MoneyWiz 2022 offline guide

Contents of this guide are guaranteed to be accurate up to the date above. For a live version of the documentation, please visit https://help.wiz.money/

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

Please consider the environment before printing this guide on paper.

Table of Contents

Chapter 1: <u>Accounts</u>

Section 1.1: How to create an account?

This article explains how to create new account in the database.

Invoking the account creation window

There are two 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. once you have at least one account, you can click on the + button at the bottom of the accounts list.

You'll then be asked to choose between two account modes:

- **Connect to bank (auto sync)** – choose this if you wish to create an Online Banking account,
- **Add manual account** – choose this if you want to manage your accounts manually or import transactions in form of CSV, QIF, OFX, QFX or MT940 files.

Click the above links to read more about each account mode.

Section 1.2: Creating an account managed manually

Before you can get to this step, you need to start creating an account.

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 which account to select,
- **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,

- **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 1.3: 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).

There are three ways to edit an account:

- swipe right on the account in the sidebar and select Edit,
- enter account edit mode and select the account you wish to edit. To enter account edit mode, click on the edit button visible at the bottom of the accounts list,
- bring up the contextual menu and select "Edit".

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

Section 1.4: 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.

The account properties window has two tabs (Basic and Advanced) that you can switch between either by swiping to the left and right or by simply clicking on the tabs on top.

- **Basic tab**
    - **Account name** – your name for the account, allowing you to easily distinguish it from other accounts,
    - **Icon** – select from a variety of icons to change the default one.

- **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 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). You can learn more here.

- **Advanced 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.
  - **Put in Group** – allows you to put your account in an account group, keeping your accounts list organized. More information.
  - **Monitored by Budgets** – if you have some budgets created already, you'll be able to edit which budgets monitor this account.

If your account is also connected to Online Banking, you'll see switches that are described here.

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

Section 1.5: How to delete an account?

This guide contains instructions on how to delete an account. If you wish to archive an old account instead, please see this article.

There are three ways of deleting an account:

- swipe left on the account to reveal "Delete" button,
- enter account edit mode by clicking the edit button at the bottom of the accounts list, click on the red (-) button to the left of the account you wish to delete and then on "Delete" button that appears on the right,

- or <u>bring up the contextual menu</u> and select "Delete".

You'll be warned that the action is **irreversible**. Furthermore, when you delete an account, it deletes all transactions and if transfer transactions are among those to be deleted, they'd be deleted from both accounts, causing other account balances to be affected as well. However, you can tell MoneyWiz to convert transfer transactions to expenses/incomes (depending on the amount). If you do this, you might want to run a category report to find uncategorized transactions and decide how to categorize converted transfers.

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. You can do this in two ways:

- swipe left on the account and select "Archive",
- bring up <u>the contextual menu</u> for that account and select "Archive".

The account will disappear from the list of accounts and you'll be informed that you can restore the account from Settings > Archived accounts.

At any time you can visit Settings > Archived accounts and click on the archived account to decide what to do with it: restore or delete.

Please note that archived accounts are still included in Net Worth by default, unless you <u>explicitly disable this setting</u>. If you've already archived the account, you'll need to temporarily restore it to modify this attribute.

Section 1.7:How to reorder 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.

There are three ways of re-ordering accounts and account groups:

- swipe left on them to reveal "Reorder" button,
- enter account edit mode by clicking the edit button at the bottom of the accounts list,
- bring up the contextual menu and select "Reorder".

You will then see handles to the right of each account or account group. Click and hold on them and drag them around to re-order them. There are a couple of things to note here:

- dragging an account under an account group will put that account into the group. Similarly, dragging an account out from an account group will remove the account from that group,
- account groups cannot be nested – this means that you cannot put an account group within an account group,
- accounts that do not belong to any group will always be listed at the top, above account groups. This cannot be changed.

Section 1.8:Creating an Online Banking account

Before you can get to this step, you need to start creating an account.

Online Banking is a feature that allows you to connect to your bank and automatically download transactions so you don't need to enter them manually. You can have MoneyWiz download past transactions just once and then let you manage the account manually from that point on, or keep a constant connection with your bank and download transactions as they happen. Remember, you can always modify or delete transactions that get downloaded, as well as create manual transactions in an Online Banking account.

If you have chosen the auto-sync account mode, the following will happen but depending on which Online Banking Provider you have selected, it might happen in different order:

- MoneyWiz will check if you are signed into a SYNCbits account (it is mandatory for Online Banking sync) and whether you have an active MoneyWiz Premium license (MoneyWiz Standard license does not include Online Banking sync),

- MoneyWiz will ask you if you want to perform a one-time import (MoneyWiz will create your accounts, import past transactions and then disconnect from Online Banking) or maintain continuous connection to your bank and download transactions as they happen.
- MoneyWiz will show you a list of banks you can connect to.

After selecting bank from the list, please follow the on-screen instructions. You might be also interested in:

- [Do you support my bank? How to check the list of banks that are supported?](#)
- [How much of the older transaction history will MoneyWiz Online Banking download upon connecting the account?](#)
- [Using Salt Edge Dashboard to manage your Online Banking connections](#)

Section 1.9: How much of the older transactions history will MoneyWiz Online Banking download upon connecting the account?

When you connect an Online Banking account in MoneyWiz, you will see that it has downloaded some of your older transactions but not all of them. You might wonder why it didn't download more transactions or how to control how much it downloads. This article explains it all.

Connecting Online Banking to an empty account (no transactions)

If you're connecting Online Banking to an account that has no transactions (or creating a new account while connecting to Online Banking), MoneyWiz will download as much transactions as possible but usually within 30-90 days range. Some banks, especially PSD2-enabled, share even 365 days of transaction history. But please note that the exact period is up to the bank and Online Banking Provider to decide. MoneyWiz always downloads the widest history range possible.

If you need more transaction history, you can export it from your bank and [import into MoneyWiz manually](#).

Connecting Online Banking to an account with existing transactions

If the account you're connecting Online Banking to already contains some transactions, MoneyWiz will check for the transaction with the most recent date, set it as a starting point and only download transactions newer than this (the limits described above still apply).

This means that if you have a transaction with today's date, most likely no transaction would be downloaded upon connection (but the next day, once you have more recent transactions, they'll arrive as normal). This will apply even if you have just 1 transaction in your account – with today's date. In that case, it's better to remove that transaction and let MoneyWiz download your transaction history (keeping in mind the limits described above).

This is important to remember as MoneyWiz will not fill the blanks in your transaction history, if you have any. It'll look for the most recent transaction and download only the newer ones.

Section 1.10: I do not see my bank on the list – how can I request new bank to be added?

MoneyWiz connects to banks via various data aggregation providers, such as [Yodlee](), [Plaid]() and [Salt Edge](). We don't connect directly. Unfortunately it's beyond our control to add new banks, as it's entirely up to our data providers. For that reason, if your bank is not currently supported, we can't do anything about it. One thing you can consider is to contact the providers to ask about possible new integrations, however we cannot assist with this process.

An alternative is to connect the banks that are supported and manage the rest manually in MoneyWiz. You can import your transactions from bank statements or enter them manually, and you can periodically check if support for your bank has been added.

Section 1.11: 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 by editing it.

When the account properties window opens, you should see a "Connect to Online Banking" button. Please click it – you'll be shown a list of banks and institutions we support.

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 by editing it.

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

you click delete, your account will be disconnected from Online Banking and any transactions that were downloaded automatically would be deleted.

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 1.12:   Do you support my bank? How to check the list of banks that are supported?

In order to see a complete list of banks that MoneyWiz supports, please download a free version of MoneyWiz on your device, start creating a new account, select Online Banking type and search the list of banks and institutions we support. Please note that you will need an active subscription in order to browse the list of supported banks and you might need to adjust the Online Banking Provider settings to make sure you can find your bank. Remember that you can sign up for a free 7 day trial though!

To search the list of banks, simply start typing your bank name. After you type 3 characters or more, MoneyWiz will start showing you some results.

If you have requested to add a bank and received a notification that it has been added, please allow 24 hours for it to appear in MoneyWiz. If your bank is not yet available and you'd like to see it added, please see this article.

Section 1.13:   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!"), institutions ("Chase accounts", "Lloyds accounts") or any other criteria you might come up with.

To create an account group, you should click on the account group icon at the bottom of the accounts list (the middle one).

You'll be asked to indicate the group name, group color 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). You'll also be able to select which accounts to put in a group by selecting them from the list.

Section 1.14:   How to put accounts in groups?

There are 3 ways of including an account into a group:

1. While reordering the accounts, put them under an account group name.
2. Modify the account, switch to Extended tab and use the "Put in Group" field.
3. Modify the account group and use the list to put new accounts into the group.

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 1.15:   How to edit an account group?

Editing an account group allows you to make changes to the group name, color or currency, as well as edit which accounts are included in the group.

The steps to modify an account group are the same as for individual accounts.

Section 1.16:   How to delete an account group?

The steps to delete an account group are the same as for deleting individual accounts, although with far less critical consequences. Deleting an account group **does not** delete

any accounts stored inside or any transactions – accounts will simply be placed outside the deleted group.

Section 1.17:   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 three ways to remove an account from a group:

1. While reordering the accounts, put them outside the account group.
2. Modify the account, switch to Extended tab and use the "Put in Group" field.
3. Modify the account group and use the list to remove an account from the group.

Section 1.18:   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 click on the account group heading or icon (in the sidebar). That's it!

Section 1.19:   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

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.

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.

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 1.20: How to track forex and/or crypto currency investments?
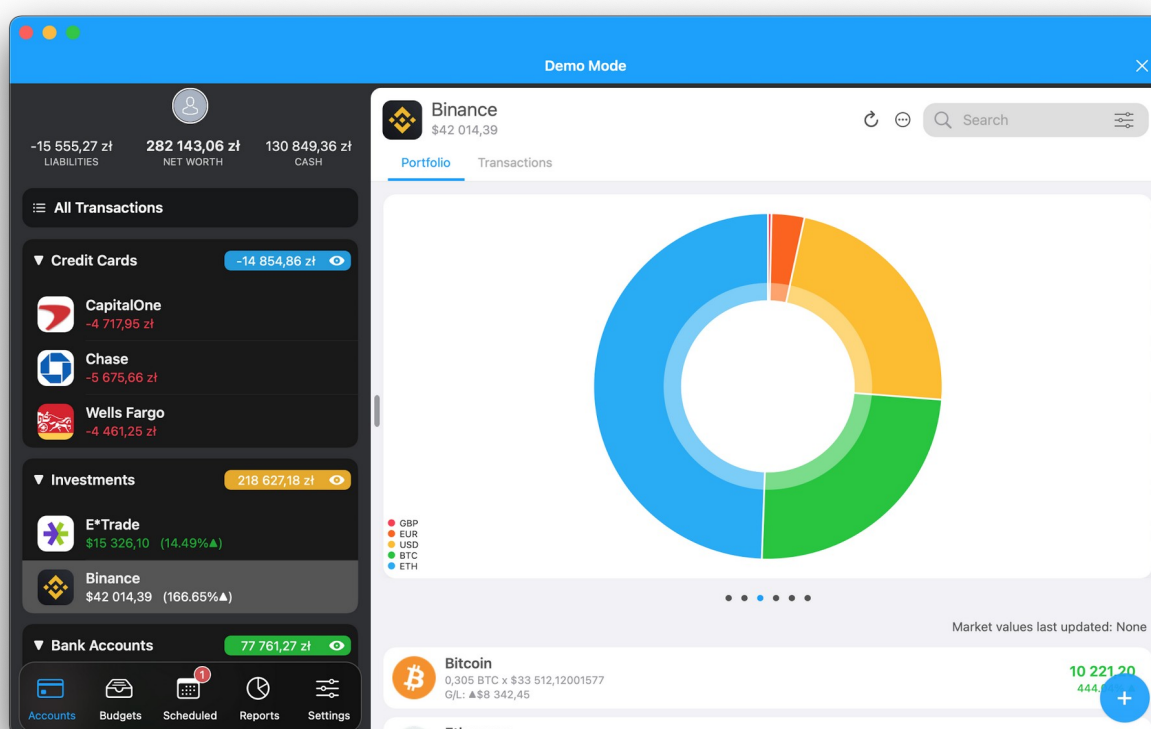
Forex / Crypto accounts allow you to freely exchange any amount of any supported currency into any other currency. This allows you to trade your fiat and crypto currencies and freely exchange one into another. Thanks to its versatility, forex accounts also can be used as Travel accounts.

