icon to select the date with your mouse.

When you start to create a transfer transaction, you'll see a window like this:

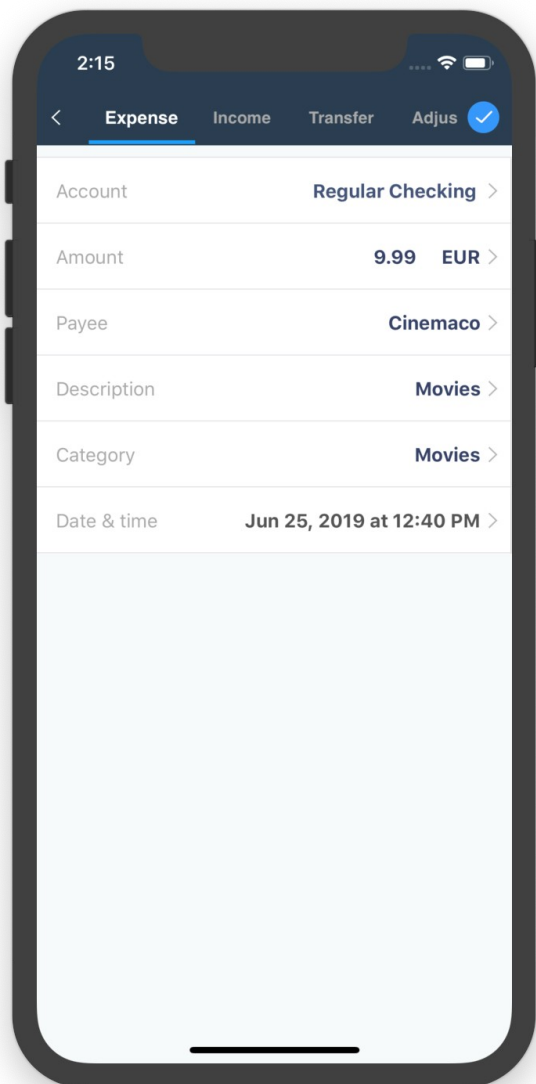


- **From Account:** the origin account – where the money is drawn from.
- **To Account:** the target account – where the money goes.
- **Transfer amount:** how much money to transfer. Currency cannot be changed – the transfer will always be in currencies of the transfer accounts (if one of the accounts is in different currency, you will be able to change the exchange rate).
- **Description:** something to help you identify what transfer is this or what it was for.
- **Date and time:** of the transfer. Click on the calendar icon to select the date using a mouse.

## Section 2.1: How to create transactions?

Please note that it is not currently possible to select a category for a transfer transaction. If it was possible, in reports you'd see the sum of a category as zero (equal money going out and in, resulting in net zero).

## Section 2.2: How to edit transactions?



Once created, transactions can be easily edited. This guide explains how to modify transactions.

To begin, tap on a transaction you wish to edit and then Options -> Edit. A transaction window will open where you can modify all aspects of the existing transaction.

## Section 2.3: How to delete transactions?

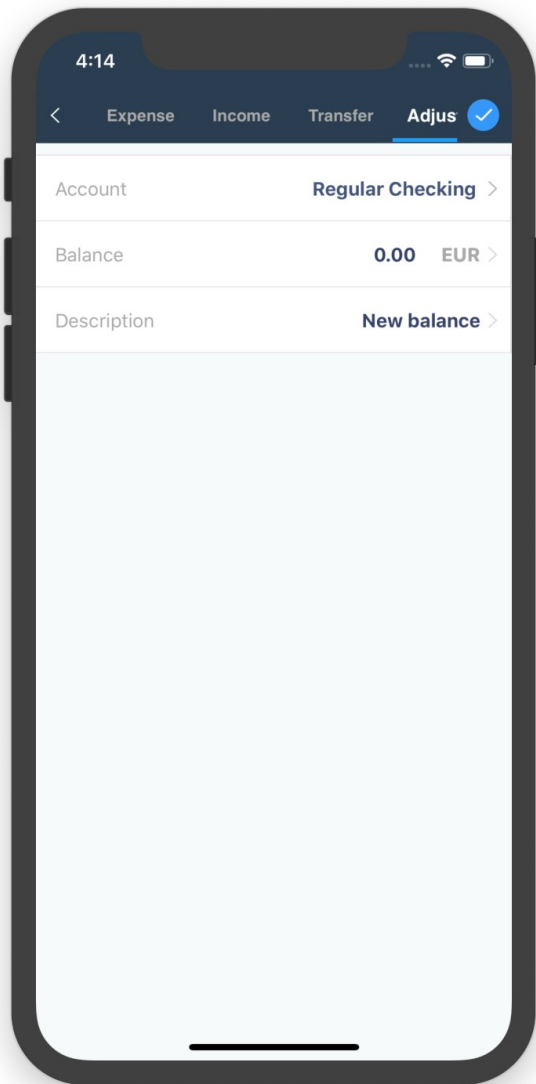
If you decide that a transaction is no longer needed, you can delete it. Please note that it will change your account balance!

You can delete a transaction in one of the following ways:

1. tap on the transaction to expand it and select Options -> Delete,
2. swipe to the left on the transaction you wish to delete and tap the Delete button.

You'll be asked to confirm. Please note that this operation is irreversible.

## Section 2.4:How to adjust account balance?



Adjusting account balance will add an expense or an income to your account, depending on what amount you wish to adjust the balance for. This means that if the desired account balance is lower than your current balance, MoneyWiz will add an expense to compensate the difference. The adjust balance transaction that will appear cannot be categorized, tagged or modified (although it can be deleted at any time) so whenever possible, you might want to add regular transactions instead.

In order to adjust the balance, start creating a transaction by tapping on the + button at the bottom and use the transaction tabs to select Adjust balance transaction.

If this account is connected to Online Banking, you'll need to tap on the pencil icon

inside the account instead and select New Transaction.

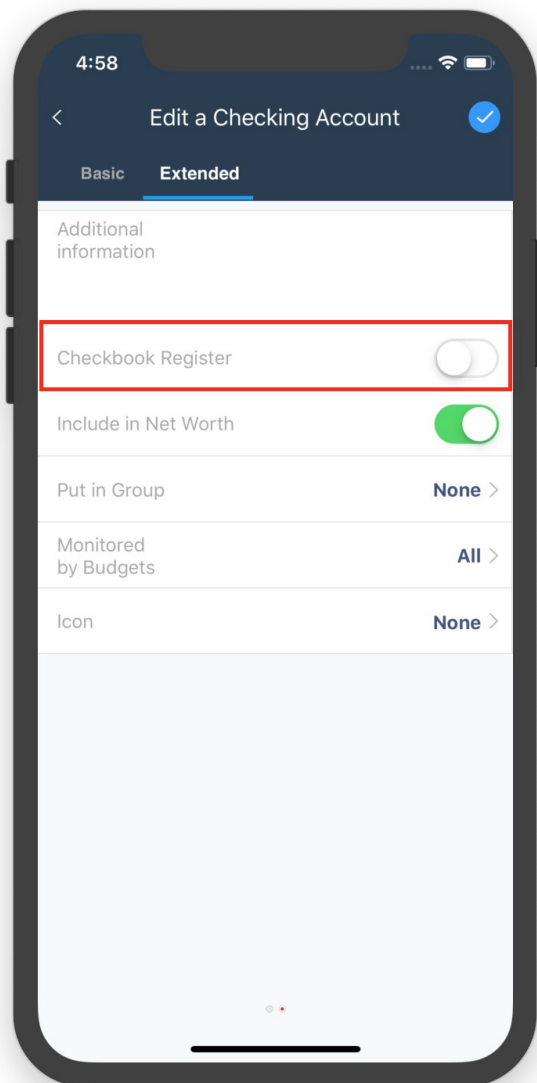
In the window that opens, enter the desired account balance that MoneyWiz should set for this account – remember that the new balance can be either positive or negative. If needed, you can also add some description to the adjustment. Please note that it is not currently possible to set a date and time for the adjustment – it will always be created with the current date and time.

Once created, adjust balance transactions cannot be modified or moved to a different account – but they can be deleted, just like any transaction.

## Section 2.5:How to create transactions with checks?

If you have a checkbook that you use to issue checks, you might want to record the check numbers in MoneyWiz. In order to do this, you first need to enable this feature.

### Enabling the checkbook for your accounts



The checkbook register has to be enabled per account. This means that you might enable it for one account but not for the other.

Please note that it is enabled by default for newly created accounts if your local currency is set to USD.

In order to verify that the checkbook register is enabled for your account or enable it, start editing your account: tap on the pencil button in the top-right of the accounts view to enter edit mode and then tap on the account you wish to edit.

Once the account properties window opens, switch to the Extended tab:

## Section 2.5: How to create transactions with checks?

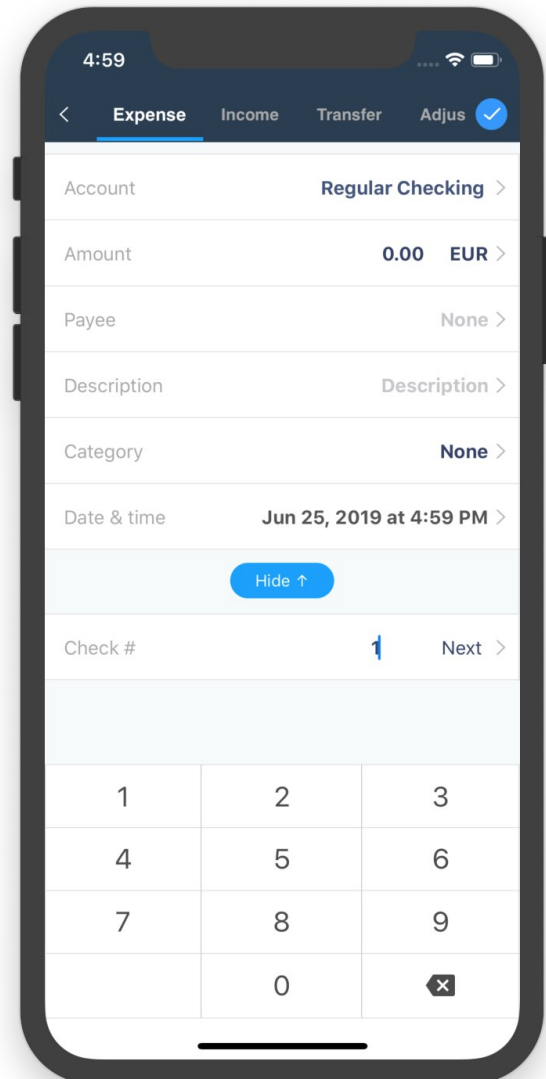
In order to make it possible to enter checks in this particular account, this check box needs to be checked. In order to disable the feature, remove the check. Once you make your changes, tap on the tick.

### Entering checks when entering transactions

Start creating new transaction or open an existing one for editing. Depending on your Transaction layout settings, you might see the check number field immediately or you might need to tap on the Show all label to reveal hidden fields.

You can type the check number here or tap the + button to have MoneyWiz automatically issue the next check number for you.

Please note that it is currently **not** possible to reset check number count.



## Section 2.6: How to duplicate transactions?

Duplicating a transaction allows you to create a duplicate of an existing transaction that you can then either leave as an exact duplicate or modify to change some elements of it. This guide explains how to duplicate transactions and also why the transaction date sometimes gets changed while duplicating transactions.

To begin, tap on a transaction to expand it and select the Duplicate button. You'll then be presented with a new transaction window, pre-filled with details of the original transaction.

You can either leave it as it is and save the transaction or change some details of it before saving.

### **Why is the duplicate transaction date sometimes the same and sometimes different compared to the original transaction?**

If the most recent transaction in your account is older than 14 days, we consider that the entire account is not up to-date and we show the date of the original transactions when duplicating.

If the most recent transaction is less than 14 days in the past (or today, or in the future – it doesn't matter how far in the future though) we consider the account up to-date. So when you duplicate, by default we use today's date.

## **Section 2.7:How to refund or reimburse transactions?**

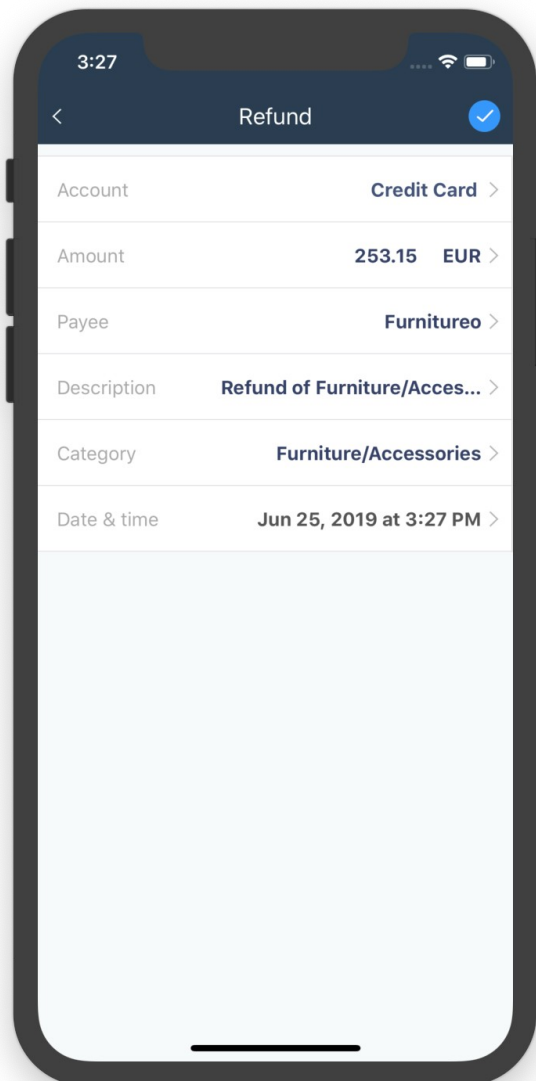
If you were partially or fully refunded for something, you should log it in MoneyWiz to properly display your account balance. In MoneyWiz, we differentiate between two types of such operations:

- **refund** – full or partial refund for a single, particular transaction (e.g. when you return an item to a store for a refund),
- **reimbursement** – a full or partial reimbursement for a series of transactions for a particular expense category (e.g. you use your company car and use your own money to fuel it up but every once in a while your company issues you a reimbursement for that cost).

This guide explains how to enter each of those into MoneyWiz and how to convert an existing income transaction to a refund.



## Creating refunds



In order to create a refund, you need to have an existing expense that the refund is for. If you were refunded for multiple transactions in one go, you need to create a *reimbursement* instead (see below).

To create a refund, find the expense you were issued a refund for. Once you locate it, you need to select it and select the refund option.

MoneyWiz for Mobile, tap on the expense transaction to expand it, select Options -> Refund. A transaction window will open.

If you were refunded full amount, leave the amount as it is (it defaults to 100% refund). If you were refunded a partial amount, change the amount to the value you've been issued a refund for.

## Converting existing incomes

### to refunds

In case your refund has already been imported into MoneyWiz (either via Online Banking or manual bank statement import), you can use "Convert to refund" feature in MoneyWiz to properly log it inside the application.

To begin locate your income and then tap on it to expand it and select Options -> Convert to refund.

## Section 2.7:How to refund or reimburse transactions?

You'll be presented with a window with a list of your expenses – please locate the expense that this is a refund for.

### **Creating reimbursements**

When you create a reimbursement, it's like you are creating a refund for the entire expense category. For this reason, you don't refund one particular transaction – if that's what you need to do, you should create a refund instead (see above).

To create a reimbursement, please start creating an expense transaction. Select the expense category you want to reimburse, the reimbursement date and so on. The major difference between creating a reimbursement (and not a regular expense) is the amount – you need to enter it with a minus sign (a negative expense). So if you were reimbursed for \$50, you should enter the amount as -50 USD.

### **Converting existing incomes to reimbursements**

To convert an existing income transaction to a reimbursement, open the transaction for edit and use the tabs on top to convert it to an expense. You'll notice that most of the fields remained the same but you'll need to adjust two of them:

- tap on the amount field to add a minus (so \$50 becomes -\$50),
- set the expense category to reimburse.

Save the modified expense transaction and your reimbursement is created.

## **Section 2.8:How to reconcile transactions?**

What is reconciliation? What does it mean to reconcile a transaction? When you reconcile transactions, you double-check that the transactions you have in MoneyWiz match the ones you see on your bank. This can help you find accounting errors or fraud. This guide will teach you how to reconcile transactions.

## Section 2.8:How to reconcile transactions?

If you have MoneyWiz for Desktop (Mac or Windows), we highly recommend reconciling there instead.

To begin, enter the account you wish to reconcile and tap on the pencil button in the top-right and then select Reconcile Mode. The first time you enter this mode, you'll be presented with a short description of what it is. In this mode, you simply tap on the transactions that you wish to reconcile in order to put a tick on them. Once you finish, tap on the three-dotted button in the top-right and select Exit Reconcile. You'll notice that this menu features also other options, such as set all to reconciled.