The following screenshot shows a sample account. It was taken on a Mac but the same feature is available on other platforms!

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 wallets

Remember that you can have more than one Forex / Crypto accounts in your MoneyWiz database! This way you can track different online wallets you might have.

Automatic (via Online Banking)

You may already be familiar with the Online banking feature. We support a few of the major forex trading services and we're adding more all the time! 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 transfer money in, out and log exchanges manually and still track the current worth of your capital. For manual trading tracking we support accounts in any currency.

Please note that we retrieve the exchange rates and the list of crypto coins and tokens from coinmarketcap. In order for MoneyWiz to retrieve current market values of your holdings, your crypto currencies must be listed on that website. If it's not available on that website, MoneyWiz will not be able to download the current price (and changes in that price).

However, you can still add any currencies that you wish – even if they are not listed on coinmarketcap. Just type the name in the search field and select it from the list below the search field – most likely, that will be the only item. So while we don't prevent you from adding any currency you want, we can only retrieve current prices for the ones listed on coinmarketcap.

Creating a Forex/Crypto account

Using Online Banking

To add an Forex / Crypto 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 account, select manual entry and find "Forex / Crypto Account" 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.

- **Currency:** due to their nature and versatility, Forex accounts are very fluid with the currency. This is also the only account type where you can actually change the currency after the account has been created so don't worry about making a choice here. Still, if you live in the United States, you probably want to use USD here even if you're making investments in other currencies – fiat or crypto.

If you switch to Extended section, you can edit other details of the account – just like described in [this](#) article.

After you confirm those details, you'll be asked to add fiat and crypto positions to your forex 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.

You'll be asked for some basic information about this position:

- **Symbol:** the symbol of the currency. It can be a code for either fiat or crypto currency (EUR and ETH). You can also enter a symbol for any fictional currency you wish to track manually.
- **Quantity:** how much of the given currency you own.
- **Cost basis:** if you need to set a different cost basis for the purpose of price difference calculations (for example, you've obtained the holding at a different price to what it is today).

In our fictional portfolio, we've added several more currencies. Before you confirm account creation you can preview the holdings you've added and their total value.

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

Working with Forex / Crypto accounts

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

Finding your way around the account

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

1. **Info cards:** showing you how your holdings are performing. You can scroll between them and manage them (re-order and disable) in the last card.

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.

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 clicking the + button at the bottom of the account. You can choose from (in MoneyWiz for Desktop, right after clicking the + button and on MoneyWiz for Mobile, using the tabs on top of the window that appears):

• **Exchange transaction –** a unique transaction type, specific for Forex / Crypto accounts. Allows you to exchange one fiat/crypto currency to another,
• **regular transaction types** (expense, income, transfer, adjust balance) that are covered in Transaction basics tutorial.

In this guide, we'll focus on the unique Exchange transaction type but it's worth remembering you can add other transactions to this account too. Now you can log that pizza you've paid for in BTC!

You'll be asked to select the currency you're selling, exchange rate (will be downloaded automatically) and the currency you're purchasing. Notice that with this special Exchange transaction type, you do not need to enable currencies beforehand – you can select them on the fly, enabling them just for this one operation.

Optionally, you can also enter a commission, modify date and time as well as provide a description. After adding, you'll see the details of your most recent trade (you can tap on it to expand and view more information).

Additional notes

• you don't need to enable currencies in MoneyWiz Settings > Currencies in order to exchange them in the crypto account,
• it is possible to have a negative holding value (e.g. **-5 AUD**),
• 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,
• Forex / Crypto main account currency can be modified at any time by editing the account (see Account basics guide),

- 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 by clicking on the refresh rates button: in MoneyWiz for Desktop, next to the search bar and in MoneyWiz for iOS you can pull to refresh,
- your Forex / Crypto account balance will always be a sum of the value of each holding, converted to the currency you've set your Forex / Crypto account in (remember that this currency can always be changed). This means that whenever the value of one of the holding changes, your account balance will be recalculated to reflect this. Therefore any operation you see described below will lead to balance change since a holding value changed.

Section 1.21:   How to track traditional investments?
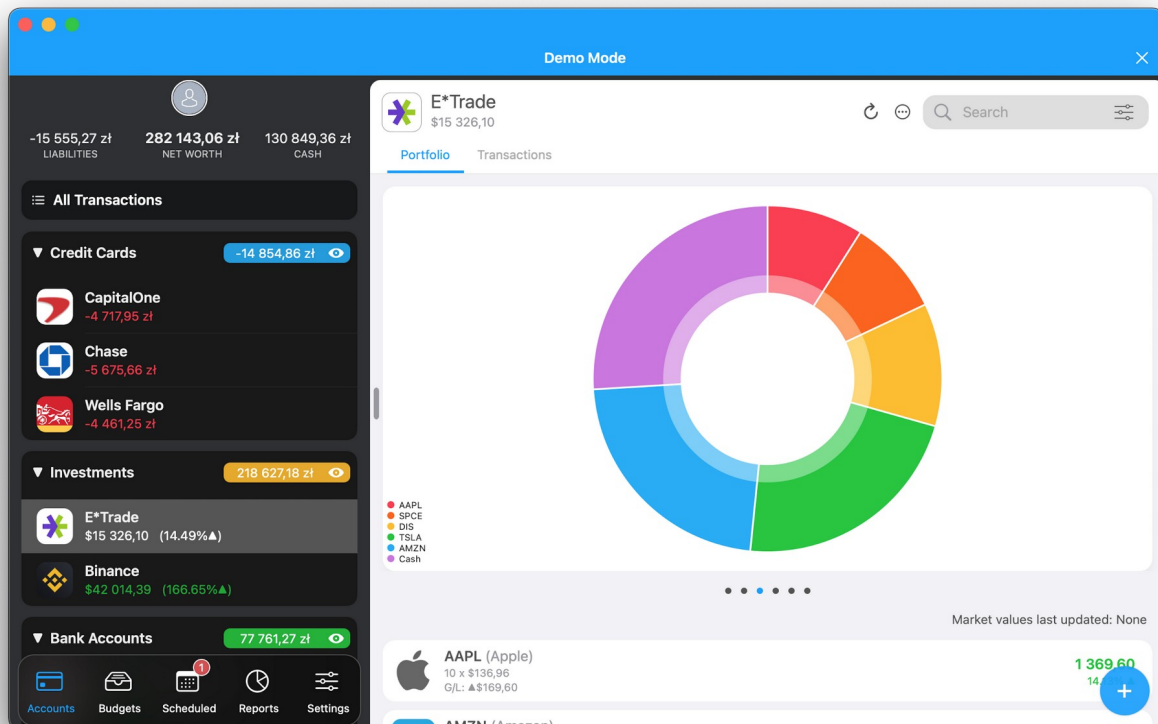
This guide explains how to create an investment account, where you can track investments or retirement accounts such as brokerage accounts, commodities trading, 401k, IRA and others – basically any account that trades (Buy or Sell) any type of securities. You can track your investments manually (entering the buys and sells yourself) or connect it to the powerful Online Banking feature to sync that information automatically.

The following screenshot shows a sample account. It was taken on a Mac but the same feature is available on other platforms!

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!

We've also integrated with TwelveData to further expand our stock prices coverage.

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/TwelveData 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 the Internet, 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. 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 our partners' databases 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 their 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 our partners 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. **Info cards:** showing you how your holdings are performing. You can scroll between them and manage them (re-order and disable) in the last card.

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.

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 clicking the + button at the bottom 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 click 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:

- MoneyWiz supports entering holding aliases – which is useful, if your Online Banking provider shares the holding under one symbol, but our partners list it under another. Read more [here](#).
- 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 by clicking on the refresh rates button: in MoneyWiz for Desktop, next to the search bar and in MoneyWiz for iOS you can pull to refresh.

Section 1.22: How to manage small, personal loans to/from others?

We already offer great [Loan account](#) to manage your mortgage, car loan and more – anything where APR is involved. However, there might be cases where you lend from/to

your friend some money. You might agree on very small interest or none whatsoever. Since there's no formal APR and the repayments might not be regular, how can you handle this in MoneyWiz? Read on to learn how.

First, make sure that tags are enabled

Just head on to [Tag basics](#) guide to learn more about tags and how to enable them. Come back once you've read the article and enabled tags.

Then, enter the loan expense or income

Let's say that you've lent your friend €500 when you last met him in person. The loan was handled in cash. Here's what you should reflect in MoneyWiz:

1. Transfer from your checking account to cash (ATM withdrawal of €500).
2. Expense in Cash account for €500 (giving money to your friend).

In order to properly track the loan, make sure to add a tag to the €500 expense. You can name the tag anything you want. If you're not doing this sort of thing often, you might just give it a "Loan to John" label. If you wish to be more organized, you could setup a system of tag naming like "Loans : John".

If instead of lending money to someone, you were the one to receive it, just log an income instead of an expense.

Please note that the category of the transaction is not relevant – you can make it fit your existing category structure or create new category for it. It's the tag that is important.

Tracking the repayments

We've properly logged the loan payout. Let's say that your friend is now paying you back €100 monthly. If he paid you back, log an income (if he paid you back in cash, log it in your cash account. If he paid you back via a bank transfer, log it in the bank account) **and assign the same tag** to the income that you assigned to the expense. This will allow you to properly track the balance of this "loan".

If your friend is paying you back regularly, you might consider setting up a Scheduled transaction for the repayments.

If you were the one to borrow money from a friend, simply tag your expenses.

Please note that the category of the transaction is not relevant – you can make it fit your existing category structure or create new category for it. It's the tag that is important.

Monitoring the loan progress

At any time, you can check the final balance of your loan. To begin, go to Reports and start generating Profit and Loss report. You can leave the category and period fields as they are or modify them – that's up to you. What's important is that you click on the Add filter button and select Tags and then select the tag you've used for the loan.

When you generate the report, you'll see all transactions that have been tagged using the specified tag. This way, we can see all incomes and all expenses – with a grand total at the bottom.

What if the loan has been all paid up?

Once the loan has been all paid up, you have a choice:

1. **Leave everything as it is** (recommended) – this would allow you to come back to review the loan history at any time in the future.
2. **Delete the tag from Settings > Tags** – if you are certain that you won't need this information anymore, you can delete the tag from MoneyWiz Settings. Your transactions will remain – however the tag will be removed from them. Your account balances will remain accurate but you'll no longer be able to generate Profit and Loss report to review your loan balance.

Section 1.23:   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:

- **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 start [creating new transaction](#) 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.

Section 1.24: How to manage travel money wallet?

As you might know, each account in MoneyWiz has just one currency – the one you created it in. Naturally, that account can receive and spend money in different currencies but all those amounts are converted to the currency of your account.

This might present a possible problem. If you're traveling, you most likely wish to purchase at least some of the local currency. For example, when traveling to Spain from the United States, you will want to have at least some Euro in your pocket. Since this is a different currency, it makes sense to create a completely new account for that purpose as you'll make separate expenses with your EUR wallet than you'll make with your USD wallet when you get back home.

If you're traveling often and to different countries, you will soon end up with many different accounts – each in different currency. It is possible to archive them once they are not needed but with the introduction of Forex / Crypto accounts, there is another way.

If you haven't done so already, please take a look at the Forex / Crypto accounts guide as it will outline the basic mechanics of that account type. In this short article, we'll simply advise how this account can be used for your international wallets (assuming you already have a basic understanding of what Forex account is from reading the guide).

Setting up your accounts

When setting up your accounts in MoneyWiz, we'd suggest that you create a separate account in MoneyWiz for each non-cash account you own: checking/banking, saving accounts, credit cards, investment, etc. Most of the time, you can't easily switch the currency of your banking account so the currency will remain stable. If you do ever somehow change the currency of your banking account, it'll probably make more sense to archive the old one and create new one in the new currency.

Things are different with cash (wallet) accounts. Those are much more fluid – you might travel to Poland for one weekend and will purchase some Polish Zlotys. While you might

not rule out coming back to Poland at some point, perhaps you don't plan to visit again within the next few years so you try to spend as much of PLN as possible and exchange the rest. If you end up with 0 balance for a cash account in a currency of the country you might or might not come back to, it might not make sense to keep the account in your MoneyWiz database. But deleting an account in MoneyWiz is something we do not recommend. So what should you do?

As noted above, you should create a separate account for all non-cash accounts you have. For foreign cash money, we suggest you use the Forex account type, call it something like "Travel money" and add all of the foreign currencies you have in there. If you're traveling to a new country and you don't own any of the local currency yet, just exchange some of your home currency (USD) to the local currency (PLN). You don't need to enable PLN currency in Settings > Currencies – and you shouldn't, unless you plan to create regular banking account in that currency.

To make the USD-PLN exchange, just transfer some USD from your regular account (either checking or wallet) to your Travel account and then use the Exchange feature to convert USD to PLN. As you travel around Warsaw or Bieszczady, buying pierogi and zapiekanki, you'll spend PLN – enter those transactions as expenses in your Travel account, in the PLN currency.

When you get back home and you decide to leave some PLN in your closet for a future visit, just leave the Travel account's PLN balance as it is. If you spend all of your PLN money, you'll notice that the currency disappeared from Portfolio (but you still retain the transaction history in Trades tab). Same if you exchanged your remaining PLN back to USD – just reflect this by making another exchange (but PLN -> USD this time).

It's up to you whether to treat the Forex Travel account as your universal wallet account (meaning that if you live in US, you'll also track your USD cash in that account). For everyday expenses while not traveling, the Forex charts, features, buttons and fancy switches might be too much if you just need an account register to track your subway ticket expenses. So our recommendation is that you keep your main wallet account (the cash account of the currency of the country you live in) separate from your travel money. But it's just a suggestion – you can track all of your cash wallets using the forex account. Since you can easily exchange money within the forex account as well as transfer money in/out of various accounts, the question is more about whether the additional features of Forex account would be getting in your way of simple everyday expense tracking. Another point to consider is that while you can exclude your forex account from Net Worth, you

can't exclude individual currencies within – and you might want not to include your travel money in your Net Worth calculation.

What if I already have some separate travel accounts?

New customers have the choice of deciding how to organize their travel accounts but customers who have been using MoneyWiz prior to Forex accounts introduction will face a dilemma: should you try to merge your existing travel accounts to one forex-based travel account?

Our suggestion: **no**. We do not currently offer any migration other than CSV export and import but due to the different nature of those accounts, that sort of migration is very complicated. If your transaction history in those travel accounts is very short and simple, you might be able to re-create it by hand. But if it's longer then most likely you have some split transactions, adjust balance transactions and transfers which makes the migration a lot more complicated.

That being said, we are very excited how flexible Forex accounts are, especially for people who travel often. So you might want to create a new Travel/Forex account and use the Transfer transaction type to transfer money from your existing separate travel accounts to the single travel account. The zeroed separate accounts should now be archived (*not* deleted).

Chapter 2: <u>Transactions</u>

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 learn more.

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 2 ways:

1. click on the + button at the bottom and select the transaction type,
2. swipe left on the account name in the sidebar to reveal buttons for creating income and expense.

If your account is connected to Online Banking, the first option will not be available for you (the + button is replaced with a refresh button) but the second option will remain valid.

When you start creating an expense or an income, you'll be presented with a window asking for the following information. 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.
- **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.

When you start to create a transfer transaction, you'll see a window with different fields:

- **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.

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.

You can edit transactions in three ways:

- single click on them or
- swipe to the left on them and select grey three-dotted button > Edit,
- bring up the contextual menu and select Edit.

 A transaction window will open where you can modify all aspects of the existing transaction.

Section 2.3: 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.

You can duplicate transactions in two ways:

- swipe right on the transaction to reveal Duplicate button and click it,
- bring up the contextual menu and select Duplicate.

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.

Section 2.4: 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 transactions in two ways:

- swipe left on the transaction until a grey three-dotted button appears. Click on it and select Delete,
- bring up the contextual menu and select Delete.

Section 2.5: How to bulk-edit transactions?

With bulk-edit, you can modify many transactions at once! In order to access it, click on the three-dotted options button next to search box and select Bulk edit.

You'll be presented with a modified interface with round check-boxes on the left and the following bar at the top:

Bulk Actions ▶

Clicking on "Bulk actions >" will show all available bulk-options. The ones you'll probably use most frequently are also listed in form of graphical buttons:

- Clicking on the round checkmark button on the far left will select all transactions.

- Clicking on the square edit button next to the select-all button will open selected transactions for edit.

- Clicking on the red trash icon on the right will delete selected transactions (MoneyWiz will ask you to confirm).

- Clicking on the x button on the far right will exit bulk edit.

- As you click on transactions, you'll notice that they get included in the selection. If you hold Shift key on your keyboard while clicking on a transaction, it'll select this transaction and all transactions in between of the previously selected one.

Please note that bulk-edit has the following limitations. Remember that they only apply to editing transactions but don't apply to non-edit actions such as deletion or setting as cleared:

- you can only bulk-edit transactions of the same type: only expenses or only incomes,

- it is not possible to bulk-edit transfer transactions or unique transaction types: adjust balance and refunds.

Section 2.6: How to filter transactions?

By filtering transactions, you can control which transactions are visible in your Account register. Some of those operations also affect the account balance you see.

In order to filter transactions, please click on the Filters/Sort button in the search box:
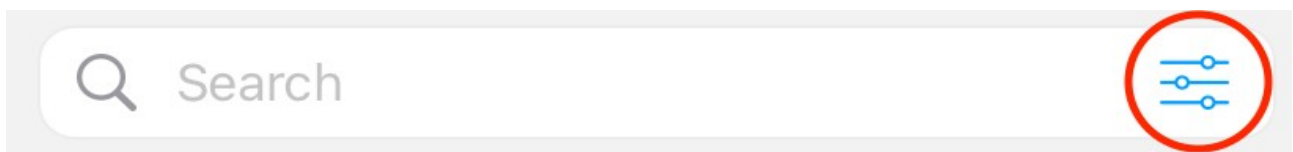
You will be presented with a palette of combined filtering and sorting options. Sorting is described in more detail in this article and grouping setting here.

Once that view is opened, you can adjust your filters by:

- **Status**: control which transaction statues you'll be seeing. Please note that this setting affects the account balance – only visible transactions will be included in the balance.

- **Cleared** (represented by green dot in some places): show cleared transactions only.
- **Pending** (represented by red dot in some places): show cleared and pending transactions.
- **Forecast** (represented by grey dot in some places): show cleared, pending and Scheduled transactions for the next 30 days.
- **Type**: control which transaction types are visible. This setting does not affect account balance.
    - **Incomes**: show incomes.
    - **Expenses**: show expenses.
    - **Transfers**: show transfers.
    - **Refunds**: show refunds.
    - **All**: reset the filter to display all types of transactions.
- **Period**: control what period of transaction history should be visible. This setting does not affect account balance.
    - Last 7 days.
    - Last 30 days.
    - Last 90 days.
    - All.

Section 2.7: How to sort transactions?

In order to sort transactions, please click on the Filters/Sort button in the search box:
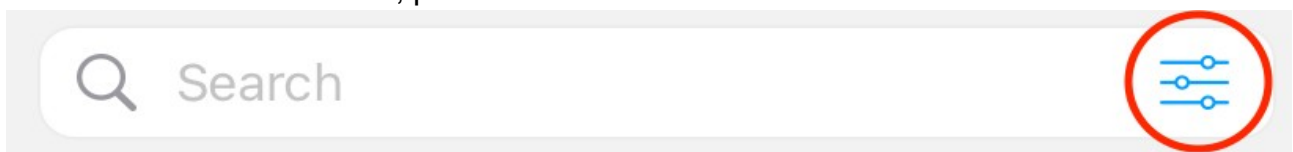
You will be presented with a palette of combined filtering and sorting options. Filters are described in more detail in <u>this</u> article and grouping setting <u>here</u>.

To change sorting settings, simply click on the new sorting that you wish to use.

There are few things to note:

- this setting does not sync to other devices via MoneyWiz Cloud but it is device-wide, meaning that all accounts will use this sort now,

- the sort settings you set will also apply to the table view. Changing the sort settings in table view (by clicking on the column headers) will translate to sort settings in this palette. In other words – those settings are the same,

- when sorting by date (descending or ascending), MoneyWiz will still group transactions by status (Cleared, Pending and Forecast). The sort will be applied in each group separately. It's not possible to sort by date without the groups present,

- the transaction status groups do not appear when sorting by things other than date,

- running balance ("Balance" column) will not show unless you're sorting by date (ascending or descending).

Section 2.8: Working with table view

Table view allows you to see more transactions at once, along with more information about each transaction. It's a row and column-based layout that you might be familiar with if you ever used any spreadsheet application such as Excel, Numbers or Calc. Not only you can see more of your transactions at the same time but you can also re-arrange the columns and hide some of them to make it look exactly the way you want. It's truly the interface you need when you need to do some serious finance work. Let's take a closer look!

Table view is available for MoneyWiz for Mac and iPad. To switch to table view, look for it's button in the top area of an account or budget:
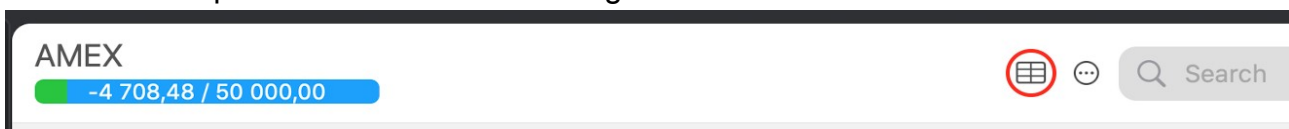
Once you click it, MoneyWiz will switch to table view and that button will change its icon to indicate that you can return to simple row view at any time. You'll also be shown a row and column-based layout of your transactions. The column on the far left, the one with a check mark (✓) represents whether the transaction is reconciled or not, while the "Status" column represents the transaction status (learn more in article about filters). The remaining columns have more self-explanatory labels.

In order to edit a transaction on iPad, just tap on it. On Mac, this just selects the transaction instead. To edit a transaction on Mac, you need to double-click on it. There are a couple of actions you can take while in table view, that are unique to this interface:

- to re-order the columns you see, place your mouse or finger on the header label, tap and hold and then drag to desired position,

- to hide or show a column, bring up the contextual menu while pointing at any column header. You'll be shown a list of available columns to choose from,
- you can sort by data stored in some of the columns – just click on the column header. To learn more, review the article on sorting,
- to navigate the list using just your keyboard, use up/down arrow keys and Enter/Return to bring up transaction for edit.

Remember that even though table view is unique, you still have access to features such as reconcile mode, bulk-edit or using the contextual menu on individual transactions.

Section 2.9: 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.

To begin, enter the account you wish to reconcile, click on the Edit account button next to the search box and select "Reconcile mode". You can pick from two modes of reconciling transactions: simple and advanced. To switch between them, click on the up/down arrow on the left.

Simple reconciliation

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, exit the reconcile mode using x on the right. There's no opening/closing balances/dates in this mode – you just confirm the presence or absence of transactions.

Advanced reconciliation

In this mode you also check off transactions from your bank statement but MoneyWiz also helps you make sure everything balances out. When you launch this, MoneyWiz will show and automatically populate some fields for you:

- **Opening balance:** is automatically set to your account balance before the first transaction to reconcile.

- **Opening date:** is automatically set to the date of the first unreconciled transaction.

- **Closing balance:** is automatically set to your account balance after the last transaction to reconcile.