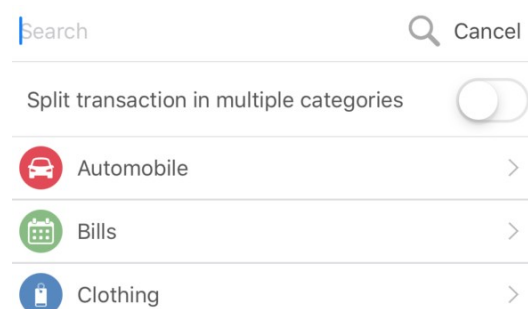
MoneyWiz for Mobile does not currently feature setting opening or closing date of your statement or display your reconciled balance. MoneyWiz for Desktop does this.

## Section 2.9:How to create split transactions?

Split transactions allow you to split the amount among different categories and/or accounts. Please note that advanced split feature – where you can split the amount among different transaction types (e.g. paycheck where you have an income and tax deductions) is not yet supported but we're working on bringing this feature to MoneyWiz.

### Splitting transactions among different categories

To begin, either start creating new transaction or modify an existing one. Then click on Categories field to bring up the list of categories. At the very top of the list, you should see the following:



## Section 2.9:How to create split transactions?

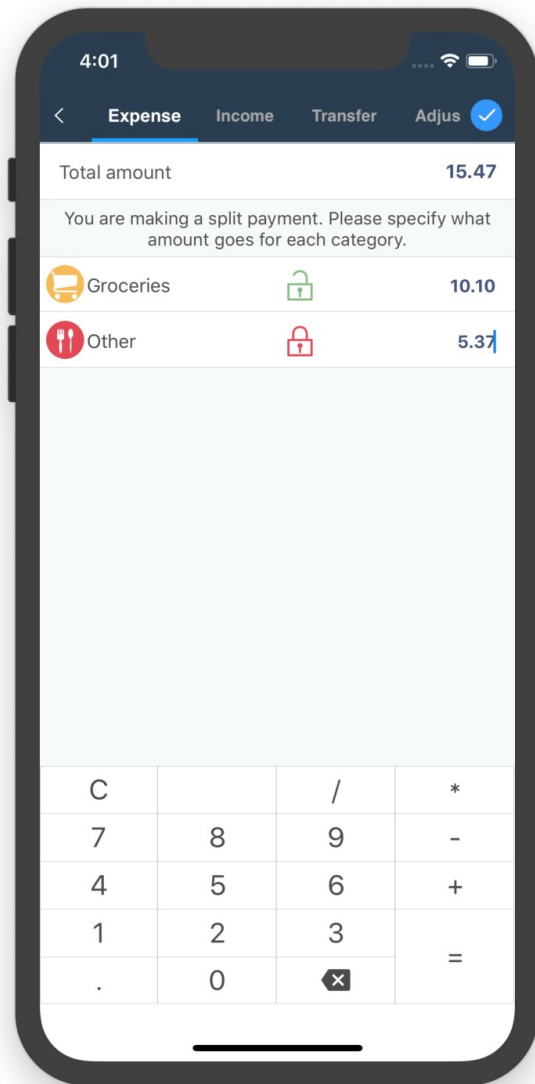
With this check box empty, selecting one category will de-select the previous one so you'll be able to keep just one selected at a time. If you wish to select multiple categories to participate in your split, please put a check in this box and then proceed to click on transactions you want to add to the split.

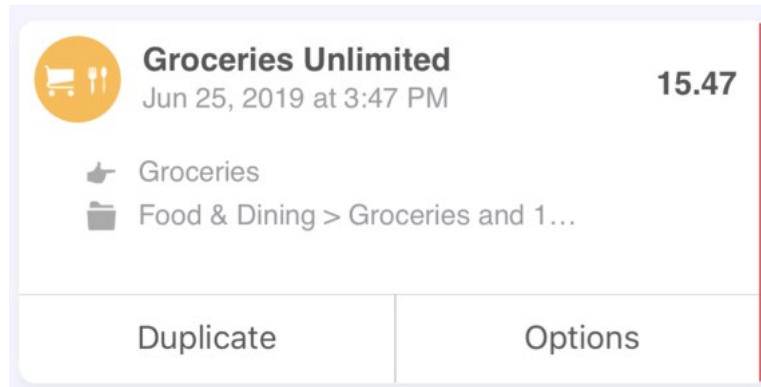
Once all categories are selected, fill out the remaining details of the transaction and click Next. When you proceed, you'll be asked to assign specific amounts to each split.

Type the amounts into the boxes in order to control the split. Once you modify an amount, the padlock icon on the left will change to red, signaling that the amount is now locked – it won't be modified again as you're changing the amounts of other splits. You can always unlock it by clicking on the padlock icon but this might cause the current amount to be lost.

If needed, you can also change the total amount without going back using the box on top.

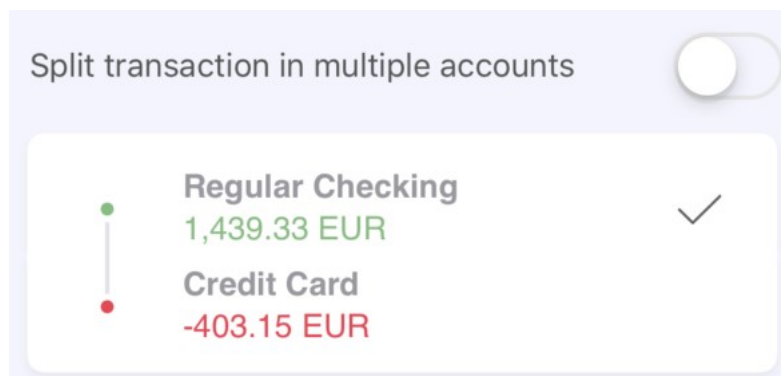
Once you set everything as you need, click Save and the category icon for this transaction will change to highlight that it's a split transaction:





## Splitting transactions among different accounts

You can also split transactions among different accounts. When creating a transaction, just click on the accounts field and tick the check box – it works just like when splitting transaction among different categories:



## Additional notes:

- It is not currently possible to split transactions among expense and income categories at the same time.
- It is not currently possible to split transactions among different payees or tags.
- When splitting transactions among different accounts and categories at the same time, you cannot decide which part of the category split goes to which account. You simply split the amounts between the accounts and categories separately.

## **Chapter 3: Managing categories**

### **Section 3.1:What are transaction categories?**

Transaction categories are one of the transaction properties that you can set. There is a separate list of categories for expenses and a separate list for incomes. On first use, MoneyWiz creates a default list of categories for you but you can easily create new ones, modify existing or delete the ones you don't need.

If you go to two shops – let's say Tesco and Walmart – to buy groceries, you will have different payees for each of those transactions but the same category: groceries. This allows you to generate category-based reports to see how much you're spending on groceries overall, regardless of the shop you're buying in (of course, it is possible to customize the report to filter some things out).

### **Section 3.2:How to create new transaction categories?**

There are two ways to create transaction categories: while creating transactions and inside MoneyWiz Settings.

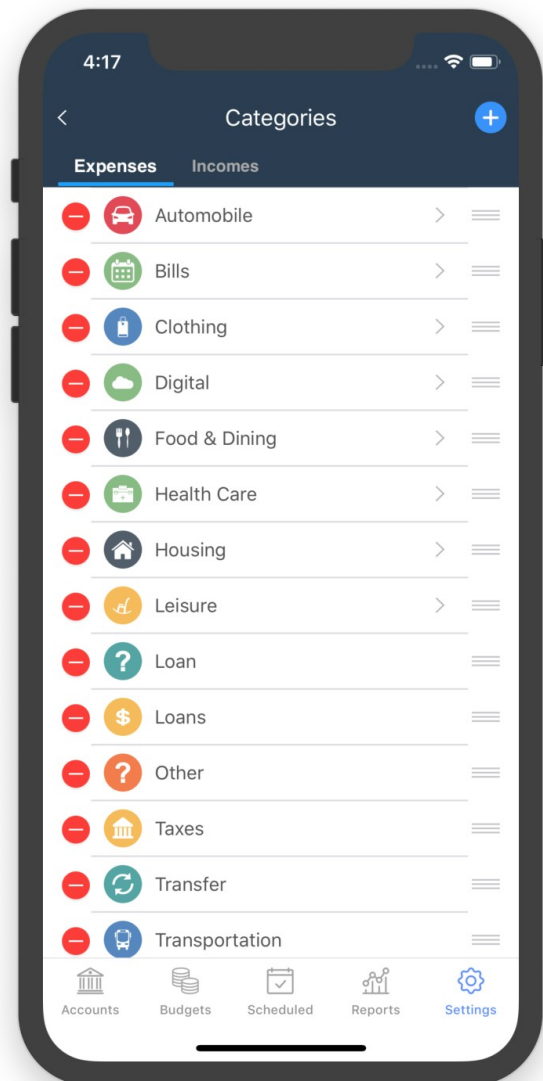
#### **During transaction creation**

This method is quick and easy but you can't choose too many details of the category (but you can easily modify it later). To begin, start creating new transaction or modifying an existing one and then tap on Category field. Type in the search bar the name of the category – if it doesn't exist, MoneyWiz will present you with an option to create it. It'll be created with default icon and placed as the main category. You can change the details of it later.

## In MoneyWiz Settings

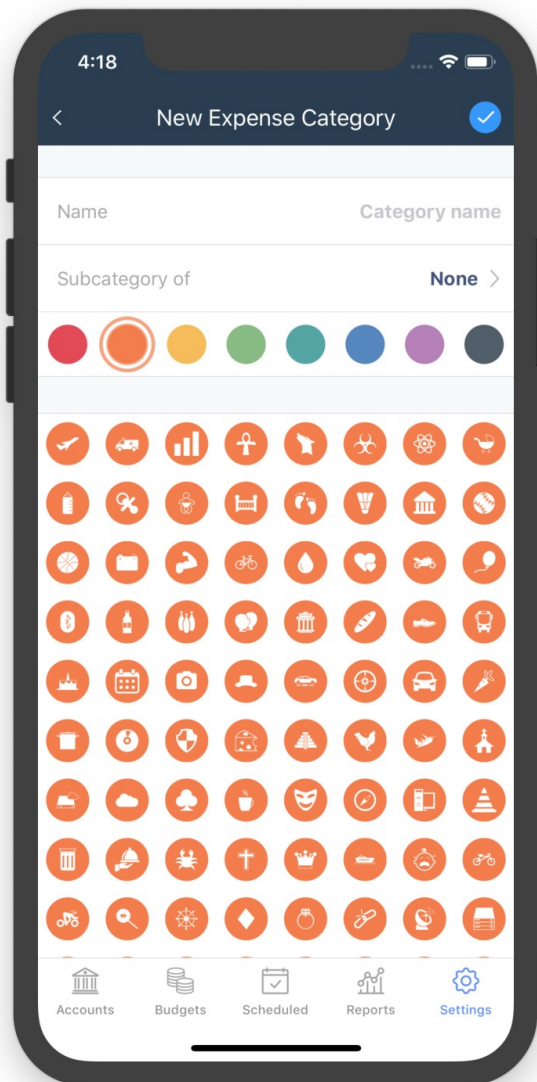
This allows you more control over all the small details. To create new transaction categories, first go to MoneyWiz Settings. You can get there using the buttons on the bottom. Once you're in Settings view, tap on Categories tab. You'll see something like this:

To start creating a new category, use the + button in the top-right. Remember, expense and income categories are separate so if you need to create an income category, first use the tabs on top to switch to income categories.



## Section 3.2:How to create new transaction categories?

You'll be asked for:



- The **category name:** anything that is useful for you in recognizing the transaction.
- Whether it's **a subcategory of something:** if no (if it should be a main category), leave this empty. But if this should be a sub-(or sub-sub-sub?) category of something, click on this button and select the main category. If while clicking New category you had some category selected on the list, MoneyWiz would automatically select that category as the main one for you.
- **Category color:** only if you have colorful categories enabled in transaction layout settings.
- **Category icon:** pick one from the available ones. It is not currently

possible to use custom icons for categories.

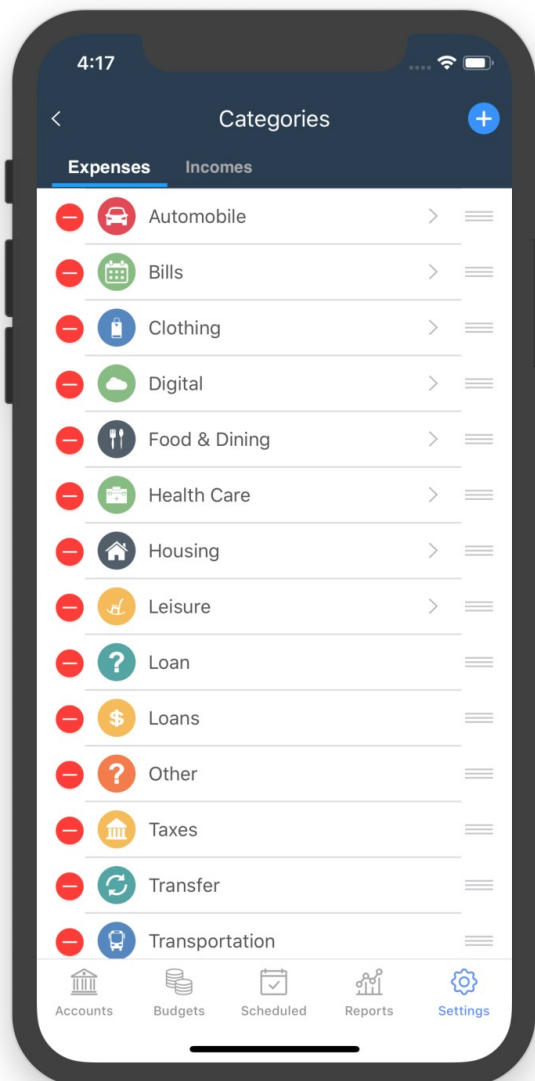
The category will be created when you tap the tick button.



## Section 3.3:How to edit transaction categories?

To edit existing transaction categories, first go to MoneyWiz Settings. You can get there using the tabs on bottom.

Once you're in Settings view, tap on Categories tab. You'll see something like this:



Tap on the category you wish to edit. If you need to edit a sub-category, please click on the little triangle to the left to expand the sub-category list to be able to view it.

Remember that if you wish to change the category colors, you need to first ensure that colorful categories are enabled in Transaction layout settings.

## Section 3.4: How to delete transaction categories?

MoneyWiz allows you to easily delete existing transactions. What's even better, MoneyWiz will first check if that category is completely unused (in that case, it'll just ask

you if you are sure you wish to delete the category) or if perhaps it's already used in some

### Section 3.4: How to delete transaction categories?

transactions (in that case, it'll offer you to merge the category with another one before deletion). Read on to learn how to do this.

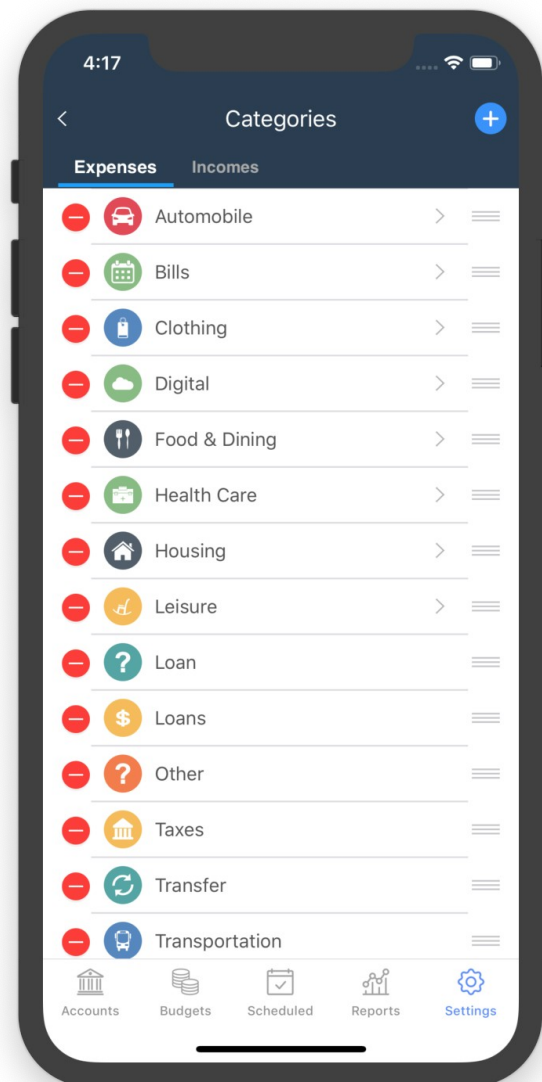
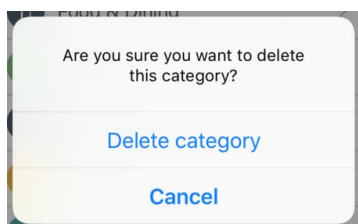
To delete transaction categories, first go to MoneyWiz Settings. You can get there using the tabs on the bottom.