- **Closing date:** is automatically set to 1 month later than the opening date.

Your goal here is to verify the opening and closing balances with your bank, then click on transactions to tick them off, confirming that they are present on the bank statement. Once done, you should end up with the progress bar completed, in green color and the "left to reconcile" label set to 0.

Section 2.10:   Automatically detecting transfers from Online Banking accounts

When transfers are being downloaded from Online Banking, they are downloaded in form of an expense/income pair – that's because we usually don't receive any information that this transaction is a transfer and even if there is a word "transfer" in the description, we still can't be sure that it's really a transfer between accounts (consider worldwide banking support we provide) and we don't know what's the other account name. This makes automatic transfer recognition problematic.

Fortunately, we have found a solution and MoneyWiz can now try to detect transfer transactions. To enable this feature, go to MoneyWiz Settings > Online Banking (it will be enabled for all Online Banking accounts you have connected).

Section 2.11:   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. To do this, either:

- swipe left on the transaction to reveal grey three-dotted button. Click on it and select Refund,
- bring up the contextual menu and select 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:

- swipe left on the transaction to reveal grey three-dotted button. Click on it and select Refund,
- bring up the contextual menu and select Refund.

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:

- click 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 2.12:   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. On an iPhone, in the Categories field you'll see two buttons: Single and Split. Select Split to be able to select more than one category. On iPad and Mac, this feature is handled differently in order to allow easy transaction creation using just your keyboard:

- when creating a transaction, there's just one category field – it defaults to the split behavior so just keep selecting the categories you need to include in the split,

- when editing a transaction, there are two buttons: one representing single category selection (shown as the current category selection) and a separate Split button, allowing you to split a transaction after it has been created.

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

The sliders on the left allow you to change the amounts (without detailed control). To control the amounts precisely, type them in the amount boxes. Once you modify an amount, the padlock icon on the right 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.

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 to split transactions in multiple accounts. You can then select more than one account.

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.

Section 2.13:   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.

To adjust balance, start creating new transaction and select "Adjust balance" from the tabs on top.

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 2.14: 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.

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 (it there is any). If MoneyWiz does not find a match, it'll download the transaction coming from your bank.

Section 2.15: 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. Once the account properties window opens, switch to the Extended tab. In order to make it possible to enter checks in this particular account, the "Checkbook Register" option needs to be enabled. In order to disable the feature, disable this option.

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 click on the Show all label to reveal hidden fields.

You can type the check number here or click 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 2.16:   How to manage transaction categories?

What are transaction categories?

Transaction categories are one of the transaction properties that you can use. 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).

Viewing existing categories

First go to MoneyWiz Settings by clicking on the gear icon in the menu. Once you're in Settings, click on Categories section. You can see existing categories in that list. Remember that some categories can have sub-categories. In that case, we call the category that contains sub-category a "parent" category. You can expand parent categories to view sub-categories by clicking on the > button on the right.

Creating new categories

There are two ways of creating transaction categories: during transaction entry and via MoneyWiz Settings.

Creating categories during transaction creation

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

The category will be created as main category – if you wish to make it a sub-category of some other category, you'll need to edit it (see below). Same goes for selecting a category icon.

Creating categories via MoneyWiz Settings

To create new transaction categories, first go to MoneyWiz Settings > Categories as explained earlier. To create a new category, click the New button and enter a name.

Additional category information

Unlike payees or tags, which only contain a name, categories can also have a color set, as well as an icon. However, both of those options have to be enabled in the Transaction layout settings first.

Modifying existing categories

To modify existing transaction categories, first go to MoneyWiz Settings > Categories as explained earlier. To modify a category, just click on it.

Merging existing categories

If you decide that two or more categories don't need to be separate and you can do with just one for all transactions, you can merge them. To begin, first go to MoneyWiz Settings > Categories as explained earlier. Enter bulk-edit mode by clicking on the Edit button and select multiple categories you wish to merge (on Mac, you need to hold command key on your keyboard while clicking on them) then click on Merge. You'll be asked which category should remain after the merge.

Deleting existing categories

If you decide that you no longer need some categories, you can delete them. To begin, first go to MoneyWiz Settings > Categories as explained earlier. Enter bulk-edit mode by clicking on the Edit button and select multiple categories you wish to delete (on Mac, you need to hold command key on your keyboard while clicking on them) then click on Delete. You'll be asked for a confirmation. If you confirm, the categories will be deleted and also removed from all transactions they were used in.

Section 2.17: How to manage transaction payees?

What are transaction payees?

Payees are one of the transaction properties that you can use. 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.

Viewing existing payees

First go to MoneyWiz Settings by clicking on the gear icon in the menu. Once you're in Settings, click on Payees section. You can see existing payees in that list. The numbers displayed on the right show how many transactions use given payee.

Creating new payees

There are two ways of creating transaction payees: during transaction entry and via MoneyWiz Settings.

Creating payees during transaction creation

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

Creating payees via MoneyWiz Settings

To create new transaction payees, first go to MoneyWiz Settings > Payees as explained earlier. To create a new payee, click the New button and enter a name.

Modifying existing payees

To modify existing transaction payees, first go to MoneyWiz Settings > Payees as explained earlier. To modify a payee, just click on it.

Merging existing payees

If you decide that two or more payees don't need to be separate and you can do with just one for all transactions, you can merge them. To begin, first go to MoneyWiz Settings > Payees as explained earlier. Enter bulk-edit mode by clicking on the Edit button and select multiple payees you wish to merge (on Mac, you need to hold command key on your keyboard while clicking on them) then click on Merge. You'll be asked which payee should remain after the merge.

Deleting existing payees

If you decide that you no longer need some payees, you can delete them. To begin, first go to MoneyWiz Settings > Payees as explained earlier. Enter bulk-edit mode by clicking on the Edit button and select multiple payees you wish to delete (on Mac, you need to hold command key on your keyboard while clicking on them) then click on Delete. You'll be asked for a confirmation. If you confirm, the payees will be deleted and also removed from all transactions they were used in.

Section 2.18: How to manage transaction tags?

What are transaction tags?

Tags are one of the transaction properties that you can use. 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.

Viewing existing tags

First go to MoneyWiz Settings by clicking on the gear icon in the menu. Once you're in Settings, click on Tags section. You can see existing tags in that list. The numbers displayed on the right show how many transactions use given tag.

Creating new tags

There are two ways of creating transaction tags: 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.

Creating tags via MoneyWiz Settings

To create new transaction tags, first go to MoneyWiz Settings > Tags as explained earlier. To create a new tag, click the New button and enter a name.

Modifying existing tags

To modify existing transaction tags, first go to MoneyWiz Settings > Tags as explained earlier. To modify a tag, just click on it.

Merging existing tags

If you decide that two or more tags don't need to be separate and you can do with just one for all transactions, you can merge them. To begin, first go to MoneyWiz Settings > Tags as explained earlier. Enter bulk-edit mode by clicking on the Edit button and select multiple tags you wish to merge (on Mac, you need to hold command key on your keyboard while clicking on them) then click on Merge. You'll be asked which tag should remain after the merge.

Deleting existing tags

If you decide that you no longer need some tags, you can delete them. To begin, first go to MoneyWiz Settings > Tags as explained earlier. Enter bulk-edit mode by clicking on the Edit button and select multiple tags you wish to delete (on Mac, you need to hold command key on your keyboard while clicking on them) then click on Delete. You'll be asked for a confirmation. If you confirm, the tags will be deleted and also removed from all transactions they were used in.

Chapter 3: <u>Budgets</u>

Section 3.1: What are budgets? How can I use them?

Expense budgets allow you to keep your spending in control, while income budgets make it possible to save for your goals (e.g. holidays). 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.

Expense budgets

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. Feel free to make use of budget groups as well to further organize your budget structure!

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).

Income budgets (goals)

There's nothing wrong with spoiling yourself during an expensive holiday but it'd be irresponsible to do it without proper planning. That's where goals come in.

You can create goals to start saving up for some bigger expenses, like next year holiday, car upgrade or your new TV. Just like with expense budgets, you start by selecting which accounts and categories to monitor for incomes, set your goal and decide if the goal should be repeating or not.

Section 3.2: How to create an expense budget?

In this article we're creating an expense budget which is used to track expense transactions. If you want to create an income budget instead, please see this article.

You can start creating new budget by switching to the Budget section (coins icon in the menu) and then click on the "New Budget" button (if you don't have any budgets yet) or + button at the bottom of the budget list (if you have some already).

After selecting to create an Expense 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).

- **Put in Group:** select which group to put the budget inside. You can only group budgets of the same type (expense-expense, income-income) and you can't mix budgets and accounts in the same group.
- **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.

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 3.3: How to create an income budget (a goal)?

In this article we're creating an income budget which is used to track income transactions. If you want to create an expense budget instead, please see this article.

You can start creating new budget by switching to the Budget section (coins icon in the menu) and then click on the "New Budget" button (if you don't have any budgets yet) or + button at the bottom of the budget list (if you have some already).

After selecting to create an Income 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. next year's holiday), this amount is the total budget allowance. If the budget is repeating, this is the budget allowance until the budget renews (for monthly budget, this is the monthly allowance).
- **Put in Group:** select which group to put the budget inside. You can only group budgets of the same type (expense-expense, income-income) and you can't mix budgets and accounts in the same group.
- **Accounts:** accounts to monitor. In order for transaction to appear in the budget, the income 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 income 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 goals, 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.

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 3.4: How to edit a budget?

Editing a budget allows you to modify all of the budget properties you've set when creating it.

To begin modifying a budget, switch to the Budget section of the application by clicking on the coins icon in the sidebar. Once there, edit the budget in one of the following ways:

- swipe left on the budget name in the sidebar and select "Edit" from the menu that appears,
- enter edit list mode by clicking on the Edit button at the bottom of the budget list and click on the budget you wish to edit,
- bring up the contextual menu and select Edit.

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

Editing repeating budgets

Some values have special meaning for repeating budgets. For example, if your budget repeats every month and you try to change the monthly amount, what period should it be applied for? Past, current or future? MoneyWiz allows you to decide.

When you try to modify an amount for a repeating budget, you'll be asked which period to modify the amount for:

- before current period,
- for current period,
- for future periods.

You can select any combination of those options – you are not limited to just one. Thanks to this feature, if the amount of your internet bill changes for example, you can easily change the current and future period allowance, leaving old budget periods as they were.

If you try to edit budget period settings (start date, repeat option or frequency), you'll be warned that by proceeding, all budget periods will have their allowances reset to the current budget allowance.

Section 3.5: How to delete a budget or budget group?

Deleting a budget or the entire group is very easy. A couple of notes:

- deleting a budget **does not** delete transactions visible inside,
- deleting a budget group **does not** delete the budgets that are stored inside – they'll simply be placed outside the group.

To delete a budget or budget group, please first switch to the Budgets section of MoneyWiz by clicking on the coins button in the menu. Then:

- swipe left on the budget (group) name in the sidebar and select "Delete",
- enter budget list edit mode by clicking on the Edit button at the bottom of the budgets list, click on the (-) delete button that appears on the left and confirm by clicking on the "Delete" on the right,
- bring up the contextual menu and select Delete.

Section 3.6: How to reorder budgets or budget groups?

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

There are three ways of re-ordering budgets and budget groups:

- swipe left on them to reveal "Reorder" button,
- enter account edit mode by clicking the edit button at the bottom of the accounts list,
- bring up the contextual menu and select "Reorder".

You will then see handles to the right of each budget or budget group. Click and hold on them and drag them around to re-order them. There are a couple of things to note here:

- dragging a budget under a budget group will put that budget into the group. Similarly, dragging a budget out from a budget group will remove the budget from that group,
- budget groups cannot be nested – this means that you cannot put a budget group within a budget group,
- budgets that do not belong to any group will always be listed at the top, above budget groups. This cannot be changed.

Section 3.7: Setup simple budgeting system

One of MoneyWiz super powers is its flexibility. We work really hard to make our features allow for a wide range of uses, systems and solutions instead of enforcing a single way of finance management. Of course, sometimes you might need a guidance on how to achieve something and this guide aims to suggest a simple budgeting system that should work for customers who don't need too many related features. An alternative budgeting system would be envelope budgeting explained in more detail here.

To begin with this basic system, navigate to Budgets section by clicking on the coins icon in the menu. Then start creating your first expense budget – we'll start with budget for food/grocery related expenses. First think about how often you'd like the budget to repeat. This would usually depend on how often you get paid – if you're paid on monthly basis, you'll probably want the budget to renew monthly. If you're paid fortnightly, go for a biweekly schedule. Once you've made this decision, decide how much you'd like to spend

on food-related items within that period (e.g. monthly). Please note that we're talking about maximum amount – it's okay to spend less than you assign here but your goal is not to exceed this amount (if you do, there are ways to amend this, don't worry). Once you've made those decisions, fill out the budget fields:

- **Name:** call it something like "Food".

- **Amount:** enter the maximum amount you'd like to spend on those items within the budget period.

- **Put in Group:** read more here.

- **Select icon:** select some icon to help you recognize the budget.

- **Accounts to monitor:** select all accounts which you use to pay for food-related items.

- **Select categories:** select all food/grocery-related categories. However, you probably don't want to select "eating out"-related categories because the former are "needs", while the latter are "wants".

- **Select tags:** you probably don't need to use this feature for your basic budgeting system. If you set any tags here, all your expenses will need to have them in order to appear in your budget.

- **Start date:** set the date when you want the budgeting to start. It could be a date from the past.

- **Repeat:** for the purpose of this guide, enable repeat.

- **Frequency:** set here what you've decided for the budget repetition schedule.

- **Rollover:** what should happen if you spend more than the amount you set earlier? Or spend less? If you'd like the next budget period amount to be affected, set this to enabled. Otherwise you can disable this and each budget will renew with exactly the same amount.

Once this budget is created, create more like this for other spending categories. Some ideas include: entertainment (eating out, bars/pubs, cinema, books), transportation (public transportation, petrol, rental), house (bills, rent). You probably can think of more once you understand the idea.

The total of your budget allowances should not exceed your salary. Ideally, you should also put some amount aside to transfer to your savings account regularly. When the next budget period comes over (e.g. next month), your budgets will renew with the amount you specified at the beginning.

That's it! That's the MoneyWiz budgeting system in broad strokes. Feel free to explore further how features such as tags or budget groups can improve it further.

Section 3.8: Setup envelope budgeting system

One of MoneyWiz super powers is its flexibility. We work really hard to make our features allow for a wide range of uses, systems and solutions instead of enforcing a single way of finance management. Of course, sometimes you might need a guidance on how to achieve something and this guide aims to suggest powerful and advanced envelope-budgeting system. An alternative budgeting system would be basic budgeting approach explained in more detail here.

Let's begin with the basics:

What are envelopes?

Forget for a moment that online banking exists and we're back to dealing with cash payments only. Imagine that when you're paid for your work, your employer hands you an envelope with money inside. You come back home, open that envelope and put some money into an envelope labelled "Food", some money into an envelope labelled "Entertainment", some into "House", some into "Misc" and some into "Moon trip" to save for flying to the moon later that year. You discard the "Salary" envelope (of course, by properly recycling it!) and put the "Food", "Entertainment", "House" and "Misc" envelopes into your pocket. The "Moon trip" envelope waits to be filled with more money under your mattress.

You leave the house and decide to buy some groceries. At the checkout you take out the "Food" envelope and pay for the groceries using this money only. If you put too much in your basket, you can borrow from other envelopes.

Later you might decide to go see a movie so you take out the "Entertainment" envelope and pay for the ticket. Wait – you took out some money from this envelope to pay for the food you've bought earlier and now there's not enough money in this envelope to pay for

the ticket. You can't borrow from "House" envelope because it's carefully calculated to pay all your bills. Well, no movie for you today.

You bring another "Salary" envelope next month. Any surplus that remained in your envelopes helps you for this month. You decided that not being able to watch a movie last month was not fun so this month you'll assign less money to "Moon trip" and more into "Entertainment". Other envelopes receive the same amount of money, especially "House" because you carefully calculated it to cover all bills and rent.

Few months later...

The day you've waited for finally arrived! You've saved enough money to go to the Moon! This time when leaving home you only take two envelopes with you: "Misc" and "Moon trip". You leave "Food" and other envelopes at home because they probably don't have "Whole Foods" at the International Space Station anyway.

You arrive to the space travel agent office, take money out of the "Moon trip" envelope and put it into the "Misc" envelope then use the money from "Misc" envelope to pay for your ticket, ignoring the weird stare from the kiosk agent. After all, rules are rules.

Anxiously waiting for them to hand you the space suit, you properly recycle the "Moon trip" envelope.

How is the above different from simple budgeting system?

Simple budgeting system explained **here** is quite similar but with envelope budgeting you follow the rules about money spending more rigorously and the budget's don't automatically replenish each month with new money – you have to manually move money between envelopes each month. This puts you more in control and makes it easier to introduce small changes on the fly.

Okay, how do I get started?

The following is a suggestion that you can freely modify:

1. Create a "Salary" income budget. It should have 0 amount assigned. For categories, select all categories where you get paid (usually all income categories). For start date select the date when you'd like to begin and for end date put a date 100 years in the future – this way, the budget will remain active at all times. Don't enable repeat.

2. Create another "Savings" income budget with the same settings as above. The only difference here is that you should set the budget to require "savings" tag (or

similar). It's important that you select a tag that no transactions will have -- this way this budget will not see any income transactions and will only rely on transfers from other budgets.

3. Create expense budgets for envelopes that we mentioned earlier: "Food", "Entertainment", "House". Each budget should have 0 budgeted amount to begin with and monitor categories related to the envelope. If you get paid monthly, you probably want to set first day of the month as the start date. Leave repeat option enabled and also enable rollover so any time you under- or over-spend your budget, the next budget period will reflect this.

4. If you have any specific goals you'd like to save for, create an income budget. Choose the same settings as for "Savings" budget but with one additional change: set the end date as the deadline for saving.

Once you have the basic setup done as outlined above, wait until MoneyWiz picks up your salary in the "Salary" budget. You should see your "Saved" amount increase (learn more about budget presentation here) – that's how much money is in the salary envelope. Use budget transfers to redistribute this money to other envelopes and continue using MoneyWiz. Your expense budgets will populate automatically with the transactions you make. Remember: in MoneyWiz you don't create separate transactions for budgets. The transactions you see in budgets are the same ones you see in your accounts. If the transaction you expected to see doesn't appear in the budget, see this guide.

Your goals are following:

• keep the "Salary" envelope at 0 amount saved (always re-distribute it to other envelopes),

• don't let the remaining amount of any expense budgets go under 0. If you're close to overspending your budget, transfer money from other envelopes,

• once your income budget for a particular goal reaches 0 remaining (you've saved 100% of planned allowance), transfer the money to a relevant expense budget to spend the money. Do not delete the completed goal – instead, archive it by creating a budget group.

That's it! You're now a master of budgeting – envelope-budgeting style!

Section 3.9: Finding your way around the budget register

Once you create a budget (be it expense or income) 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!
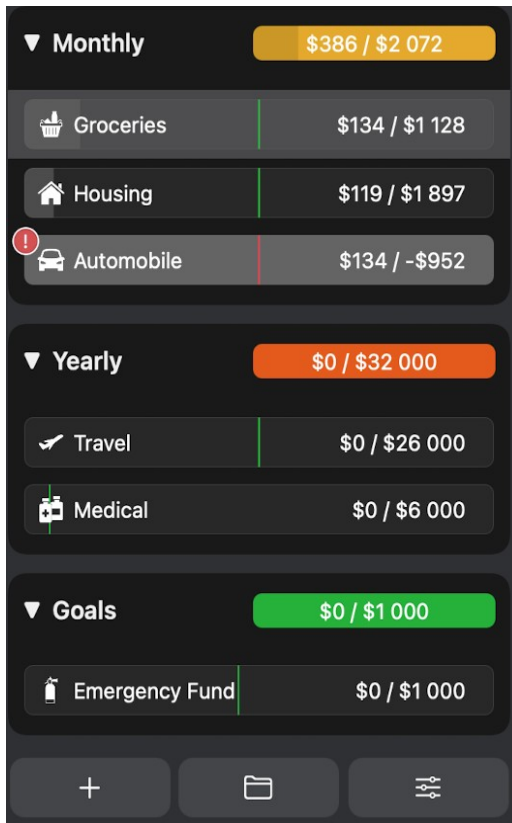
If you don't see the transactions you were expecting to see, please see this guide.

Reading the budget list

Once you have created some budgets and budget groups, the list of budgets might begin to look quite colorful:

Remember that the colors applied can be adjusted: just edit the budget or budget group. And just like with accounts, just click on a budget group to collapse it!

Notice that each budget and budget group features a progress bar, allowing you to quickly estimate how much of the budget has been spent/saved. The white vertical lines inside the progress bar represent budget period: if your budget is repeating monthly and it's the middle of the month today, you'll see the white vertical line placed in the middle of the progress bar. This way you know that your budget period will end soon if the line is nearing towards the right edge.

The amount on the left shows your current spending in a budget or the group, while the amount on the right shows budgeted amount.

Customizing budget register view

If you go inside one of the budgets, at the top you'll see the budget name and two indicators that you can customize. Just click on them to select what they should show. For expense budgets you can choose from:

- **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.

For income budgets (goals), you can choose from:

- **Budgeted** – how much money has been assigned to this budget in the current budget period.
- **Saved** – how much of the above money has been already saved.
- **Remaining** – how much of Budgeted money is still remaining to save.
- **Days left** – how much longer (in days) until the budget renews.
- **Daily goal** – how much you need to save daily in order to achieve your budget allowance for this period.

Budget registers, just like accounts, can be filtered. Click on the filters button inside the search bar and select which transaction status filter to apply. You can read more here.

Navigating the budget history

If your budget is repeating, you can easily navigate through different budget periods. Simply enter your budget and find two arrows (< and >) separated by a date indicator. By clicking on the arrows you can quickly switch by subsequent budget periods. While doing so, notice that MoneyWiz changes which transactions are visible in the register and also updates the budget indicators explained above. You can also quickly switch to a particular budget period by clicking on the date indicator and selecting it from the list: it's ordered from most recent on top to oldest at the bottom.

Section 3.10:   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.

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.

Section 3.11:   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 under-performing 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.

To create a budget transfer, click on the + button at the bottom of the budget screen (while viewing a budget you want to make the transfer from) and select "Budget transfer" from the tabs on top. You'll be asked to provide:

- **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.

Budget transfers work differently depending on whether the source/target budget is an expense or income budget:

- if you transfer money **from an expense budget to an expense budget**, MoneyWiz will adjust the "Budgeted" amount of each,

- if you transfer money **from an expense budget to an income budget**, MoneyWiz will reduce the "Budgeted" amount in expense budget and increase "Saved" amount in income budget,

- if you transfer money **from an income budget to an expense budget**, MoneyWiz will reduce the "Saved" amount in income budget and increase "Budgeted" amount in expense budget,

- if you transfer money **from an income budget to an income budget**, MoneyWiz will adjust the "Saved" amount of each.

"Saved" amount in income budgets represents the money that is immediately available to spend. "Budgeted" amount in expense budgets represents the same kind of money, therefore the logic described above allows you to transfer available funds among budgets of different nature.

Section 3.12:   How to create a budget group?

Budget groups allow you to organize budgets – for example, you can group household-related budgets together, kid-related in a separate group, etc.

To create a budget group, you should click on the budget group icon at the bottom of the budgets list (the middle one).

You'll be asked to indicate the group name and group color. You'll also be able to select which accounts to put in a group by selecting them from the list.

Please note that it's not possible to group expense and income budgets together.

Section 3.13:   How to put budgets in groups?

There are 3 ways of including a budget into a group:

1. While reordering the budgets, put them under the budget group name.
2. Modify the budget and use the "Put in Group" field.
3. Modify the budget group and use the list to put new accounts into the group.