Once you're in Settings view, click on Categories tab. You'll see something like this:

To delete a category, tap on the Delete button. If you need to delete a sub-category, click on the little triangle to the left to expand the sub-categories list.

Depending on whether the category is used in at least one transaction (at least one transaction has been assigned this category), MoneyWiz will do one of the following:

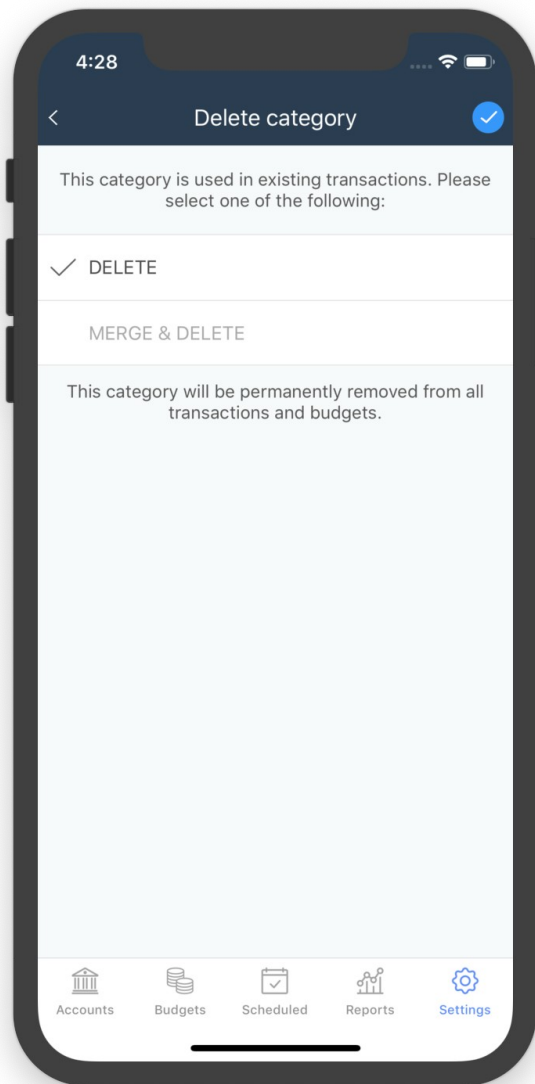
- ask you whether you are sure to delete you wish to delete it:



If you see this, this category does not have any transactions associated with it and it's safe to delete.

### Section 3.4: How to delete transaction categories?

- offer you to merge it before deletion:



If you see this, there is at least one transaction that is using this category.

If you keep "Delete category" selected and click Done, MoneyWiz delete the category and remove this category from the transactions it's being used at (making them uncategorized).

If you select "Merge & Delete", MoneyWiz allow you to pick another category from the list. Any transactions that are using the category you're about to delete will be re-categorized to the category you've selected before the category is deleted.

If you need to merge the category you're deleting with a category that does not yet exist, don't delete it! Simply edit the existing category to change its name, icon and more.

## **Chapter 4: Managing payees**

### **Section 4.1:What are transaction payees?**

Payees are one of the transaction properties that you can modify. They are used to denote the merchant/institution/person participating in the transaction. So if you make a purchase at Whole Foods, you'd enter the payee as "Whole Foods" each time you buy something there. This would allow you to later generate a report to see how much you've spent in total in that shop (or combine it with other transaction properties, such as categories, to generate even more meaningful reports).

Please note that for simplicity, we are calling this transaction property Payee both for expenses and incomes. However, in both of those cases, you should use the Payee to denote the *other* party: the one you're paying to for expenses and the one that's paying you in incomes.

### **Section 4.2:How to create new transaction payees?**

There are three ways of creating transaction payees that we'll go through here.

#### **Creating Payees via Settings**

This is probably the method you'll use least often. To create new transaction categories, first go to MoneyWiz Settings. You can get there using the tabs on the bottom.

Once you're in Settings view, click on Payees tab. You'll see something like this:

## Section 4.2:How to create new transaction payees?

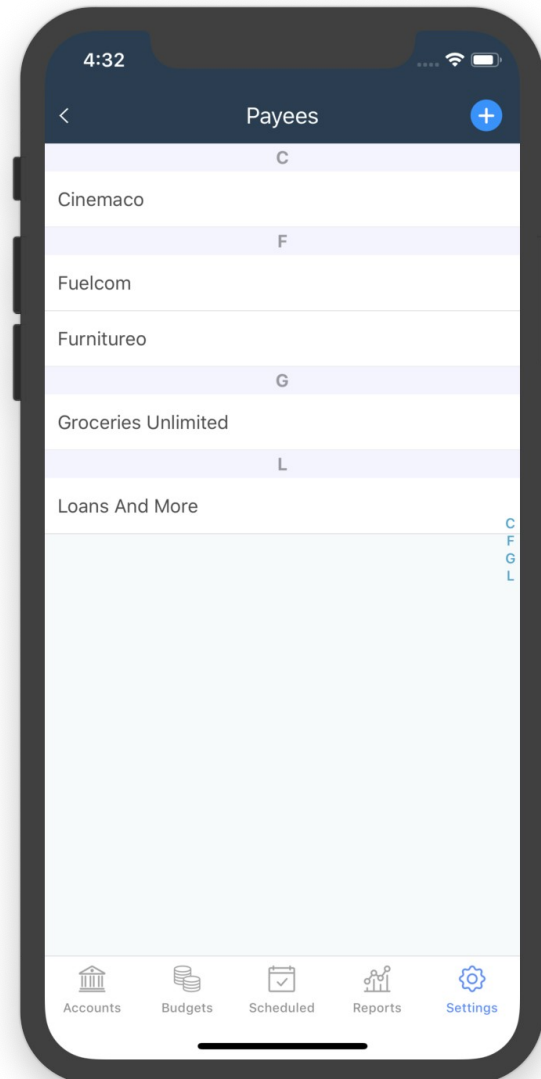
To create new payee using this window, click on New button and enter the payee name. You'll then be able to choose it from the list during transaction creation.

### **Creating Payees while creating transactions**

Far easier and quicker method is to create payees right from the transaction creation window. When creating or modifying a transaction, just type in the Payee field. Once you tap Save, if the payee you've typed does not exist, it will be created.

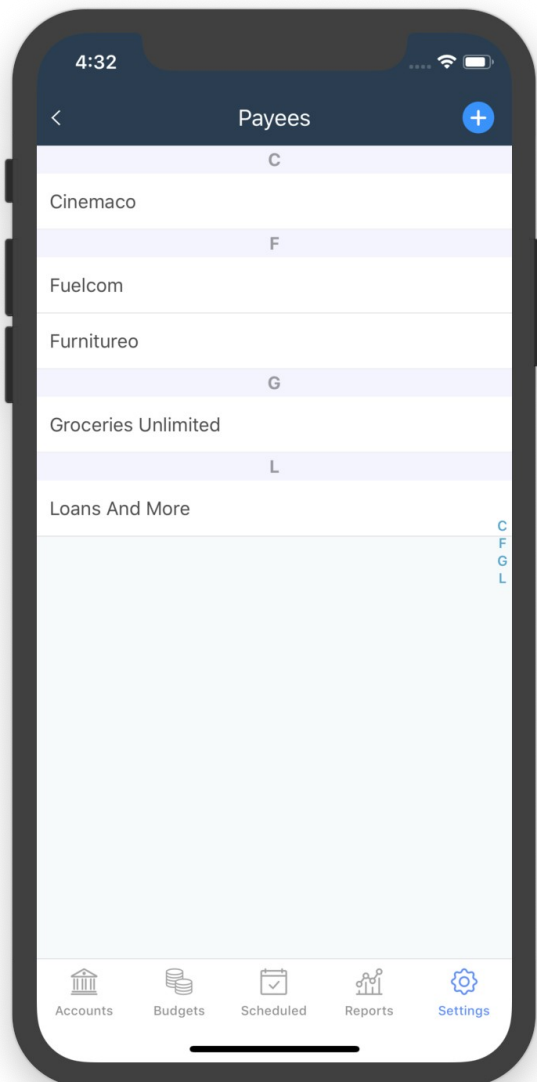
### **Creating Payees while importing transactions**

Both manual statement import as well as automatic Online Banking import feature have the capacity to create new payees for you. It is discussed in more details in other guides that relate to those features in detail.



## **Section 4.3:How to edit transaction payees?**

If you've decided to change the name of the payee in MoneyWiz, you don't need to go through each individual transaction to change the payee name there. You can just change the name in one place and all transactions will update automatically.



### Section 4.3: How to edit transaction payees?

To create new transaction categories, first go to MoneyWiz Settings. You can get there using the tabs on bottom.

Once you're in Settings view, click on Payees tab. You'll see something like this:

To modify a payee simply tap on it.

### Section 4.4: How to delete transaction payees?

To delete existing transaction payees, first go to MoneyWiz Settings. You can get there using the tabs on the bottom.

Once you're in Settings view, click on Payees tab.

To delete a payee, swipe to the left on it and tap Delete. MoneyWiz will ask you if you are

sure. If you proceed, the payee will be deleted and removed from any transactions that might be using it. **MoneyWiz does not check whether the payee is used or not** so please check this yourself before deleting the payee (for example by generating a payee report for all time period).

## **Chapter 5: Managing tags**

### **Section 5.1:What are transaction tags?**

Tags are one of the transaction properties that you can modify. Tags need to be enabled via transaction layout settings before they can be used. Each transaction can have more than one tag assigned.

Tags become useful when you are tracking transactions related to a single project: a wedding, a trip or something like home-improvement. For example, you might eat at McDonald's while at home (transaction has McDonald's payee and Eating out category) but also during your trip to Paris. In the first case, you'll most likely not assign any tag but for the second case, you might want to assign some tag like "Trip to Paris" to bring all trip-related expenses together – allowing you to generate a report at the end of the trip, reviewing how much you've spent overall.

### **Section 5.2:How to create new transaction tags?**

There are two ways of creating transactions: during transaction entry and via MoneyWiz Settings. Please remember that in order to use tags, you need to have them enabled in Transaction layout settings.

#### **Creating tags during transaction creation**

To create tags during transaction creation, start creating a new transaction or modify an existing one and then type in the transaction tags field. If the tag you've typed does not exist, it will be created.

## Section 5.2:How to create new transaction tags?



### Creating tags via MoneyWiz Settings

To create new transaction tags, first go to MoneyWiz Settings. You can get there using the tabs on the bottom. Once you're in Settings view, tap on Tags tab. You'll see something like this. To create a new tag, tap the + button and enter a name.

### Section 5.3: How to edit transaction tags?

To edit existing transaction tags, first go to MoneyWiz Settings. You can get there using the tabs on the bottom. Once you're in Settings view, tap on Tags tab. To modify a transaction tag, simply tap on it.

### Section 5.4:How to delete transaction tags?

To delete existing transaction tags, first go to MoneyWiz Settings. You can get there using the tabs on the bottom. Once you're in Settings view, tap on Tags tab. To delete a tag, swipe to the left on it and select the Delete button that appears. MoneyWiz will ask you if you are sure. If you proceed, the tag will be deleted and removed from any transactions that might be using it. **MoneyWiz does not check whether the tag is used or not** so please check this yourself before deleting the tag (for example by generating a tag report for all time period).



## **Chapter 6: Scheduled transactions**

### **Section 6.1:What are Scheduled transactions? How can I use them?**

Scheduled transactions are basically transaction templates that can either be executed when you click on them or be executed automatically on a given date and time. These allow you to stop worrying about recurring transactions such as your income, bills, rent or even transfers to saving accounts.

They are extremely useful if you don't use our automatic Online Banking feature and are entering transactions manually – if those transactions happen regularly, you can schedule them and have MoneyWiz enter them for you! Remember that Scheduled transactions do not need to be recurring – you can also use them to schedule one-off transactions or transactions that do repeat, but only for a finite amount of time.

But even if you're using Online Banking feature to automatically download transactions you can benefit from setting up your Scheduled transactions. They will provide you with great forecasting insights and allow you to see how your balance would look like if all Scheduled transactions were executed today.

### **Section 6.2:How to create Scheduled transactions?**

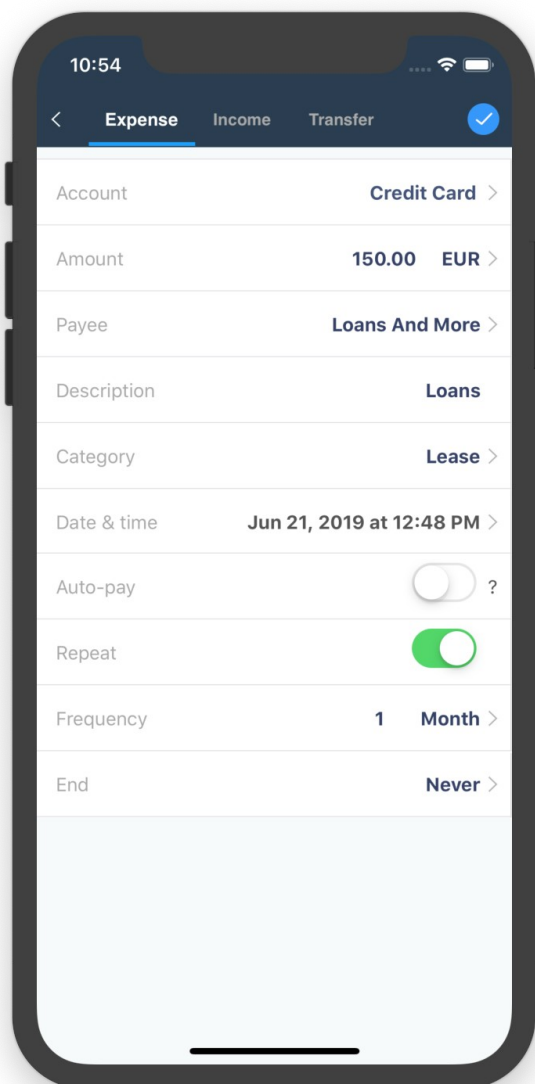
To create a new Scheduled transaction (which can be an expense, an income or a transfer), please first switch to Scheduled transactions section (using the buttons in the bottom bar). Once you're in this view, you can create Scheduled transactions by tapping on the + button at the bottom and select transaction type.

## Section 6.2:How to create Scheduled transactions?

This will present you with a window where you can fill out the Scheduled transaction details. If you wish to use an existing transaction as a template, please find that transaction first while in regular transactions view. Once you find it, tap on it once to expand and then Options -> Make Scheduled.

You'll then be presented with a new transaction window, pre-filled with details of the original transaction. You can either leave it as it is and save the transaction or change some details of it before saving.

Let's now review the possible options that are visible when creating a scheduled transaction:



The screenshot shows a mobile application interface for creating a scheduled transaction. The top bar has three tabs: 'Expense' (selected), 'Income', and 'Transfer'. Below the tabs, there's a list of fields for the transaction details:

- Account: Credit Card >
- Amount: 150.00 EUR >
- Payee: Loans And More >
- Description: Loans
- Category: Lease >
- Date & time: Jun 21, 2019 at 12:48 PM >
- Auto-pay: [Toggle Switch] ?
- Repeat: [Green Toggle Switch]
- Frequency: 1 Month >
- End: Never >

- Using the tabs on top you can change the transaction type: expense, income or a transfer.
- **Account:** select the account participating in the transaction.
- **Amount:** set the value for the transaction. Click on the currency code if you need a different currency.
- **Description:** some text to go with your transaction, reminding you what it is for.
- **Payee:** the merchant/institution/person participating in the transaction.
- **Category:** the category to go with this transaction.

## Section 6.2:How to create Scheduled transactions?

- **Date and time:** the date and time that this transaction is scheduled for.
- **Auto-pay:** (only visible in accounts that are not connected to Online Banking) the transaction will be automatically created once the date and time set above is due.
- **Auto-skip:** (only visible in accounts that are connected to Online Banking) on the due date, MoneyWiz will check if a similar transaction is already present in your account. If not – it will post it. If yes, it'll skip the scheduled instance in order not to post a duplicate.
- **Repeat:** whether the transaction should repeat regularly or not.
- **Frequency:** (only visible for repeating transactions) how often the transaction should repeat. You can type in the text box to change how often and you can click on the "Months" button to change the period: choose from days, weeks, months and years.
- **End:** when (and whether) the transaction should eventually stop repeating. Select "Never" for transactions you don't foresee to end anytime soon (e.g. your internet bill) because you can always delete them later if needed. For transactions that you know the duration of, select the number of repeats. The number of repeats you set will be the total number of transactions this Scheduled transaction will produce before ending.

Tap on the tick button to close the transaction creation window and save the transaction. If the transaction date and time you've selected was in the past, MoneyWiz will immediately act on the transaction (e.g. paying it, if the "auto-pay" setting was enabled).