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

Section 3.14:   How to remove budget from a group?

Removing budget from a group will place it back into the top of the budgets list. There are three ways to remove a budget from a group:

1. While reordering the budgets, put them outside the budget group.
2. Modify the budget and use the "Put in Group" field.
3. Modify the budget group and use the list to remove budget from the group.

Section 3.15:   How to edit budget groups?

Editing a budget group allows you to make changes to the group name, color or which budgets are included in the group.

The steps to modify a budget group are the same as for individual budgets.

Chapter 4: <u>Scheduled transactions</u>

Section 4.1: 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. Here you can learn how to <u>create</u>, <u>edit</u>, <u>duplicate</u> or <u>delete</u> them.

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 <u>benefit</u> 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 4.2: 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: find the calendar icon on the menu.

You'll then be able to crate new Scheduled Transactions by clicking on the + button at the bottom. Let's now review the possible options that are visible when creating a scheduled transaction:

- 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. Decide between Single and Split transaction (or learn more [here](#)).
- **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.

Click on save 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),
- 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 4.3: How to edit Scheduled transactions?

In order to edit Scheduled transactions, please first switch to Scheduled transactions section: click on the calendar icon in the menu.

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 little squares below the calendar. To edit one of the scheduled transactions, left-click 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.

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 4.4: 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: click on the calendar icon in the menu.

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 as little squares below the calendar. To delete a Scheduled transaction, click on the box that you wish to delete and select Delete from the contextual menu.

Section 4.5: 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: click on the calendar icon in the menu.

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 as little squares below the calendar. To duplicate one of the Scheduled transactions you see, left-click on the box 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 4.6: Should I create Scheduled transactions if I'm using Online Banking?

Short answer: **yes!**

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 4.7: 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 4.8: 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).

Chapter 5: <u>MoneyWiz Cloud</u>

Section 5.1: What is MoneyWiz Cloud? Do I have to use it?

MoneyWiz Cloud 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 MoneyWiz Cloud.

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. MoneyWiz Cloud holds your 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. MoneyWiz Cloud is crucial for MoneyWiz operations so we do not wish to outsource such an important part of our business to someone else.

Do I have to use MoneyWiz Cloud?

Having a MoneyWiz Cloud 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 5.2: How to create new MoneyWiz Cloud account?

Please note that you should always create your MoneyWiz Cloud 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 do this, first you need to enter MoneyWiz Cloud section of the application. It's possible in one of the two following ways:

- click on the round avatar icon at the top or
- go to MoneyWiz Settings by clicking on the gear icon in the menu and then click on the first section that invites you to create a MoneyWiz Cloud account.

Once there, you'll see a Sign Up button. First 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 MoneyWiz Cloud 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!
- **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 MoneyWiz Cloud e-mail with some avatar, we'll display that avatar in MoneyWiz! Read more [here](#).

Section 5.3: How to sign in to a MoneyWiz Cloud account?

Once you've [created your MoneyWiz Cloud account from one device](), you should now sign into it using all other devices. To do this, first you need to enter MoneyWiz Cloud section of the application. It's possible in one of the two following ways:

- click on the round avatar icon at the top or
- go to MoneyWiz Settings by clicking on the gear icon in the menu and then click on the first section that invites you to sign up for a MoneyWiz Cloud account.

Once there, click on Sign In and enter your credentials. MoneyWiz will begin to download your data from MoneyWiz Cloud. 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 5.4: Signing in with Apple ID explained

When you first launch MoneyWiz with an empty database, you'll be offered to "Sign in with Apple". This article describes this feature in more detail.

What happens if I click this button?

MoneyWiz will contact Apple to see if you already have linked your Apple ID to MoneyWiz Cloud already. If yes, it'll sign you in. If not, you'll be offered to create new MoneyWiz Cloud account.

How to create new MoneyWiz Cloud account using Apple ID?

If there is no link between MoneyWiz Cloud and Apple ID, you'll be offered to create new account using your Apple ID. During that process, you'll be given a choice whether to use your real Apple ID e-mail or hide your e-mail from us and use a private relay.

- If you choose the former, MoneyWiz will create a MoneyWiz Cloud account for you and your Apple ID e-mail will be your login.
- If you choose the latter, MoneyWiz will create a MoneyWiz Cloud account for you with a login like [abcd1234@privaterelay.appleid.com](), where the "abcd1234" part is randomly generated by Apple. Any e-mail sent to this address, if it came from MoneyWiz or our partners, will be forwarded to your real Apple ID e-mail.

Wait... What's my password?

It's randomly generated by MoneyWiz. Due to how Sign in with Apple is designed, immediately after signing up no one knows your password (even you). The idea is that you don't need to remember your password as long as you can access your Apple ID because when clicking on the "Sign in with Apple ID", you'll be automatically signed in.

However, it is possible to reset your password. Just click here, then "I forgot my password" and enter your e-mail (if you chose to hide your Apple ID, you need to enter the abcd1234@privaterelay.appleid.com e-mail).

How do I sign in on another device?

Once your account was created using Apple ID, you can sign in two ways:

- on second device click "Sign in with Apple ID". If you are signed into the same Apple ID on this device as in the device used to create the account, you'll be able to sign in simply by following the on-screen process and authentication,
- on second device click "E-mail sign in". If you have iCloud Keychain sync enabled **on both devices**, MoneyWiz will automatically populate the login and password fields with your credentials.

Does Sign in with Apple ID has any limitations?

Yes. Since by default you don't know the password, it makes granting others (like your spouse) access to your sync account bit more difficult. But remember that you can reset your password (see "Wait... What's my password?" section above).

I created a MoneyWiz Cloud / SYNCbits account earlier. Can I use Sign in with Apple and link it with my account?

That's not something directly supported at this time but the following steps might work:

1. Make sure iCloud Keychain is enabled.
2. Log in to your sync account manually – select E-mail sign in and enter your credentials.
3. Next time you use Sign in with Apple ID, it should sign you in with those credentials.

Please note that at this time we cannot guarantee it working 100% of the time. Remember we're not phasing out our custom MoneyWiz Cloud accounts in favor of Apple ID – we'll continue supporting accounts created earlier, without Apple ID, forever.

Other resources regarding Sign in with Apple

You can read more about the feature and the process in this Apple document.

Section 5.5: How to change MoneyWiz Cloud password?

You can change your MoneyWiz Cloud password from the application itself. To do this, first you need to enter MoneyWiz Cloud section of the application. It's possible in one of the two following ways:

- click on the round avatar icon at the top or
- go to MoneyWiz Settings by clicking on the gear icon in the menu and then click on the first section that shows your e-mail.

Once you're there, find the "Change password" button.

Alternatively, in order to change your security answers you'll need to sign into the SYNCbits portal (MoneyWiz Cloud uses SYNCbits). Use the green **Change Security Questions/Answers** button to change your security questions and answers. You can also change your password from here, using the blue **Change Password** button.

Please note that after changing your password, you'll be signed out from all devices (apart from the device you've used to change the password, if you did it from the application) and asked to sign back in.

Section 5.6: How to grant someone access to your sync account?

You can easily and securely invite someone to your sync account with just a few clicks. To begin, go to Settings by clicking on the gear icon in the menu bar then enter the sync section on top. From the list of buttons select "Share access to my data". It will show you a QR code and a button to send the invite over e-mail.

- If the person you wish to share your finances is right next to you and uses an iOS device, have them install MoneyWiz, launch Camera.app and point it to the QR code then tap on the pop-up that appears then agree to open the URL in MoneyWiz. This will not work if Settings.app > Camera > Scan QR codes setting is disabled.
- If the person you wish to share your finances is not next to you at this time or uses a Mac, use the share invite over e-mail option. They'll receive instructions on what to do: install MoneyWiz and click on a link.

After clicking on the link, MoneyWiz will open and will automatically start to sign in to your sync account. Here are few more details about this feature:

- both the QR code and the e-mail invite include your credentials in encrypted form,

- if they were signed into some other account previously, the quick-switch of sync accounts feature will automatically be enabled,

- if they had some data entered while in offline mode (no sync user), that data will still be available after they sign out from your sync account,

- they will have full access to your sync account, just like you do. They'll be able to create, modify and delete anything. There's currently no way to limit this,

- if you ever wish to stop them from accessing your data, simply change your sync password and they'll be automatically signed out, requiring new password.

## Section 5.7: How can I revert / downgrade my MoneyWiz Cloud by SYNCbits account to an older version?

If you are using MoneyWiz 3 and want to go back to MoneyWiz 2 or MoneyWiz 1, you would need to revert/downgrade your MoneyWiz Cloud account. Before you begin, remember to completely quit the new version of MoneyWiz you **don't** want to use (e.g. MoneyWiz 3).

To do that, please follow these steps:

1. Log into the MoneyWiz Cloud by SYNCbits portal at https://my.syncbits.com
2. You will see the list of apps where you use MoneyWiz Cloud. MoneyWiz must be among them. In the column Sync version it will either show the version (like 3, 2 etc) or N/A. If it shows N/A then your sync account can currently be used in any version of MoneyWiz. If it shows a number, you will also see a button "Revert SYNCbits to older version". Click on that button once and wait until the page reloads and you see your new sync version. Again, if it shows N/A then you can sync with any version of MoneyWiz.
3. After clicking the "Revert SYNCbits to older version" button, you should see that the sync version decreased. So if it became from 3 to 2, then it means you can use MoneyWiz 2 with this sync account now. If you experience any issues in the process just e-mail us at hello@wiz.money for assistance.

Remember that if you still have higher version of MoneyWiz installed (i.e. you have MoneyWiz 3 installed but want to use MoneyWiz 2), as soon as you launch the newer version, your account will be upgraded again, meaning you have to repeat those steps. You should remove the newer version from your devices and only use the version you wish to use.
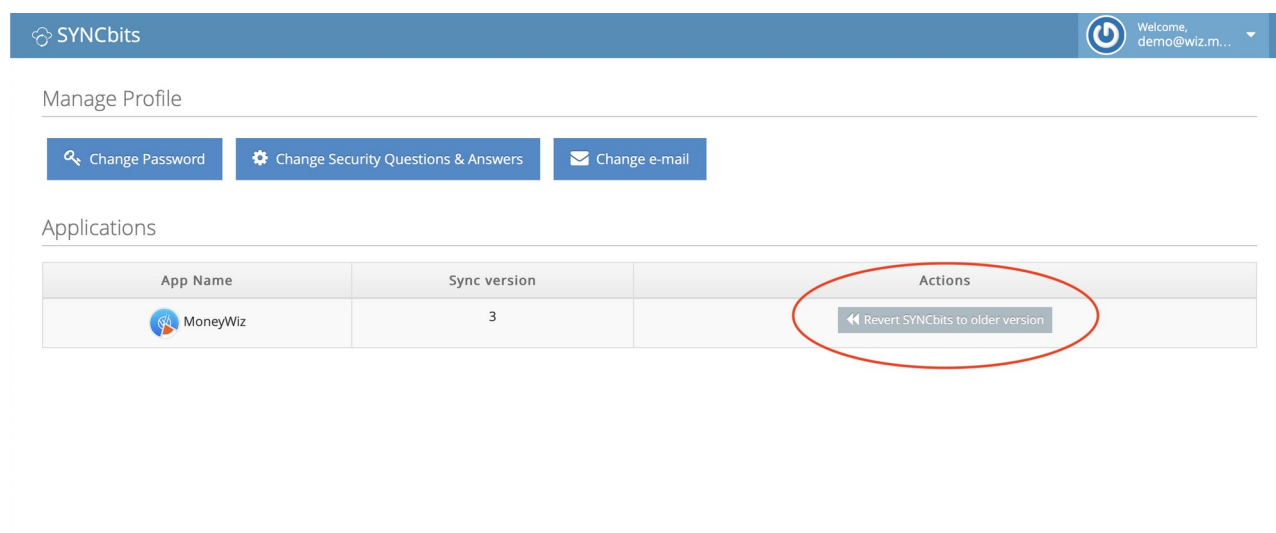
Section 5.8: I want to stop using MoneyWiz Cloud or delete my account

This guide describes the steps to follow if you wish to stop using MoneyWiz Cloud, disconnect your local database from MoneyWiz Cloud or completely delete your SYNCbits account altogether.

If you wish to stop using MoneyWiz completely and irreversibly delete your MoneyWiz Cloud account, please contact us at hello@wiz.money writing from the e-mail that you use for MoneyWiz Cloud if possible. Please do this only if you do not care about the data in your MoneyWiz Cloud account or your devices. If you're not sure – please tell us what your intentions are and we'll be happy to assist.

When e-mailing us about account deletion, please link to this article, confirming that you have read it, and tell us what you have done or want to do. If we won't be sure that you understand the consequences of the account deletion, we'll have to confirm it with you first.

If you wish to continue using MoneyWiz but on just one device or we have asked you to disconnect one of your devices from MoneyWiz Cloud (de-sync), please read on. To disconnect your device from MoneyWiz Cloud, please do the following:

1. In the main MoneyWiz window, left-click once on the round avatar in the top-left of the screen (above an eye icon). This should take you to MoneyWiz Cloud section, where you'll see information about what account you are signed into, when was the last sync and some buttons (Sign Out, Change password, etc).
2. Click 10 times on your e-mail until a hidden form appears.
3. Select "De-sync".

What should happen once you click those is that your e-mail should disappear from the MoneyWiz Cloud section and you should see Sign Up/Sign In buttons instead. If this did happen, this local database is now disconnected from MoneyWiz Cloud. Any changes you make on this device will not be synced anywhere. If you wish to also delete your MoneyWiz Cloud account, please e-mail us at hello@wiz.money

When e-mailing us about account deletion, please link to this article, confirming that you have read it, and tell us what you have done or want to do. If we won't be sure that you understand the consequences of the account deletion, we'll have to confirm it with you first.

Section 5.9: How to sync transaction attachments (images and PDFs)?

MoneyWiz uses MoneyWiz Cloud 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 enable iCloud sync or connect MoneyWiz to Dropbox.

To sync your attachments, please do the following on all devices you wish to keep in sync. First you need to enter MoneyWiz Cloud section of the application. It's possible in one of the two following ways:

- click on the round avatar icon at the top or
- go to MoneyWiz Settings by clicking on the gear icon in the menu and then click on the first section that shows your e-mail.

Once there, click on "Receipt sync" and then your preferred option.

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 have receipt sync enabled and are set to the same provider.
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. 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 iCloud/Dropbox,
- you can only add images using MoneyWiz application – manually placing the photos inside "MoneyWiz" folder using macOS's Finder or Windows' Explorer or Dropbox website will **not** attach them to any transactions in MoneyWiz.

# Section 5.10:   How to change MoneyWiz Cloud e-mail or login?

The e-mail you use with MoneyWiz Cloud is also your login. It's important to keep this e-mail active as we sometimes might need to send you some important information regarding your account. In this guide, we share how it can be changed. Please follow this guide to make sure you do it properly and don't experience any sync issues in the process.

1. Make a backup of your database on at least one device where you see all your proper data. This is important to do, in case you had a sync issue without realizing it. If you have that backup we'll be able to restore from it. If you are actively using

MoneyWiz on multiple devices and they all seem to be in perfect sync, then chances are you don't need a backup but we still advise you to do one, just in case.

2. Close MoneyWiz on all devices.

3. Log into the MoneyWiz Cloud by SYNCbits portal at https://my.syncbits.com with your current sync email and password

4. Click the "Change e-mail" button and then enter your new e-mail address and existing sync password, as shown below.

5. Verify that the email change was successful. Look at the top right corner where it shows your email. If you see your new email there, everything went well. If you still see your old email please contact us at hello@wiz.money for assistance.

6. Once that is done, **it is extremely important** to completely remove your MoneyWiz database file from all devices and download fresh data from MoneyWiz Cloud. Signing out and back in **is not** sufficient! **If you do not do this, bad things might happen!**
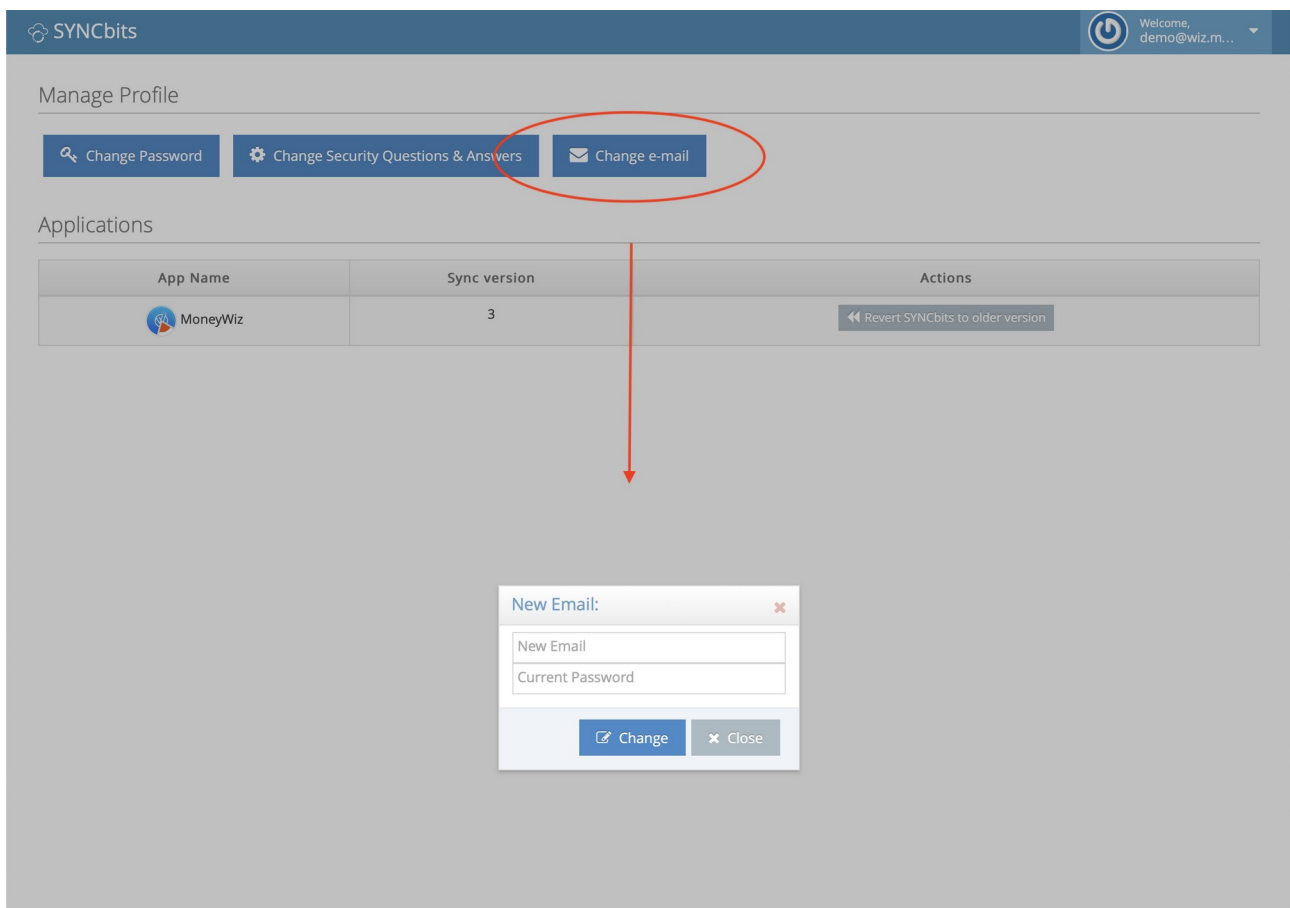
Chapter 6: <u>Reports</u>

Section 6.1: 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.

To generate a report, just click 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 6.2: 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 and then click Save locally. You will be asked to give a name for that report.

Once a report is saved locally, it'll sync to other devices as well [via MoneyWiz Cloud,](#) allowing you to re-generate it from any other device. Saved reports are listed in the Saved reports 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 6.3: 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, click on Save report in the generated report. 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 6.4: Listing transactions without a category, payee or tag

All category, payee and tag-based reports allow you to select the option for "No category", "No payee" or "No tag", respectively. This allows you, for example, to generate a payee report for transactions that don't have any payee assigned. Of course, you can combine it with transactions that do have particular payees assigned.

Few things to note:

- In expense reports, only Expense and Refund transactions with no assignment of your choice will be included.

- In income reports, only Income transactions with no assignments will be included.

- Categories, Payees and Tags-based reports will skip all investment transactions as well as the adjust balance transactions.

Section 6.5: How to show transfers in reports?

All category, payee and tag-based reports can be generated for "Transfers" option as well. You'll find that option next to listed categories, payees or tags, respectively.

There are few important things to note:

- transfer will not appear in the report if both "From" and "To" accounts are included in the report,

- if you generate an income-based report, you'll only see the incoming parts of the transfer (coming from accounts not included in the report). Vice-versa for expense-based reports,

- that being said, even if both accounts are included in the report but those accounts are in different currencies (and so the transfer is multi-currency), then MoneyWiz will calculate gain/loss from currency exchanges and also list this under the "Transfers" label,

- since transfers to loan accounts have category assignments of expense categories, both sides of this type of transfer will be included in the expense category report only.

Section 6.6: Check account balances from a given date

The Summary Breakdown report plots account balances of selected accounts as of set date on a pie chart. The only settings you choose are which accounts to select and the report date. It doesn't list any transactions – just the account balances as of a given point in time. It's a representation of where your money is at a specific moment.

Similarly to other reports, if you save this report with today's date and you open it again in the future, it will generate for the day you opened it. If you save it with the different date, it will also generate with the saved date.

Section 6.7: 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!

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 6.8: 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 6.9: 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.

Once the report is generated, you'll see a visual representation on top, showing you how much your savings account will grow. Using your mouse, 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 6.10: 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.

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...

Section 6.11:   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.

Chapter 7: <u>Configuration</u>

Section 7.1: Group transactions by status setting explained

MoneyWiz can group your transactions by status (Cleared, Pending and Forecast), which breaks the sort (each group maintains its own sorting) but brings order to your Account register. If you don't want this to happen, it can be easily disabled.

In order to change this setting, please click on the Filters/Sort button in the search box:
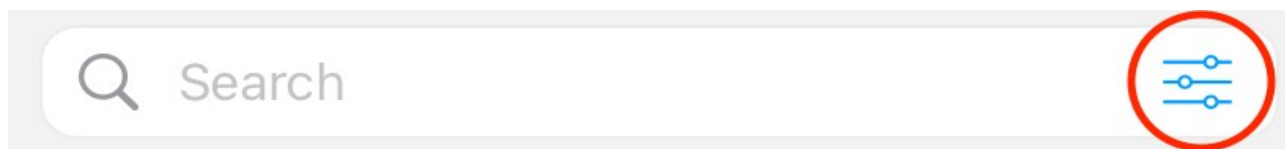
You will be presented with a palette of combined filtering and sorting options. Filters are described in more detail in <u>this</u> article, while sorting is discussed <u>here</u>.

To adjust the grouping of transactions, decide on the "Group transactions by status" by choosing "Yes" or "No". If you choose Yes, your Account register will look like this:

If you set it to "No", it will look like this:

Section 7.2: How to modify New Transaction Screen?

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 by clicking on the gear icon in the menu and then select Transaction layout.

Please note that changes you introduce here **have no effect** on the table view. That view has to be configured separately – see the other guide for more details.

Re-ordering fields

Simply click 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:** 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.

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 tags guide.

Section 7.3: How to configure Online Banking automatic transaction categorization?

When transactions arrive from your Online Banking account, MoneyWiz will try to automatically categorize them for you, possibly creating new categories (if it thinks that none of the existing ones are suitable). This guide provides instructions on how to disable or change this process. If you like what MoneyWiz is doing but are not happy with the results, please see this guide instead.