A couple of notes:

- if the transaction is repeating, it will repeat regularly on the date and time set in the date and time field (e.g. 5th July -> 5th August),

## Section 6.2:How to create Scheduled transactions?

- at this time it is not possible to schedule a transaction other than specific date and time. This means that it is not possible to schedule it for 3rd Wednesday of the month for example.

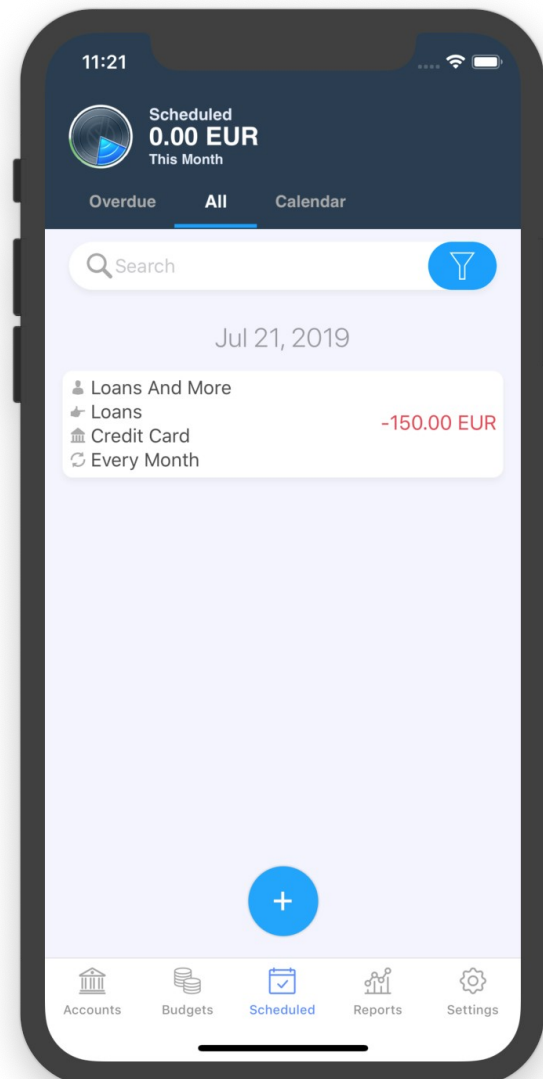
## Section 6.3:How to edit Scheduled transactions?

In order to edit Scheduled transactions, please first switch to Scheduled transactions section using the buttons on the far left side of the sidebar. Please note that it is not possible to edit a Scheduled transaction simply by editing the transaction it produces.

Scheduled transactions are like templates that create a copy of themselves when the time is due. Once the copy is produced, the created transaction is not aware that it was created by a Scheduled transaction and therefore is completely separate from it.

Once you've switched to Scheduled transactions section, notice that your transactions are listed as a list in the "All" tab:

To edit one of the scheduled transactions, tap on it once so that the contextual menu can appear, from which choose Edit. You'll be presented with a transaction window, where you can edit the properties of this transaction.



### Section 6.3:How to edit Scheduled transactions?

There is one important thing to note: changes you make here will apply to the next and all future occurrences of the transaction. If you want to make changes to just the next occurrence only, please click on the Scheduled transaction box and select Pay instead. Please note that the transaction will be executed after you save your changes so you might want to wait until the transaction is actually due before you do this.

## **Section 6.4:How to duplicate Scheduled transactions?**

Duplicating Scheduled transactions allow you to quickly create a copy of what you're looking at and either leave it as an identical copy or introduce some small changes.

In order to duplicate Scheduled transactions, please first switch to Scheduled transactions section using the buttons at the bottom section. Please note that it is not possible to duplicate a Scheduled transaction simply by duplicating the transaction it produces. Scheduled transactions are like templates that create a copy of themselves when the time is due. Once the copy is produced, the created transaction is not aware that it was created by a Scheduled transaction and therefore is completely separate from it.

Once you've switched to Scheduled transactions section, notice that your transactions are listed a list in the "All" tab. To duplicate one of the Scheduled transactions you see, tap on it once and select Duplicate from the contextual menu that appears.

You'll see a transaction entry window with details already filled out from the original. You can make some changes or leave it as it is. Remember – because this is a brand new transaction, the Start date will be the real start date of this new transaction so make sure to set it to the *next occurrence* of this duplicate.

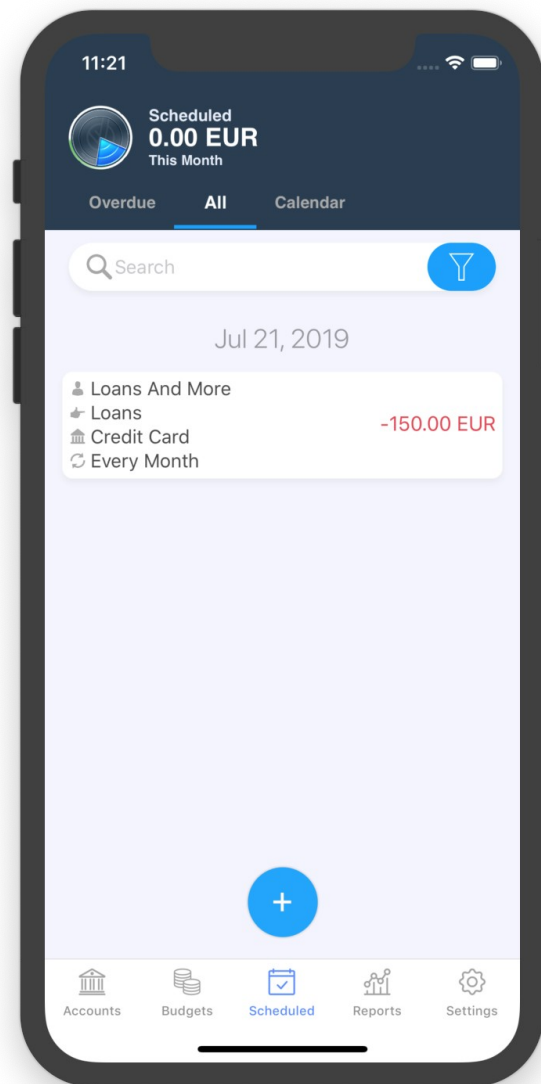
## Section 6.5:How to delete Scheduled transactions?

Deleting a Scheduled transaction will stop any further occurrences of it but it will not delete the transactions that were created by it.

In order to delete Scheduled transactions, please first switch to Scheduled transactions section using the buttons at the bottom.

Please note that it is not possible to delete a Scheduled transaction simply by deleting the transaction it produces. Scheduled transactions are like templates that create a copy of themselves when the time is due. Once the copy is produced, the created transaction is not aware that it was created by a Scheduled transaction and therefore is completely separate from it.

Once you've switched to Scheduled transactions section, notice that your transactions are listed a list in the "All" tab. To delete a Scheduled transaction, tap on it and select Delete from the contextual menu.



## Section 6.6:Should I create Scheduled transactions if I'm using Online Banking?

Short answer: **yes!**

## Section 6.6: Should I create Scheduled transactions if I'm using Online Banking?

Scheduled transactions make Forecast reports meaningful. For example, if you have a scheduled transfer from your checking account to savings, Forecast report would allow you to see how much money you'll have in 6 months.

Our suggestion is to create Scheduled transactions for all transactions that are recurring and simply enable auto-skip if the transaction is happening in an Online Banking-enabled account. This will take care of the duplicates for you.

## Section 6.7: How does auto-pay work? What does it do?

Auto-pay is one of the options you will see when creating Scheduled transactions. **Please note** that you will only see this option if the account you've picked for your Scheduled transaction is not connected to Online Banking.

Auto-pay should not be confused with auto-skip.

If you have some transactions that occur regularly, with same amount each time (e.g. rent or salary), you might want to automate those transactions so they get posted into your Account register automatically as they become due.

In order to do this, simply enable "auto-pay" when creating Scheduled transactions. This will cause that particular Scheduled transaction to get posted to your Account register automatically, if MoneyWiz is running or launched while the transaction became overdue (the due date of the transaction arrived).

## **Section 6.8:How does auto-skip work? What does it do?**

Auto-skip is one of the options you will see when creating Scheduled transactions.

**Please note** that you will only see this option if the account you've picked for your Scheduled transaction is connected to Online Banking.

Auto-skip should not be confused with auto-pay.

Creating Scheduled transactions makes sense even if you have connected the account to Online Banking. It's explained in more detail here.

But with transactions coming to your Account register from Online Banking sync and Scheduled transactions creating transactions automatically as they become due, how does MoneyWiz prevent duplicates from appearing? The answer is auto-skip.

When a Scheduled transaction with auto-skip enabled becomes due it'll check if the transaction is downloaded already. It checks it by looking for a transaction with **exactly** the same amount and transaction date **within 3 days** (either way – to account for weekends).

If it finds one, it will not post the duplicate transaction but will update the downloaded one with information from Scheduled transaction if necessary.

If it does not find one, it will post the Scheduled transaction in order to make your balance correct. Later, when MoneyWiz will be downloading Online Banking transaction, it'll look for duplicates using the same rules as above.

Therefore the only way a duplicate might appear as a result of this is if your date is not within 3 days period or the amount is not exactly the same. If you are frequently seeing duplicates as a result of auto-skip feature, your transactions probably miss the conditions specified above. In that case, you might be better off with auto-skip disabled. In this setup,



MoneyWiz will not pay or skip the transaction automatically – it'll just leave it with a red badge when it becomes due. You can then skip the transaction manually.

## **Section 6.9:How to create pay checks, including tax, insurance, etc?**

When you get paid by your employer, the amount of money you receive is less than what you are paid due to social/institutional deductions such as tax, insurance, health and other benefits, retirement (401k) contributions and so on. You might be wondering how to properly record this in MoneyWiz. This guide deals with this problem.

Sadly, at this time MoneyWiz does not support splits among different types of transactions. This means that you'd need to record your income and deductions separately. Here's how you could do this:

1. Record a Scheduled income for the date you're usually paid. For the amount enter the full amount that your employer pays out.
2. Record a separate Scheduled expense for all the deductions you're paying. This could either be a single expense for all deductions (a split transaction) or you could record a separate expense for each deduction. The date of those scheduled deductions should be the date of your income.

If you're not using Online Banking, the transactions can be automatically paid to immediately reflect your account balance after you've been paid. If you are using Online Banking, we recommend that you disable auto-skip and just manually skip the transactions once the transactions download from Online Banking (because the income amounts won't match, MoneyWiz will not know that it is the same transaction).

We are aware that this is less than perfect and work on implementing advanced split transactions in a future update.

## **Chapter 7: Budgets**

### **Section 7.1: What are budgets? How can I use them?**

Budgets allow you to keep your spending in control. You could create one major budget and just stick with it, or you could create individual budgets for each spending type (Groceries, Transport, Kids, Entertainment, etc). You might have seen us referring to accounts as containers for transactions and account groups as containers for accounts. Continuing with this notion, budgets can be described as containers for transactions that meet a certain criteria.

Let's say that you want to start controlling your spending in various areas. To achieve this, think about how you could organize your spending in envelopes. In some envelopes, you might want to go into more detail, whereas in others, an umbrella term will suffice. For example:

- Food
- Regular bills
  - Rent
  - Household bills (electricity, heating, water)
  - Internet and TV
  - Mobile phone
- Transportation
- Entertainment

Notice how we got into details when it comes to regular bills but for other categories, we were pretty generic. Of course, the final look of the envelope (budgets) layout is up to you.

Now that we have it all laid out, we can start creating budgets. Because budgets in MoneyWiz cannot have a hierarchy or be grouped, we'll end up with the following budgets:

## Section 7.1: What are budgets? How can I use them?

- Food
- Rent
- Household bills
- Internet and TV
- Mobile phone
- Transportation
- Entertainment

The order naturally can be adjusted to your liking. When creating budgets, you'll have to select categories that the budget will monitor. Any expense that meets the budget criteria will appear in the budget, reducing the budget allowance for the current period. If needed, you can transfer available funds from one budget to another – which comes in handy if one of your household bills gets unexpectedly big this month and you need to cover for the deficit using your Entertainment funds for example.

Budgets can be repeating regularly if you wish or be one-offs (a wedding budget).

Categories and accounts are the main filters that allow you to decide which transaction goes to which budget, but you can also use tags to classify them further (e.g. a taxi category expense with "Wedding" tag could get classified to your Wedding budget only, while a taxi category expense with "Personal" tag would not get assigned there).

Moreover, you can either have the budgets remember the closing balance on their ending day (e.g. you had \$15 left in your Entertainment budget that you didn't spend on anything) and include it in the next budget occurrence (+\$15 to Entertainment allowance, on top of what you normally receive).

## Section 7.2: How to create a budget?

You can create a budget in 2 ways:

## Section 7.2: How to create a budget?

- if you have no budgets created yet, you'll see a welcome message inside the Budgets section with a button offering you to create new budget,
- if you have at least one budget already, you can create new one using the pencil button in the top-right -> New budget.

You'll see the following window asking you to fill out the budget details:

- **Name:** the name for your budget, helping you to identify the budget.
- **Amount:** the allowance for the budget. If the budget is non-repeating (e.g. wedding), this amount is the total budget allowance. If the budget is repeating (e.g. monthly bill allowance), this is the budget allowance until the budget renews (for monthly budget, this is the monthly allowance).
- **Accounts:** accounts to monitor. In order for transaction to appear in the budget, the expense must be originating from one of the accounts you select here. You need to select at least one account.
- **Categories:** categories to monitor.

Just like with accounts, in order for the transaction to appear in the budget, the expense must be allocated to one of the categories you select here. You need to select at least one category.

- **Tags:** tags to monitor. You can leave this field empty if needed. If you specify any tags here, the budget will only display transactions that contain **at least one** of the specified tags. If you enter multiple tags here, MoneyWiz will **not** require that your transactions contain **all** of them – just one will suffice. In other words, the condition for multiple tags is OR, not AND.
- **Icon:** in addition to the name, you can choose an icon for the budget to make it easier to identify.
- **Start date:** when the budget should start analyzing transactions. You can set this date to be in the past and MoneyWiz will automatically populate earlier budget periods as needed.
- **Repeat:** whether the budget should repeat. For one-off budgets, keep this unchecked.
- **End date:** if the budget is non-repeating, you need to specify when it ends.
- **Frequency:** if the budget is repeating, you can specify how often it repeats since the Start date. By default it's set to 1 Month. You can modify the "1" part by typing in the field. To change the "Month" part, click on that button to choose from days, weeks, months and years.
- **Rollover:** if the budget is repeating, you can decide whether outstanding balance at the end of the budget period (positive or negative) will be included in the next budget period's balance. If disabled, on each budget renewal date, the budget allowance will be equal to "Amount".
- **Carried balance:** sometimes you might want to note that you've already spent some amount of the budget allowance (or have bit more). If you leave this at zero, the budget will be created with the "Amount" field in mind. If you enter here a positive or negative amount, MoneyWiz will sum it with the "Amount" field. This setting requires the rollover to be enabled.

## Section 7.2: How to create a budget?

Once you create a budget, MoneyWiz will scan existing transactions if they fit the budget criteria (start date, account, category, tags, etc). If yes, it'll apply them to the budget.

Make sure to learn more about budget register presentation and how to review your budget!

## Section 7.3: Budget register: where are my transactions?

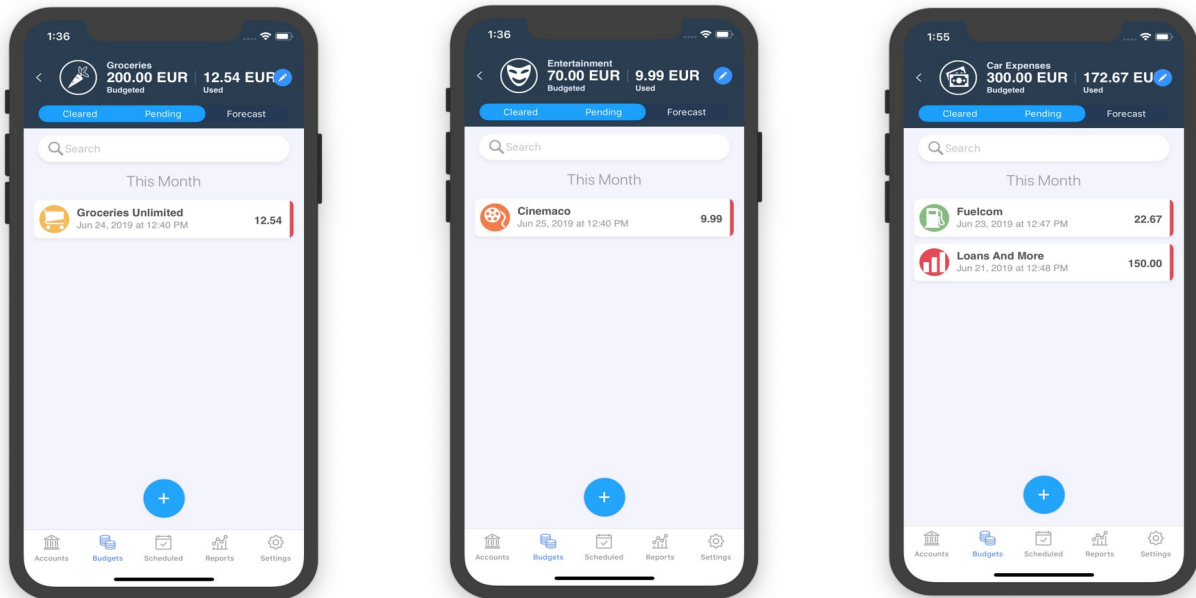
Once you create a budget and some transactions, you might be wondering how exactly does the budget register work (where your transactions are displayed). This guide aims to clarify this!

First, let's say that we have 2 accounts with a couple of transactions inside.



## Section 7.3: Budget register: where are my transactions?

And that we have created the following budgets, each restarting on the 1st day of each month, monitoring relevant expense categories.



Just as a reminder, the place where your account transactions are listed is called an account register and the place where your budget transactions are located is called your budget register. Depending on your setup, your account register might be the same as your budget register but since we have two separate accounts and three separate budgets, the transactions do not appear in just one single budgets but are divided into several.

What might strike you as unusual is that you might not see transactions from previous month in your budget register. Why is this? The budget register will always display transactions from current budget period only. If you need to review historical budget transactions, please go to Reports section and generate one of the budget-related reports.

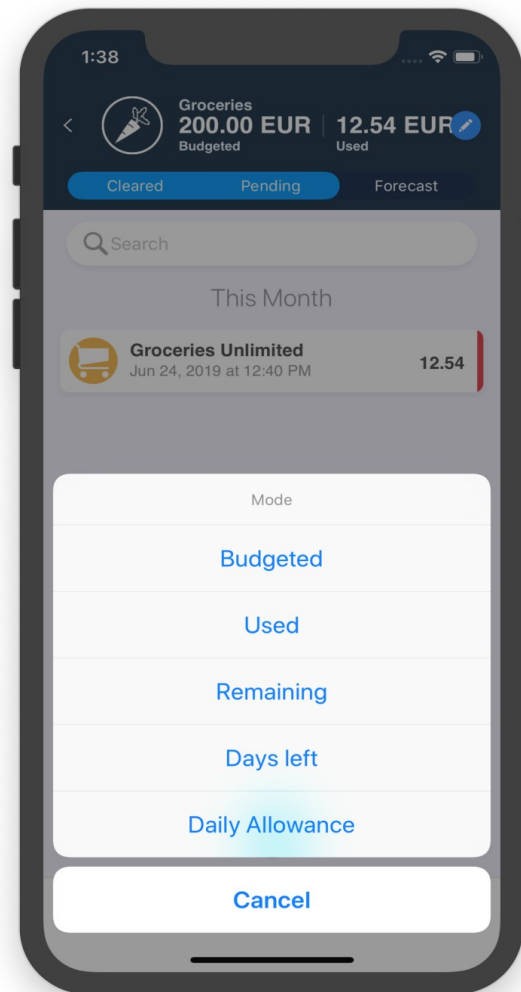
If you don't see the transactions you were expecting to see, please see a section regarding missing transactions later in this guide.

## Customizing budget register view

In the center of the budget register we can see the transactions that belong to this budget. As mentioned above, you will only see transactions from the current budget period. What's nice about budget register view is that you can customize the top part – just tap on it.

Just tap on the bar to change what it shows. In MoneyWiz for Mobile, you can see 2 tabs and customize each one to show one of the following:

- **Budgeted** – how much money has been assigned to this budget in the current budget period.
- **Used** – how much of the above money has been already spent.
- **Remaining** – how much of Budgeted money is still remaining to spend.
- **Days left** – how much longer (in days) until the budget renews.
- **Daily Allowance** – how much can you spend daily in order not to exceed your budget allowance for this period.

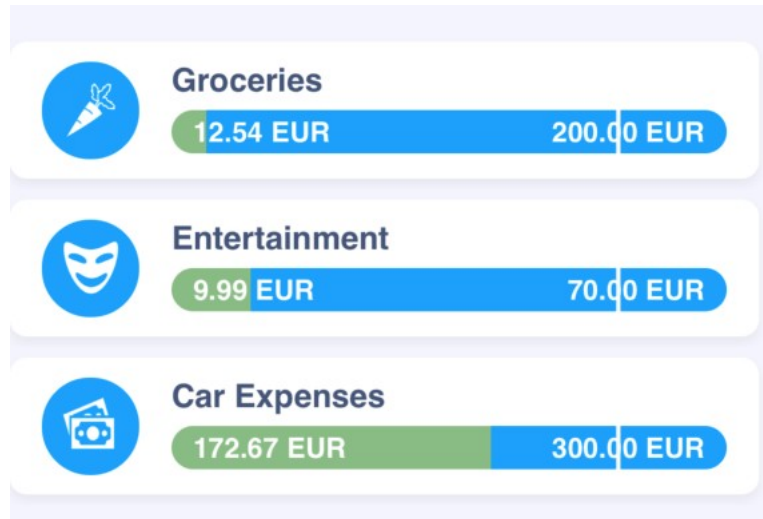


## Explanation of the budget colorful bars and indicators

What's also unique to budget registers is the information you can gather from looking at the budgets list:



### Section 7.3: Budget register: where are my transactions?



This view tells us that:

- Groceries budget has still a lot of remaining budget allowance (a lot of money available to spend). We know this because the green bar is very far to the left. We also can see that the allowance is 200,00 EUR (amount on the right side) and that the current spending is 12,54 EUR (amount on the left side).
- Entertainment budget – like the Groceries budget – still has some money to spare. We'll use it to talk about a different feature of this view. The white line separating 70,00 and EUR is not a glitch – this white line moves along the blue progress bar to demonstrate how much longer until the next budget reset. All those 3 budgets repeat on 1st of each month and this guide is written near the end of the month so those budget period indicators for each budget are in the same place, near the end.

This tells us something valuable:

- if the green bar is ahead of the white line, you need to slow down your spending otherwise you risk running out of money before the budget renews,
- if the green bar is behind the white line, you might consider transferring the unused money to a different budget or savings account as it's possible you'll have some unspent money in that budget by the end of the month,
- if the green bar roughly matches the white line, you're on track!

### Section 7.3: Budget register: where are my transactions?

- Car expenses budget received much more spending than the other two – which we can see by looking at the green bar around the middle and also by comparing 300 EUR and 172,67 EUR.

## Section 7.4: The budget does not display my transactions

Sometimes you might be surprised that some transactions you expected to see in your Budget register are not visible. There might be a couple of reasons for it.

Please go through the list below carefully, even if it sounds obvious. We have helped a lot of customers with this list and they were all equally surprised as to how basic the problem was.

Please double-check the following:

1. Is the transaction you've expected to see within the budget period? Usually budgets are setup on monthly basis, e.g. from 1st day of the month to the last. The transaction you expected to see could be, for example, with a date of *n*th day of the **previous** month. If your budget started in the past, that transaction might still affect the budget allowance (if Rollover is enabled), but it won't be visible in the Budget register as it only displays transactions from **current** budget period. You can find older transactions using budget reports.
2. Does the transaction you've expected to see have a proper category assigned? Only transactions that have the category you set the budget to monitor will appear in the budget register.
3. Is the transaction you've expected to see created inside the account you've set the budget to monitor?
4. Did you set the budget to require one or more transaction tags? If yes, your transactions needs to have *at least one* of those tags.

## Section 7.4: The budget does not display my transactions

If the above does not help, try the following:

1. Try changing the budget filters a little to see if your transaction appears.
2. Try creating the transaction right from the Budget register. It's no different than creating the transaction in the usual way (from the Account register) apart from the fact that you're offered only the accounts and categories that the budget monitors. Remember to add a tag if your budget requires one! Now check if *this* transaction appears in the budget. If yes – please go back to your Account register and compare the two transactions.

If none of the above help, please let us know as the reason might lie somewhere else. But those steps have helped a lot of customers so there are high chances it'll help you as well.

## Section 7.5: How to edit a budget?



Editing a budget allows you to modify all of the budget properties you've set when creating it. What's important to remember is that when modifying a budget, the changes you make are applied to all budget periods – past, current and future. There is currently no way of editing a budget to prevent historical budgets from being affected.

To begin modifying a budget, switch to the Budget section of the application from the sidebar and then use the pencil icon in the top-right to enter Edit mode and tap on the budget you wish to edit.

## Section 7.5:How to edit a budget?

In the window that opens, you'll be see all the account properties that you saw when creating the budget in the first place.

Remember! Changing anything – for example the budget balance – would cause it to be modified to all budget periods – not only the current and the future ones but to the past ones too.

## Section 7.6:How to delete a budget?

Deleting a budget is very easy. What's important to remember is that deleting a budget **does not** delete transactions visible inside. It's also very easy to re-create a budget. To delete a budget, please first switch to the Budgets section of MoneyWiz and tap on the pencil icon in the top-right to enter edit mode. Once there, tap on the red delete button next to the budget you want to delete and confirm.

Deleting a budget **does not** mean deleting transactions stored inside. If you wish to do that, please delete the transactions separately or consider deleting the entire account.

## Section 7.7:How to transfer money between budgets or envelopes?

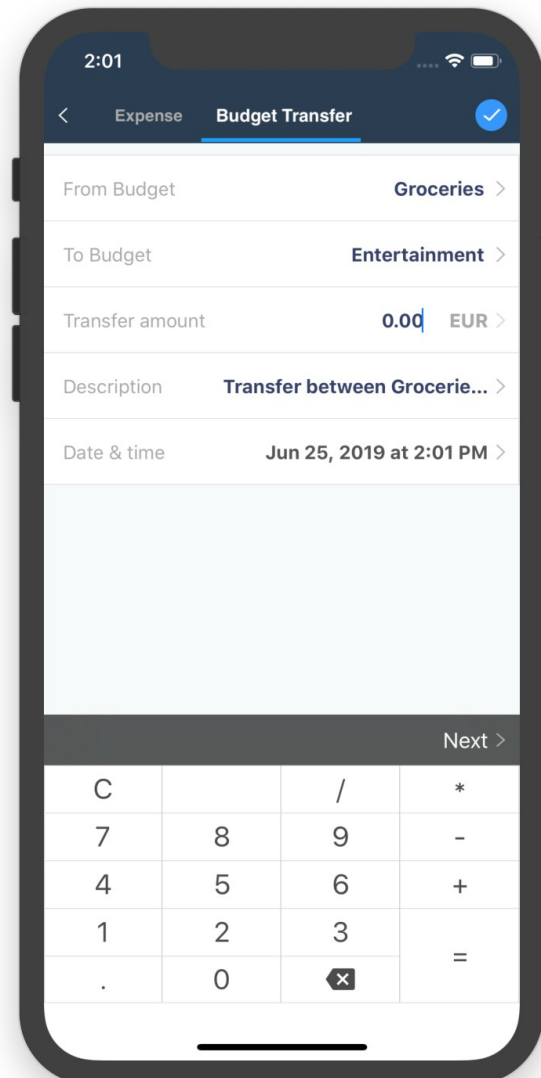
Transferring money between budgets or envelopes allows you to re-allocate funds from an over-performing budget to an underperforming one, covering the deficit. This is useful, for example, if it's end of the month and your Entertainment budget still has some money left. Instead of looking for a way to quickly spend that money, you could re-allocate it to your Emergency Fund for example.

## Section 7.7: How to transfer money between budgets or envelopes?

To create a budget transfer, tap on the + button at the bottom of the budget screen (while viewing a budget you want to make the transfer from). In the window that opens, tap on the Budget Transfer on top:

- **From and To Budget:** if needed, you can change where the transfer will draw from and where it'll arrive.
- **Transfer amount:** how much money to transfer from one budget to another.
- **Description:** the text to go with the transfer.
- **Date and time:** the date and time of the transaction.

Once you save the changes, the source budget will see its budget allowance drained by the specified amount and the target budget will be replenished by the same amount.



## Section 7.8: How to exclude transactions from a budget?

By default, budgets will display any transaction that:

- falls within the budget period,
- originates from an account that budget monitors,
- is assigned a category that the budget monitors.

## Section 7.8:How to exclude transactions from a budget?

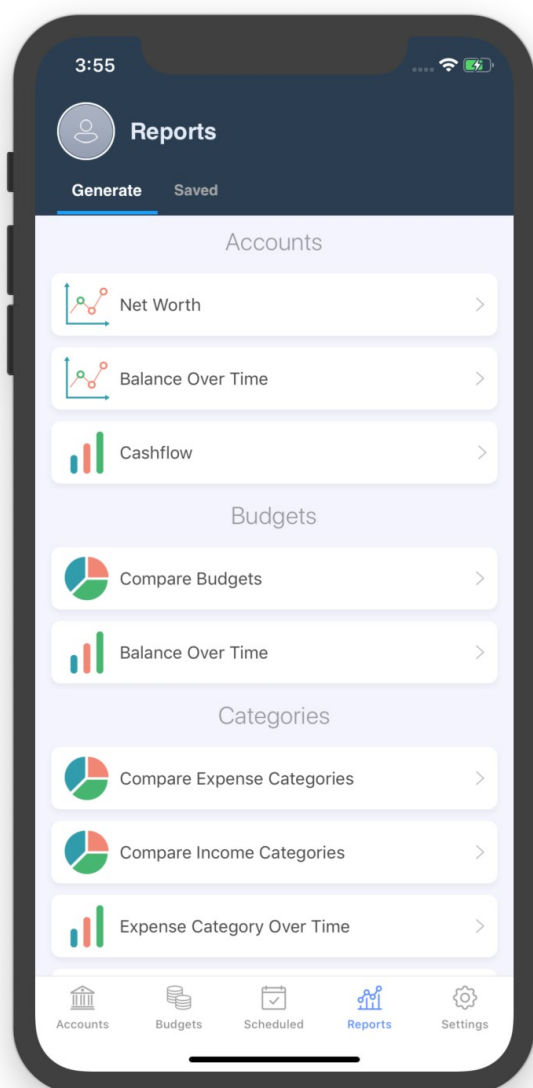
Sometimes, however, you might need more fine-tuned control over which transactions arrive in a budget. That's where transaction tags can come in handy. You can create a budget that requires some transaction tags to be present – transactions without those tags would not be displayed in the budget. This allows you to have Personal and Business transactions (tagged accordingly) and separate budgets, while using the same accounts and/or categories.

Please check the [How to create a budget?](#) and [How to edit a budget?](#) for more information on the transaction tags property in budgets and how they work.

## Chapter 8: Reports

### Section 8.1: Generating reports

MoneyWiz features many ready-to-use templates that you can use to quickly gain more detailed insight into your finances. This guide describes how to generate a report.



To begin, switch to Reports section of the application. Once there, you'll notice that there are a couple of report-categories:

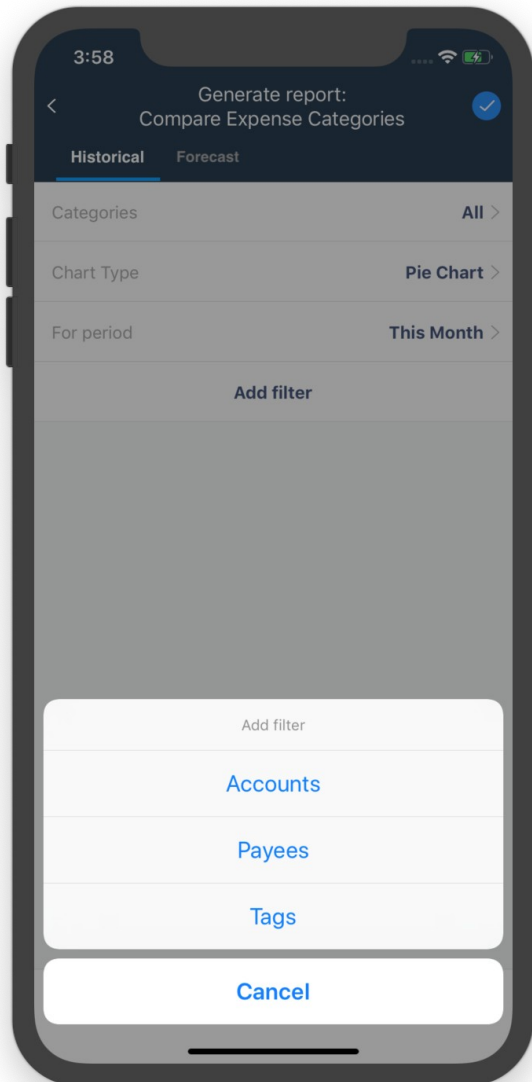
- Accounts
  - Net Worth – evolution of balance of all your accounts combined (unless some were manually excluded from Net Worth) over time.
  - Balance Over Time – evolution of balance of selected accounts over time.
  - Cashflow – report separating money going in and out for selected accounts combined for a specified period.
- Budgets
  - Compare Budgets – puts two or more budgets in a pie chart to compare the budget allowances of each for a single point in time.

- Balance Over Time – the balance of a single budget over time (budgeted balance, spent and remaining).
- Categories
  - Compare Expense/Income Categories – puts two or more categories of the same type (expense/income) in a pie chart to compare them for a single point in time.
  - Expense/Income Category Over Time – the balance of one or more categories of the same type (expense/income) over time for a selected period.
  - Breakdown Expenses/Incomes Over Time – a spreadsheet report for a selected period, where your categories are listed in rows and the period is listed in columns.
- Payees
  - Compare Expense/Income Payees – puts two or more payees of the same type (expense/income) in a pie chart to compare them for a single point in time.
  - Expense/Income Payee Over Time – the balance of one or more payee of the same type (expense/income) over time for a selected period.
  - Breakdown Expenses/Incomes Over Time – a spreadsheet report for a selected period, where your payees are listed in rows and the period is listed in columns.
- Tags
  - Compare Expense/Income Tags – puts two or more tags of the same type (expense/income) in a pie chart to compare them for a single point in time.
  - Expense/Income Tag Over Time – the balance of one or more tag of the same type (expense/income) over time for a selected period.



- Breakdown Expenses/Incomes Over Time – a spreadsheet report for a selected period, where your tags are listed in rows and the period is listed in columns.
- Spreadsheets
  - Breakdown Payees over Categories – a spreadsheet report for a selected period, where your payees are listed in rows and categories as columns.
  - Breakdown Categories over Tags – a spreadsheet report for a selected period, where your categories are listed in rows and tags as columns.
  - Breakdown Payees over Tags – a spreadsheet report for a selected period, where your payees are listed in rows and tags as columns.
- Other
  - Statistics – an unique text-only report where we display various statistical information for selected accounts and period, such as total average expense amount, top expense categories, top income payees, number of transactions ,etc.
  - Profit & Loss – powerful report, allowing you to display expense and income categories in a single report, summing up a period of time.
  - Spreadsheet – allowing you to generate a custom spreadsheet report (you get to choose what's displayed in rows and what's displayed in columns).
  - Custom report – allowing you to generate a custom pie/chart/line report.

## Section 8.1: Generating reports



To generate a report, just tap on one of the icons described above. You'll be asked for some additional information, such as the accounts or categories to be included.

Generating one of the custom report is really no different than using one of the templates – you simply choose what to include in the report and how to represent it on the screen.

## Section 8.2: How to save a report for later use?

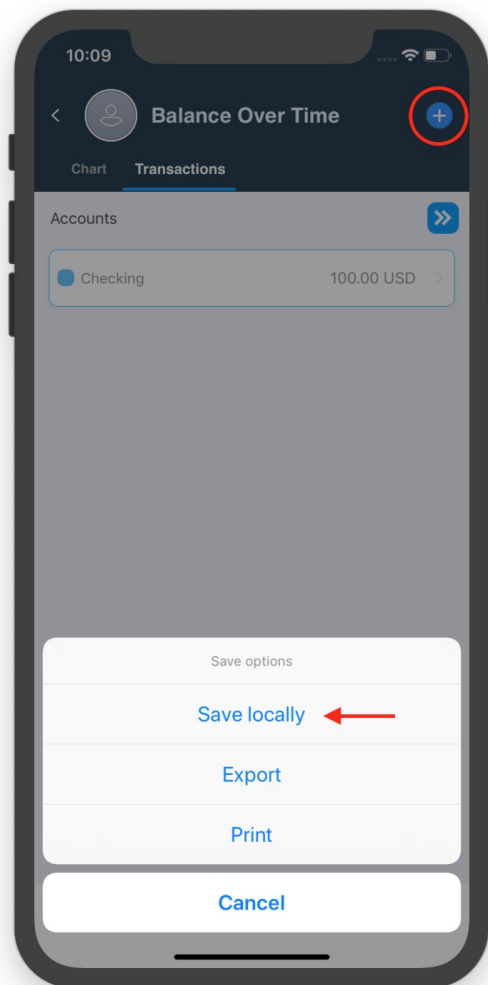
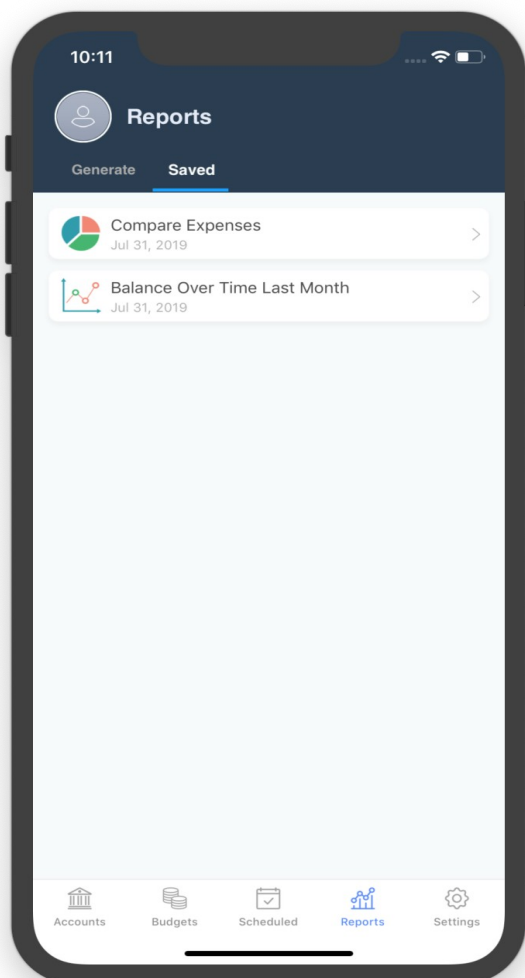
There might be some reports that you like to generate regularly. Choosing the same report configuration over and over might become inconvenient quickly, which is why MoneyWiz allows you to save reports so that you can re-generate them later with a single click.

Once you've generated a report you want to save for later, look for the Save report button in the corner and then tap Save locally (on iPhone and Android, it's hidden under the + button in the top-right). You will be asked to give a name for that report.

## Section 8.2: How to save a report for later use?

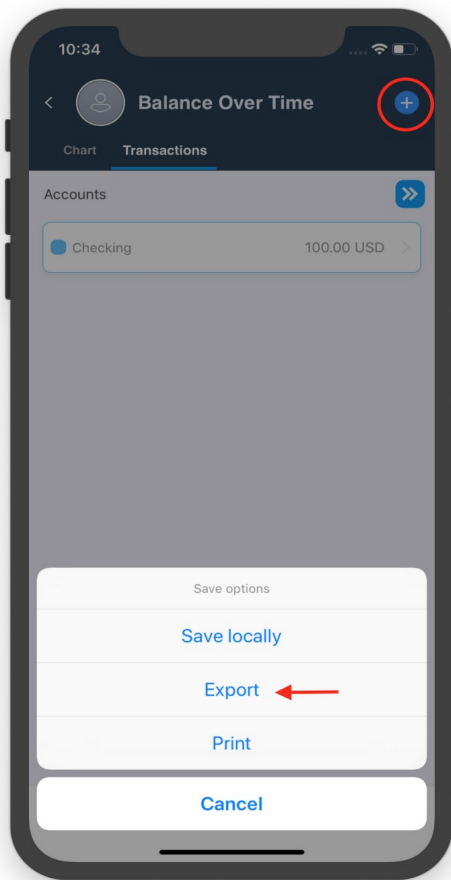
Once a report is saved locally, it'll sync to other devices as well via SYNCbits, allowing you to re-generate it from any other device. Saved reports are listed at the bottom of the Reports section or in the Saved tab. Please note that it is not currently possible to edit saved reports or re-arrange them. To do that, you'd need to save the report again and delete the old one.

An important note about the report periods. When generating a report, you're being offered a couple of periods such as Last Month. If you save a report with such period, each time you generate it, it'll be generated for literally *last* month – if you first created the report in



February, it'd show January. But if you'd later re-generate it in May, it'd show you April. If you don't want this to happen and prefer that this report constantly shows the same period over and over, use the Custom period and set specific date range.

## Section 8.3:How to export a report to PDF or CSV?



Sometimes you need to manipulate the report generated in MoneyWiz further than what MoneyWiz allows – that's where the versatile CSV export comes in. You'll be able to manipulate it in Excel or Numbers or OpenOffice/LibreOffice package. There are also times when you need to show a report to someone or print it out – that's when PDF export comes in!

To export a report into one of those formats, tap on Save report in the corner of a generated report (on iPhone and Android, it's under the + button in the top-right). From the list of options select Export and then choose a format – CSV or PDF. CSV allows some modifications regarding the date format and encoding – when in doubt, just leave it as it is.

Remember – the exported report will look like the report in MoneyWiz. If you have some rows collapsed (i.e. transactions are collapsed and not visible), you won't see them in the exported report. To see all transactions, make sure to click on Expand all button.

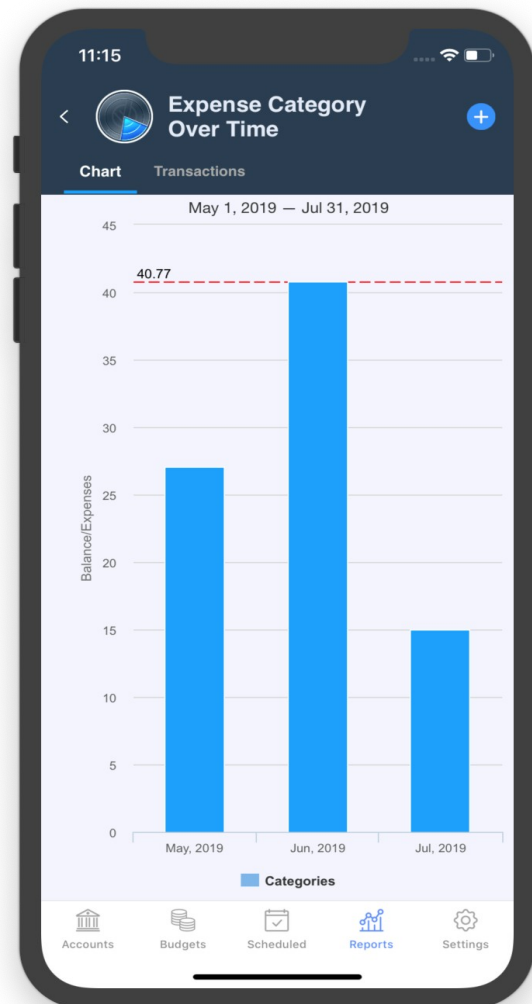
*Please note:* it's not currently possible to export Spreadsheet-type reports to PDF.

## Section 8.4:How to review expenses or incomes in a single category over time?

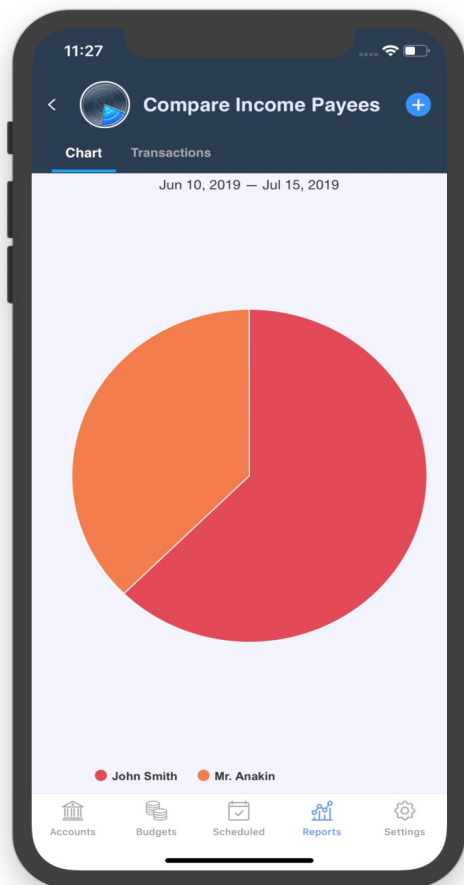
You might be wondering how much you're spending on groceries over the course of few months for example. Maybe you've switched to a new store recently and want to check if your spending has changed? You can easily check it with MoneyWiz!

To generate the report, go to Reports section, scroll down to Categories section and find Expense Category Over Time report. Select the category you wish to generate it for and the period. You'll also be asked how to break the report down – if you're looking at a year of data, monthly breakdown probably makes sense. If you're looking at a period of one month, you might prefer to select weekly breakdown and so on.

Once generated, you'll be able to view the chart on top to see how has your spending in those categories changed over time.



## Section 8.5:How to compare expenses or incomes in two payees?



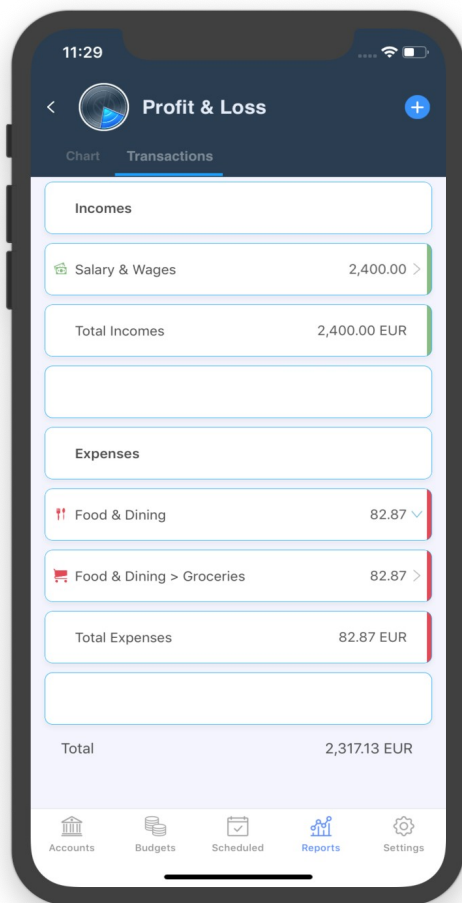
You might be interested how do your expenses or incomes with two or more certain payees compare. For example, which client has paid you more overall in invoices.

To learn this, go to Reports section and search for Compare Income Payees report in the Payees section. Select two or more payees to compare and the time period. MoneyWiz will sum all incomes with that particular payee and display the results as a pie chart for you to compare.

## Section 8.6:How to perform a detailed yearly financial analysis?

If you need to perform some year-end analysis of your finances – perhaps to share with your accountant – don't worry. MoneyWiz can help!

## Section 8.6: How to perform a detailed yearly financial analysis?



To begin, switch to Reports section and navigate to the bottom, to the "Other" section. From there, pick the Profit & Loss report. Fill out the necessary information – do you wish to generate the report for specific categories only (perhaps business-related) or all? If you wish to exclude some accounts from the report, you can use the "Add filter" button.

Once generated, you'll see a sum of all expense categories and a sum of all income categories as well as a grand total below. You can then export this report to show it to your accountant if needed.

## Section 8.7: How to review the forecast for my savings

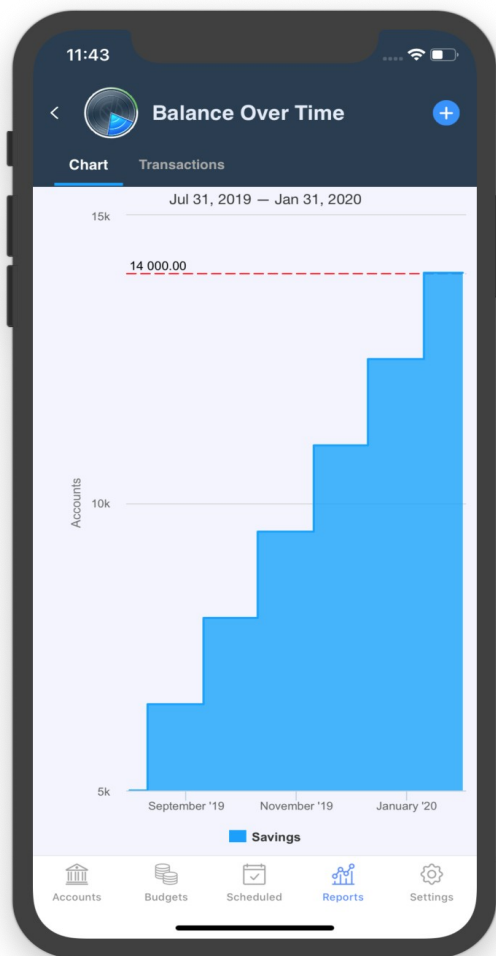
### account?

If you have set up your Scheduled transactions to reflect your regular cash flow transactions (salaries, bills, transfers to saving account), you can use reports to see how your balance would look like in the future. Let's see it with a savings account example!

This guide assumes that you have already set up a scheduled transaction to reflect a transfer from your checking account to your savings account.

To begin, go to Reports section and generate Account Balance Over Time report from the Accounts group. In the window that opens, select Forecast tab to be able to look into the future. Make sure to select your saving(s) account only – we'll cover why in a moment.

## Section 8.7: How to review the forecast for my savings account?



Once the report is generated, you'll see a visual representation on top, showing you how much your savings account will grow. Using your finger, you can check what the exact balance will be on any given day.

If you have generated the report for multiple savings accounts, use the + button in the bottom-left of the chart to combine all accounts into one line and see combined balance. That's why it was important to select savings account only – it would potentially make the results less meaningful if you were to select checking accounts as well.

## Section 8.8: How to check how much I have spent on a holiday?

Using tags you can easily check how much you've spent on a holiday in total. The same is also possible without the use of tags but we recommend using them as it is not difficult and will increase your overall MoneyWiz expertise.

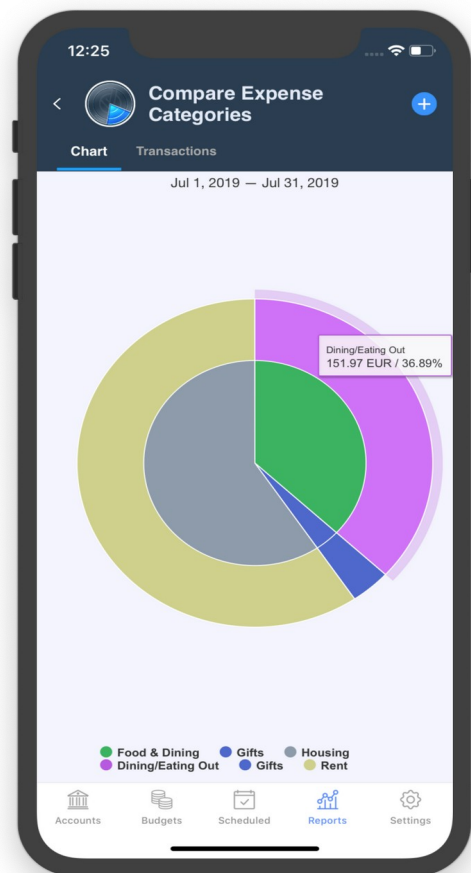
As you make expenses for your trip (even for those in advance), make sure to enable tags and use them. Pick one tag for the trip – for example "Honeymoon in Paris" – and use it consistently for all transactions.



## Section 8.8: How to check how much I have spent on a holiday?

Once you've tagged all transactions, just head over to Reports section, scroll down to Categories group and generate "Compare Expense Categories" report. You can select all categories. The trick is to use the Add filter button and add a tags filter – select your "Honeymoon in Paris" tag and generate the report.

Now you can see how much you've spent during the trip overall and also how do your expense categories compare. For example, maybe you'll be surprised to see that "Eating out" category accounted to around 40% of all your expenses! But that's a honeymoon after all...



## **Chapter 9: Configuration**

### **Section 9.1: How to enable Dark Mode?**

Enabling Dark mode in MoneyWiz will change MoneyWiz color scheme to darker colors, making it easier to work with – especially at night. You can enable it from MoneyWiz Settings > General > Theme. There are three options to choose from:

- Automatic – MoneyWiz will adapt to the device-wide setting (set in Settings.app > Screen and brightness),
- Light – force light mode.
- Dark – force dark mode.

Please note that using Dark scheme requires an active license (Standard or Premium) and is only available in MoneyWiz for iOS at this time. This feature only works on iOS 13 and newer.

### **Section 9.2: How to import a CSV, QIF, OFX, QFX or MT940 file from bank or other application?**

Whether you're switching from another application to MoneyWiz or importing your historical data from banks, you might end up with a file in one of those formats: CSV (comma-separated values), QIF (Quicken Interchange Format), OFX (Open Financial Exchange), QFX, (Quicken Financial Exchange) or MT940 (SWIFT). MoneyWiz can handle importing those so read on to learn how!

In order to import MT940 files on iOS, you might need to change the file extension to **.txt**

## Section 9.2:How to import a CSV, QIF, OFX, QFX or MT940 file from bank or other application?

In order to begin importing a file, you need to "feed" it into the application. There are several ways of doing this:

- iOS:
  - open the file in your Mail client, browser or any other application and use iOS Share sheet to open the file in MoneyWiz,
  - transfer the file to your device and to MoneyWiz storage via iTunes and then go to MoneyWiz Settings -> Import to start importing,
  - copy the entire contents of the import file to clipboard and go to MoneyWiz Settings -> Import -> Import from clipboard.
- Android:
  - open the file in your Mail client, browser or any other application and use Android Share sheet to open the file in MoneyWiz,
  - copy the entire contents of the import file to clipboard and go to MoneyWiz Settings -> Import -> Import from clipboard.

Once the file is loaded, you'll be presented with an Import Wizard that will guide you through the import process.

### **Match CSV fields**

When importing a CSV file, MoneyWiz will also ask you to determine how the fields in the CSV file would relate to the transaction properties in MoneyWiz. You should be careful with that part as many banks would export all kinds of information like codes you don't use, or numbers that have no meaning for you. In any case you should not link those, but make sure you have mapped at least the Date, the Amount and the Payee or Description.

If you are having trouble with this part, you might want to check if you can reformat your CSV file according to our guidelines.

## Select Date format

MoneyWiz recognizes many date formats but sometimes it might need some help. For example, with dates like 6/6/2019, is this mm/dd/yyyy or dd/mm/yyyy? If MoneyWiz cannot figure out the date format without your help, it'll show you a couple of transactions and ask you to select the correct date format used throughout the file.

## Link Accounts

MoneyWiz will list all the accounts it has found transactions for inside the file and ask you to link those accounts with accounts in your MoneyWiz database. **Please note** that you need to create those accounts before importing.

During this stage simply link the accounts on the left with respective accounts on the right.

## Link Payees

In most cases bank statements contain the name of the payee and other information which describes the person or company which you were paid by or you paid to. You can link the payees found in the bank statement file to your MoneyWiz payees or you can create new payees.

Once you link these payees, the next time you import a file which contains information for some or all of them, by default MoneyWiz will have them pre-selected the same way you configured the last time. It will ask you how to link only for newly found payees.

If there are no payees found in the bank statement file, this phase will not appear.

## Link Categories

It is rarely the case for banking institutions to include categorization in the exported bank statement file, but if you exported your data using a financial software it is very likely that categorization will be included. In that case you will be asked to link the categories found

## Section 9.2:How to import a CSV, QIF, OFX, QFX or MT940 file from bank or other application?

in the file you are importing to already existing categories in MoneyWiz. You will be given the option to create new categories as well.

Note that if you select the Create New Category option, the category will be created with a question ? mark icon. It may be worth going through all new categories to change their icons to something more meaningful. See Managing Categories guide.

Once you link these categories, the next time you import a file which contains information for some or all of them, by default MoneyWiz will have them pre-selected the same way you configured the last time. It will ask you how to link only for newly found categories.

If there is no categorization in the bank statement file, on this phase you will be asked to link the payees to your existing categories. This will help you have your transactions properly categorized right after you import them.

You can select a proper category for all payees found in the file you are importing or you can leave them Not Linked. If you select the latter, the imported transactions will not be categorized.

These links are also saved so the next time you import a bank statement, the app will automatically suggest you to use the same categorization.

### **Transaction duplicates detection**

MoneyWiz checks all transactions you wish to import against already existing transactions and in case it finds possible duplicates it will ask you what to do. This can happen for a number of reasons, for example:

- you are trying to import the same bank statement file for the second time or,
- you have imported all transactions for September and you are trying to import a bank statement which includes transaction from 25 Sep to 25 Oct for example. In

## Section 9.2:How to import a CSV, QIF, OFX, QFX or MT940 file from bank or other application?

this case transactions that appear between 25 and 30 Sep can be duplicated or you can skip them or,

- you are importing the two accounts which participate in the same transfer transaction.

These phases will not appear if MoneyWiz can recognize the format of the dates and there are no duplicate transactions. After you set everything MoneyWiz will start importing all transactions that are listed in the file you selected for import.

## **Section 9.3:How to enable, disable and manage currencies?**

MoneyWiz has support for all world currencies and a hundreds of crypto-currencies like Bitcoin. By default only a few currencies are enabled so that you do not go through a pile of them when registering a transaction. However, you can enable additional ones at any time. This guide contains guidance on how to enable additional currencies for you to use.

To begin, go to MoneyWiz Settings using the tabs on the bottom. Once you've opened the Settings window, navigate to Currencies tab.

The first thing you might notice is the setting for "Show currency sign, instead of currency code". What it does is that in places where currency is displayed, you might decide between \$ and USD.

Further down you can switch between Fiat currencies (national currencies) and Crypto currencies (only traded online). The search bar allows you to search for a particular currency. Put a tick in a check box to enable a currency or remove it to disable it.

### Section 9.3:How to enable, disable and manage currencies?

If you wish to change your local currency (the currency that your Net Worth is displayed in and multi-currency reports are generated in), just click on a currency to select it and then click Select Local Currency near the bottom of the window.

## **Section 9.4:What is SYNCbits? Do I have to use it?**

SYNCbits allows you to sync your MoneyWiz and MileWiz-related data across other devices. It is a service that we (creators of MoneyWiz) have created. In early MoneyWiz days, the service was called SyncEverything! but in version 1.5 we have done a huge overhaul of the service, rebranding it to SYNCbits. The service even has its [own website!](#)

### **Do you read my data?**

As you can see in our [Privacy Policy](#), we are *not* in the business of harvesting, processing and selling your finance information. If you pay the subscription fee or make the one-time purchase, we make money. But we don't make any extra coin by selling your data to advertisers. Your data is yours – that's a commitment we've had even since our sync service was called SyncEverything!. Name might have changed but our commitment to data privacy and security did not.

Your data is secured in heavily encrypted form on our servers. If we don't have your account password, we cannot access the information. This means that if you forget your SYNCbits password *and* security answers, we can only hope to help you retrieve the data from a local database file on one of your devices. If no such copy exists, there is no way to decrypt your account. We just technically can't access your data.

### **Why not use Dropbox, iCloud, Microsoft OneDrive or Google Drive instead?**

We do use Dropbox but only for syncing your transaction attachments. As for the general sync, we did not want to tie ourselves with an external company. SYNCbits holds your

## Section 9.4:What is SYNCbits? Do I have to use it?

sensitive financial information. You're willing to trust us with it so we want to build on this trust and keep your data secured at all times. If we were to use an external service for general sync, we'd be asking to not only put your trust in us but also in an external company.

Working on our custom syncing service also makes sense from a business standpoint. SYNCbits is crucial for MoneyWiz operations so we do not wish to outsource such an important part of our business to someone else.

What's also important is that some syncing platforms – like Apple's iCloud – are restricted to some platforms, while we want MoneyWiz to be as universally accessible as possible. Designing our own syncing service allows us to spread to new platforms easier.

Those three reasons were behind our decision to develop and maintain our custom-built syncing service. We are committed to keep it private and secure.

### **Do I have to use SYNCbits?**

Having a SYNCbits account is only mandatory if you plan to use Online Banking feature.

Other than that, it is optional so if you prefer, you can keep your data on just one device.

Please note that in such case, you should make regular backups of your database as your device is the only location of your MoneyWiz database.

## **Section 9.5:How to create new SYNCbits account?**

**Please note** that you should always create your SYNCbits account from a device where you already have some data present. MoneyWiz will create your account and automatically upload your existing data to this account.

To create a SYNCbits account:

- tap on the round avatar in the top-left corner,



## Section 9.5:How to create new SYNCbits account?

- go to MoneyWiz Settings -> SYNCbits -> Sign Up.

You'll be asked to accept our [Privacy Policy](#). Then a form will appear, asking your to enter some information:

- **E-mail:** this will be your SYNCbits login. This should be a real e-mail as this is also the e-mail we'll be sending important information regarding your account if necessary.
- **Password:** any password you wish. Make sure to remember this password!
- **Security question 1:** pick from the list of questions and provide an answer.
- **Security question 2:** select second security question and provide a password. You'll be asked to provide both security answers in case you forget your password.  
**Please note** that answers are case-sensitive!
- **Join our newsletter:** put a check if you wish to subscribe to our low-volume e-mail newsletter. You can change your subscription settings at any time.

**Tip:** if you create a [Gravatar account](#) and associate your SYNCbits e-mail with some avatar, we'll display that avatar in MoneyWiz!

## Section 9.6:How to sign in to a SYNCbits account?

Once you've created your SYNCbits account from one device, you should now sign into it using all other devices:

- tap on the round avatar in the top-left. If your local database is empty, you'll be asked to sign in,
- go to MoneyWiz Settings -> SYNCbits -> Sign in.

MoneyWiz will begin to download your data from SYNCbits. You should keep MoneyWiz running during this process – it will go from stages 1/5 to 5/5, with 3/5 stage being most time-consuming on large databases. If your database contains a lot of data, it might go

faster if you plug your device to a charger so the device can assign more computing power to MoneyWiz process.

## **Section 9.7:How to sync transaction attachments (images and PDFs)?**

MoneyWiz uses SYNCbits to sync your accounts, transactions and other MoneyWiz data among other devices. By default, it does not sync your transaction attachments (images and PDF files). If you wish to sync them as well, you'll need to connect MoneyWiz to [Dropbox](#).

To sync your attachments, please do the following on all devices you wish to keep in sync:

1. Go to MoneyWiz Settings -> SYNCbits.
2. Tap on Receipt Sync.
3. Tap on Dropbox and connect.

Your images will be placed in the following location: **Dropbox root folder/MoneyWiz**.

You can now start adding attachments to your transactions (if you haven't done so already - MoneyWiz will sync previous attachments too). To begin, make sure that you've adjusted your Transaction layout settings to allow attaching images and just either edit exiting transactions or create new ones with attached images.

If your transaction attachments are not syncing:

1. Double-check that **all** devices are linked to your Dropbox account (see above).
2. Check if you did not run out of free space on your Dropbox account or reached the device limit (Dropbox Free tier imposes [a 3 device limit](#)).
3. Check if your Dropbox images folder contains the images you are looking for.

## Section 9.7:How to sync transaction attachments (images and PDFs)?

4. Open MoneyWiz on all devices and let them run for 2-5 minutes and check for any changes. If you did notice improvement, it means MoneyWiz is still uploading/downloading your images so please keep MoneyWiz open for bit longer.

A couple of notes:

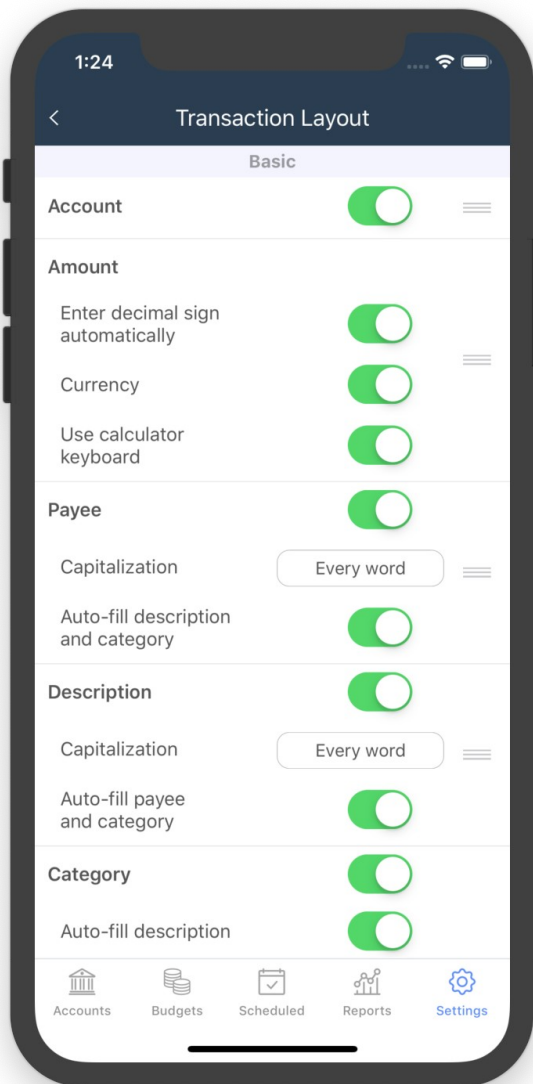
- it can take some time to upload all your attachments at first so please be patient,
- there is currently no progress indicator as to how many attachments did MoneyWiz download or upload so please keep MoneyWiz open as long as you can see it actively uses Internet connection,
- there is currently no way to change the location of the folder that MoneyWiz creates in your Dropbox,
- when attaching PDFs only the first page of the document is attached as JPEG,
- you can only add images using MoneyWiz application – placing the photos inside "MoneyWiz" folder in Dropbox using Dropbox mobile apps or the website will **not** attach them to any transactions in MoneyWiz.

## Section 9.8:How to modify transaction layout settings?

MoneyWiz allows you to modify the window that appears when you begin adding new transaction. For example, you can hide the Currency switcher if all your accounts are in the same currency. This also allows you to enable check field, tags, attach image button and more. You can also re-order the fields to better match the order you're entering the data in.

In order to access Transaction layout settings, go to MoneyWiz Settings and find Transaction layout tab. MoneyWiz for Mobile allows you to choose between pre-defined layouts:

## Section 9.8: How to modify transaction layout settings?



- Simple
- Regular
- Pro
- Custom

The first 3 templates will set the layout for you, based on the description under each template. In this article, we'll discuss what Custom allows you to set so you can better understand that the templates do.

### Re-ordering fields

In order to re-order transaction entry fields, you need to use the "Custom" template on Mobile. Simply tap and hold on the three-lines handle to the right then drag it to desired position.

**Please note** that the text-based field you place on top of other text-based fields (not

necessarily on top) will control what information is displayed on transaction listings. More information can be found [here](#).

## What do Basic and Extended headings mean?

On the Transaction layout fields list, you'll notice that there are two headings: Basic and Extended. Any field dragged into Basic group will appear during transaction entry as you'd expect. On the other hand, any field dragged into the Extended group will be hidden until you reveal it using a button. It's very useful for fields that you don't use in every transactions (e.g. Memo field or Check number).

## Description of each setting

Let's now review each setting individually and how you can change it.

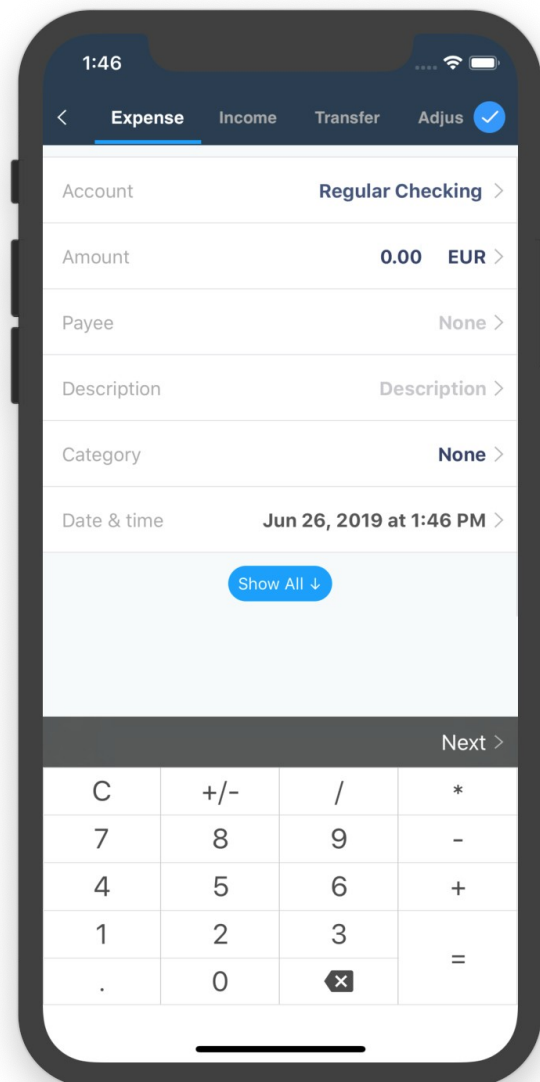
### Account

Controls whether the account picker is visible. If you have just one account, you can disable it but keep it in case you have more than one account.

### Amount

While you cannot hide the amount field (it's quite important one!), you can control it's behavior. For example:

- **Enter decimal sign automatically:** if enabled, if you type 1234, MoneyWiz will enter 12.34 so you don't have to worry about decimals. Disable it if you don't like this behavior (you'll need to enter the decimal separator yourself).



- **Currency:** allows you to disable the currency picker. If all your accounts are in the same currency, it's safe to disable this.
- **Use calculator keyboard:** (present in MoneyWiz for Mobile only) disabled will give you a standard num-pad for entering amounts. Entering this will switch it to a calculator-type num-pad which you can use not only to enter amounts but also to calculate them (e.g. if you bought 5 packs of cookies for the party, €1.47 each).

## Description

Description is a single-line text that describes what the transaction is about. You can disable it here. If you enable it though, you can control it using those settings:

- **Auto-fill payee and category:** if you enable this, picking a Description from the list of suggestions MoneyWiz gives you during transaction entry will cause it to automatically fill payee and category fields with the ones that were used last time you used this description.
- **Capitalization:** choose between Every Word, First letter and disabled settings.

## Payee

Payee is the person or institution participating in your transaction. Using this setting you can disable it or configure it:

- **Auto-fill description and category:** if you enable this, picking a Payee from the list of suggestions MoneyWiz gives you during transaction entry will cause it to automatically fill description and category fields with the ones that were used last time you used this payee.
- **Capitalization:** choose between Every Word, First letter and disabled settings.

## Category

During transaction entry, you can categorize your transactions by giving it a relevant category, like Groceries or Gas/Petrol. This setting allows you to disable the category field completely or heavily modify it to your preferences:

- **Auto-fill description:** if enabled, MoneyWiz will automatically fill your Description field with the category name in case you leave the Description field empty (will do nothing if your Description field is not empty). Disabling this disables this feature.
- **Show category icon:** when enabled, MoneyWiz will show the category icon (that you can modify in Settings -> Categories, more on this here) alongside each category in all places: category lists, transaction lists, etc. If you do not like the category icons, you can hide them using this setting.
- **Category icon color style:** category icons in MoneyWiz can either have just 2 colors (red and green), depending on the transaction type (expense/income), helping you to identify certain types of transactions faster, or MoneyWiz can use a wide variety of colors to describe your category icons. If you set this to Colorful, MoneyWiz will randomly colorize your category icons. You can make changes in Settings -> Categories (see more here).

## Date & time

Controls whether during transaction entry you'll see the date and/or time.

## Check # (Check number)

Check number cannot be enabled here. Instead, you need to enable Check book register in an account. You can use Transaction layout to reposition this field though.

## **Memo**

Memo is similar to Description – it's for storing text-based information about a transaction. However, Description can only fit a single line of text. Memo can fit up to 8 lines. Here you can control how many lines can Memo field fit.

## **Attach images**

Transactions in MoneyWiz can have images attached (e.g. photos of receipts or the items you've bought). You can read more about this [here](#). This setting controls whether to display "Add image" button.

## **Tags**

Whether to display tags field during transaction entry and if yes – what should be the tag separator. It can be either semicolon or comma:

tag1;tag2

tag1, tag2

You can read more about working with tags in the [Tag basics guide](#).

## **Section 9.9:How to protect MoneyWiz database with a PIN password code?**

MoneyWiz allows you to set up a 4-digit PIN password code that prevents other people from launching MoneyWiz while using your device. You can also use Touch and Face ID to speed up the process.

A PIN is a 4-digit code that you enter every time you start MoneyWiz or depending on your settings after a certain time has passed. The options you have to choose from are:

- Immediately
- After 1 minute



## Section 9.9:How to protect MoneyWiz database with a PIN password code?

- After 5 minutes
- After 10 minutes
- After 15 minutes
- After 30 minutes
- After 60 minutes

By default the app is set to request PIN immediately, which is the most protective option.

### Enabling PIN protection

If you are using MoneyWiz on multiple devices, you need to enable your PIN code on just one – the new protection setting will sync to other devices automatically. To setup the PIN protection, go to MoneyWiz Settings -> General -> Enable PIN Protection. Once this is enabled, you can enable additional biometric forms of authentication (if available on your device).

You can also set MoneyWiz to erase your local data if the PIN has been entered incorrectly a couple of times. Please note that if incorrect PIN is entered a specified number of times and the data is erased, **only the local data is deleted and your SYNCbits data** (if you have an account) **is still available for you to use**.

### macOS and Windows

Please, note that the *timeout* option that you set from a Desktop device **does not** sync across your devices – it's kept only as a local setting. This way you can have your mobile devices set to request PIN immediately and your Mac set to request it after 15 minutes of inactivity as your desktop computers might be less likely to be accidentally accessed by someone.

As soon as the MoneyWiz window loses focus it starts counting down the time and it will request PIN if you return to the app after the timeout has passed.

## Section 9.9: How to protect MoneyWiz database with a PIN password code?

If you quit the app, the next time you start it, it will request PIN immediately, regardless of what the timeout is.

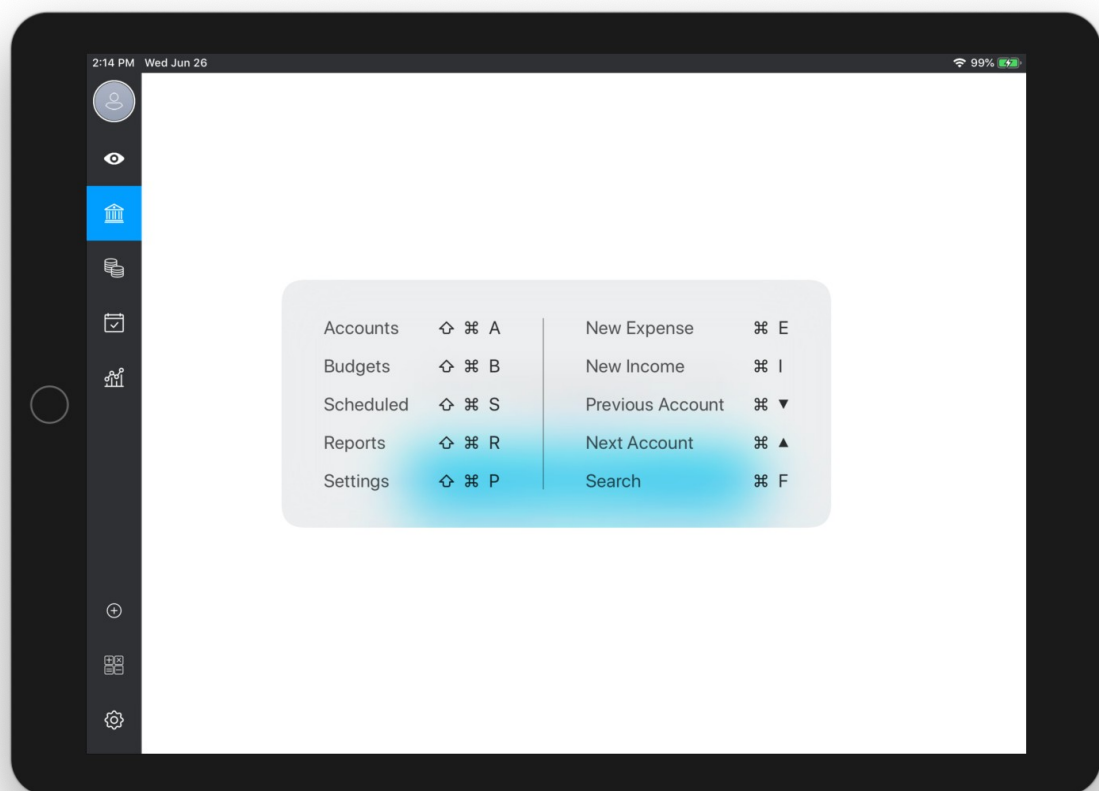
The timeout is only relevant when you keep the app running (also minimized or on another desktop).

### Changing the PIN

You can always change your PIN and this will affect all of your other devices. If your device is lost or stolen, change the PIN from any other device. This way your data will stay protected as the app will start requesting the new PIN.

## Section 9.10: iOS keyboard shortcuts

In order to see the list of available keyboard shortcuts on iOS, please hold ⌘ cmd on your keyboard and this view will show up:



## **Section 9.11: How to manually access or back up the mobile database?**

MoneyWiz for mobile does feature automatic database backup at this time but you can backup the database file manually at any time. Read on to learn how.

### **MoneyWiz for iOS**

Go to MoneyWiz Settings (accessed via buttons on bottom) and then Export. From there, select:

- Export database file – if you need to export the database (MoneyWiz will open the iOS Share sheet).
- Replace database. Select file... – if you have a database backup and wish to replace the database.
- Share database – if you wish to send the database via e-mail right from the app.

### **MoneyWiz for Android**

Go to MoneyWiz Settings (accessed via buttons on bottom) and then Database. From there, select:

- Export database file – if you need to export the database (MoneyWiz will open the Android Share sheet).
- Replace database. Select file... – if you have a database backup and wish to replace the database.
- Share database – if you wish to send the database via e-mail right from the app.

## Section 9.12: Restoring from a backup on mobile

If you have made a manual backup of your database before, you can easily restore it to MoneyWiz now. Read on to learn how. Some steps are optional – depending on whether you're using SYNCbits to sync your data or not.

1. *Only if you are using SYNCbits – skip if you don't:* Turn on Airplane mode on your device to prevent MoneyWiz from connecting to the Internet.
2. Go to MoneyWiz Settings -> Export (iOS) or Database (Android) -> tap on Replace database. Select file...
3. Select the file from internal storage.
4. Once MoneyWiz applies the database, completely quit MoneyWiz and start it again.
5. You should now see your restored data. **If you don't use SYNCbits, that's all you need to do. If you do use SYNCbits, please read on.**
6. Go to MoneyWiz Settings -> SYNCbits -> tap 10 times on your SYNCbits e-mail until a hidden menu appears. From there, select De-sync. You should see your e-mail disappear from that section and see Sign Up/Sign In instead.
7. Your database is now disconnected from your SYNCbits account. If you wish to leave it this way (your data will no longer be uploaded to SYNCbits servers), that's all you need to do. If you do want to continue using SYNCbits, please read on.
8. It's now safe to disable Airplane mode. Write an e-mail to us pointing to this article and confirm that you have completed all 7 steps and wish for your SYNCbits account to be deleted.
9. Once we write back that it's done, please go to MoneyWiz Settings -> Sign Up and fill out the form. If you are using MoneyWiz on other devices as well, it's critical that you completely reinstall MoneyWiz on those other devices.

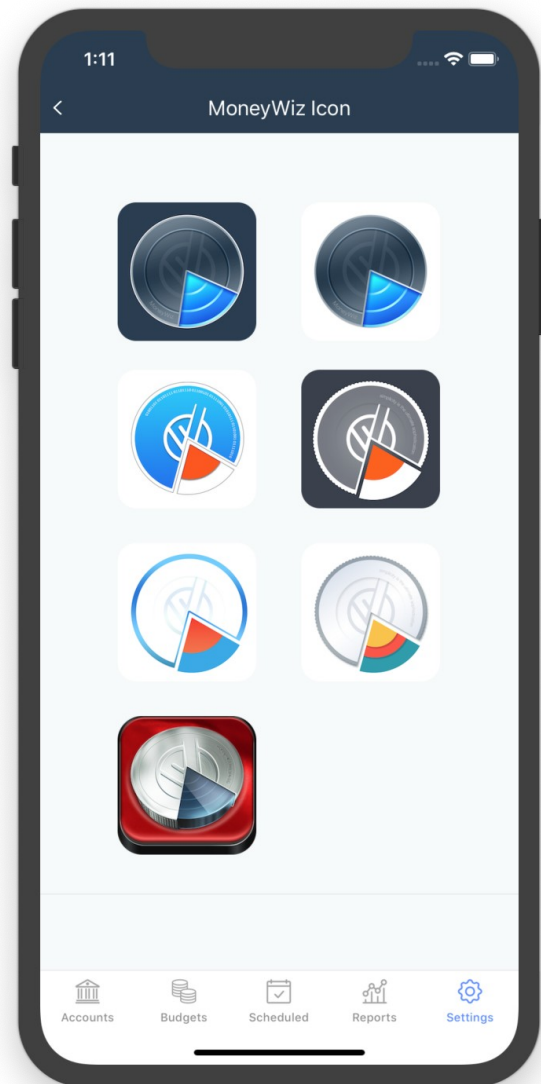
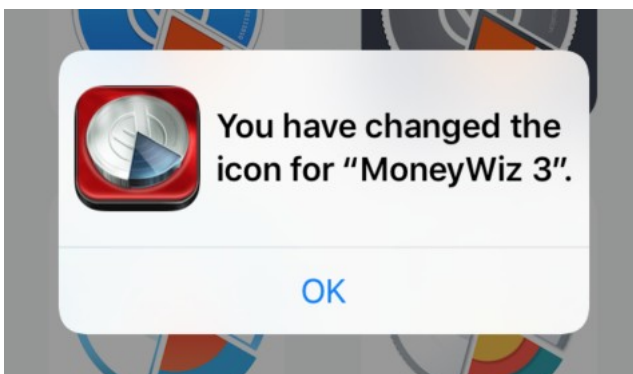
Steps 6-9 are required as if you were to disable Airplane mode off before de-syncing, MoneyWiz would simply sync newer data from SYNCbits.

## Section 9.13: How to change MoneyWiz icon?

It is now possible to change the icon of MoneyWiz for iOS (iPhone, iPad and iPod)! Please note that this feature is limited to MoneyWiz Premium subscribers.

To change MoneyWiz icon, please go to MoneyWiz Settings -> General -> MoneyWiz Icon. You'll see a collection of currently available graphics (including a retro icon from MoneyWiz 1!). We plan to extend this collection as new icons become available.

To change the icon, simply tap on it. You'll see a confirmation message:



To see how your new icon looks like on your Homescreen, just go close the application:

### Section 9.13:How to change MoneyWiz icon?

Please note that it is **not** possible to upload custom-made icons.