In order to control whether MoneyWiz will automatically categorize your transactions or not and whether it should create new categories for you, please edit the account in question, switch to Extended tab and find two settings near the bottom:

- Automatically categorize transactions – disabling this will prevent MoneyWiz from attempting to categorize new transactions.
- Automatically create categories – disabling this will prevent MoneyWiz from creating new categories. It will try to fit one of the existing ones and if it fails, it'll just leave the transaction uncategorized.

The "Update balance on each refresh" setting is explained separately here.

Section 7.4: 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
- 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 enable PIN protection, please go to Settings by clicking on the gear icon in the menu and then Security > Enable PIN protection.

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 MoneyWiz Cloud data** (if you have an account) **is still available for you to use**.

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 7.5: Background sync explained

If you have MoneyWiz Premium subscription, background sync is automatically enabled for you (you don't need to enable anything). Background sync will attempt to periodically perform the following tasks:

- perform a MoneyWiz Cloud sync cycle (download changes to your data from other devices and upload your local changes to MoneyWiz Cloud),
- perform an Online Banking refresh (download data from your banks),
- perform a [Spotlight indexing](#) cycle.

We've implemented this feature according to official Apple's guidelines. Sadly, this means that the following limitations are in place:

- It's the operating system's decision as to when to perform background refresh, not us. This means that it's entirely possible for MoneyWiz not to do any background refresh in the first 22 hours of the day and then in the last 2 hours perform 3 refreshes.
- When your operating system initiates a background refresh, it gives MoneyWiz just 25 seconds to complete the task. When the time is up – that's it and the process is halted.

We hope that in future releases of its operating systems, Apple will improve the background refresh feature. Any improvements they make would automatically translate to

improvements in background sync for MoneyWiz as we're using Apple's native implementation.

In the meantime we also look for some custom implementations of the same to work around limitations of Apple's current implementation.

Section 7.6:Update balance on each refresh setting explained

If you open the account for edit and switch to Extended tab, you'll find a setting called "Update balance on each refresh".

- If this setting is ON, then MoneyWiz will read the balance as provided by your bank and modify the opening balance of the account to make sure that the end balance matches that provided by your bank.

- If this setting is OFF, then MoneyWiz will only read the bank's balance during the initial import, and will calculate it based on the new transactions. That may lead to balance discrepancies, which could be an indicator of missing transactions.

By default, this setting is set to enabled for new customers.

Section 7.7:How to change the Online Banking Provider?

When you use our Online Banking feature, MoneyWiz doesn't connect to your bank directly – we use an Online Banking Provider. That's a safer choice because we can focus on what we do best and let world-leading experts in bank integration field handle the heavy-lifting for us.

Traditionally finance applications pair with just one Online Banking provider. When designing this feature in MoneyWiz, we've decided to go not just one step further but several. That's why we **currently support 3 Online Banking Providers in total**, greatly increasing the number of banks we support. That's important because each provider usually has some area of expertise or focus so we give you the power of choice.

MoneyWiz supports the following Online Banking Providers:

- Plaid: offers amazing coverage in USA and Canada,

- [Salt Edge](#) (Partner): offers state of the art PSD2/Open Banking support in European Economic Area.
- [Salt Edge](#) (Original): provides support for non-PSD2/Open Banking connections, especially in non-English speaking countries.
- [Yodlee](#): offers good coverage in English-speaking countries.

When you first launch MoneyWiz, we check your device regional settings (**not** your physical location or IP) to detect where are you based and automatically select the provider we believe will be best suited for your needs. This means that when creating an Online Banking account, you'll only see the accounts supported by the selected provider.

You can change the selected provider at any time though and it's perfectly OK to connect one bank from one provider, then connect another bank from another provider, etc. To change the selected provider, either:

- [start adding an online account](#) and use the Online Banking Provider visible there,

- or please go to Settings > Online Banking Provider.

After changing this setting, you'll see banks supported by that particular provider when adding new Online Banking account and any previously connected accounts will continue to refresh just fine.

Section 7.8: 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 > Theme. There are two options to choose from:

- Light – force light mode.
- Dark – force dark mode.

There's also an Automatic switch. Enabling this will make MoneyWiz adapt to the device-wide setting (set in System Preferences > General).

Section 7.9: Show +/- symbols for transactions setting explained

You can find "Show +/- signs for transactions" in MoneyWiz Settings (gear icon in the menu) > List of Transactions. When it's enabled, transaction amounts will appear in black or white font color (depending on whether MoneyWiz was set to use Light or Dark theme). You'll be able to distinguish expenses and incomes using the - and + signs that appear next to each transaction amount.

If you disable this setting, the transaction signs will be hidden but instead you'll see transaction amounts in red for expenses and green for incomes.

Section 7.10:   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 by clicking on the gear icon in the menu. 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.

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 7.11: Change MoneyWiz font size

MoneyWiz supports changing the font size (on top of system-wide setting that iOS Accessibility section provides). To change the MoneyWiz font size, navigate to MoneyWiz Settings by using the gear icon in the menu > Font Size. You can choose between small, normal and large sizes. Please remember that you need to completely restart MoneyWiz in order for the changes to take effect.

Section 7.12: Can MoneyWiz show running balance next to each transaction?

Running balance means an account balance after each transaction in the account. By default this setting is disabled but you can enable it very easily.

To change the setting, just go to MoneyWiz Settings by clicking on the gear icon in the menu and then List of Transactions > Show running balance option.

Section 7.13: How to exclude an account from the Net Worth?

This guide will instruct you how to exclude an account from Net Worth. If an account is excluded from Net Worth, it is not considered when calculating Net Worth statistic in the app, when calculating account group balance (if the account is part of any groups) or when generating Net Worth report.

To exclude an account from Net Worth, please start editing the account. Once you have the account properties window open, switch to the second (Extended) tab by using the tabs on top and find the "Include in Net Worth" checkbox. Toggle the setting to a desired position then save your changes.

Section 7.14: "Combine push notifications for bills" setting explained

Imagine you have created 2 Scheduled transactions: one for your internet bill and one for your TV bill. Because those two transactions are due on the same day (let's say 7th of each month), you have created two Scheduled transactions in MoneyWiz: one dated 7th at noon for internet and one dated 7th at noon for TV.

Now, what will happen on 7th at noon?

- if the aforementioned setting is disabled, you will get 2 separate push notifications on your device to notify you that those 2 transactions became due (you'll see the details of both),

- if the aforementioned setting is enabled, you will get just 1 push notification, informing you that a total of 2 Scheduled transactions became due.

This means that this setting, if enabled, sends out just a single push notifications for Scheduled transactions that became due at the same time, no matter how many transactions became due. If you have many Scheduled transactions that become due on the same date and time, you might want to enable this setting to keep your Notifications list organized.

Section 7.15: Spotlight indexing setting explained

You can find "Spotlight indexing" in MoneyWiz Settings (gear icon in the menu). It's enabled by default.

While enabled, MoneyWiz allows your operating system to "index" your accounts, account groups, budgets and budget groups. It means that whenever you use Spotlight, you might see parts of your MoneyWiz data in the search results. Disabling this setting will prevent your MoneyWiz data appearing in the results.

Remember – all this indexing is performed locally, on your device. You can read more about using Spotlight in this Apple document for Mac and this for iOS.

Section 7.16:   Vibration feedback setting explained

You can find the Vibration feedback switch in Settings (gear icon in the menu). If enabled (it is enabled by default), your device will slightly vibrate during most popular actions to provide you additional feedback that your input was received. You can disable this at any time, though.

Remember that this setting does not sync (you can have two different states of this setting on each device) and the vibration will only work on devices that support it.

Chapter 8: <u>Tips and tricks</u>

Section 8.1: How to use advanced tag conditions to boost your budgeting and reporting?

Imagine a scenario: you regularly visit a restaurant in your hometown called "Financial Cuisine". When entering those expenses in MoneyWiz you enter "Financial Cuisine" as the payee and "Food & Dining / Restaurants" as the category. The food is so good that one day you decide to invite your potential business partner for a lunch.

Since that expense is not personal but business, you might want to tag it as such. The payee is still "Financial Cuisine", the category (probably, but it depends on your setup) is still "Food & Dining / Restaurants". In order to differentiate this expense from personal expenses, <u>you decide to add a "business" tag</u>.

If you have a budget monitoring the "Food & Dining / Restaurants" category or wish to generate a report for "Financial Cuisine" payee, you can tell MoneyWiz to exclude the "business" tag if needed. Here's how.

To begin, click on the tags field. If you're creating a budget, click on "Select tags" and then click on the search box to bring focus there. If you're generating a report: similarly click on the tags field (remember that many reports allow you to "Add filter"), un-select any tags you might see there then start typing in the search bar.

What follows is relevant to both budgets and reports – the syntax is the same.

MoneyWiz supports the following operators:

- AND

- OR

- NOT

- (and)

What's important is that between each of those operators you need to put a space. So if you were to exclude your "business" tag from budgets/reports, you'd type:

NOT business

and press Enter. This would show you all transactions that don't have "business" tag attached.

But there's more! You can build very complex conditions. Let's say you have 4 children and wish to check spending for older vs younger:

(Kyle OR Emma) AND NOT (Bob OR Kate)

This would show you only transactions tagged with "Kyle" or "Emma" and would not show transactions tagged with "Bob" or "Kate".

Remember about spaces! If you were to type

(Kyle OR Emma)

instead, MoneyWiz would create a condition to show transactions with tags "(Kyle" or "Emma)".

Also please note that you cannot use those conditions to create transactions. If you enter "NOT personal" during transaction entry, you'll end up with a brand new tag "NOT personal". The conditions are meant only for searching and matching, and not for tagging.

Section 8.2: How to bring up contextual menu?

Many actions can be performed faster using contextual menus. This article explains how to make them appear.

If you are using a Mac, you need to right-click to show the contextual menu.

If nothing happens when you right-click, you probably have it disabled. You can either enable right-click on your Mac (click on Apple logo in the top-left, go to System Preferences > and switch to either Trackpad or Mouse, depending on what you're using, then find "Secondary click" option) or temporarily hold control key on your keyboard before you left-click.

If you are using iOS or iPadOS, you can bring up the contextual menu by performing a long-press on an object.

Contextual menus are available throughout the app – when performed on an account for example, you'll be able to perform actions related to accounts: [create transactions](), [edit]() or [delete]() the account, etc.

Section 8.3: What do statistics above the list of accounts mean?

You might have noticed that above your list of accounts there are some values. This guide explains how we calculate them and what they mean.

Net Worth

This is the sum of all your assets. It includes balances of all accounts (banking, credit cards, cash, loans, investment, etc), whether positive or negative. If you were to liquidate all your non-cash assets, this is what you'd have in hand.

Remember that any limits you might have on your credit cards do not count towards your Net Worth as this money is not yours.

Liabilities

This is the sum of what you owe to others. This includes any negative balances of all accounts, including spent credit card limits or negative mortgage balances.

Cash

That's the good, old cash you have. This figure includes all positive balances of any cash-based accounts. So it does include positive balance of accounts such as banking, cash, savings but does not include available credit card limit.

It does not include any money invested in holdings, stocks, etc. However, it does include cash value in your investment accounts.

Today

This is a summary of your money movement with today's date. It includes all types of transactions (expenses, incomes, refunds, adjust balances, trades, as well as profits and losses on your holdings for today, etc.). If it's positive -- you've earned money today! If it's negative, you've lost some money today. If it's zero, it means that your inflow and outflow for the day was equal (or there was no money movement).

One thing to note is that this calculation will also include transfers to other accounts if that other account is not included in Net Worth.

Section 8.4: Automate transaction management with URL Schemas

MoneyWiz now supports URL Schemas to assist you in automatically creating transactions! A URL schema invocation looks like this:

```
moneywiz://expense?
amount=[number_with_dot_decimal_delimeter]&account=[accountNameWit
houtSpaces]&category=[category/subcategory]&save=false
```

All URL schema invocations must start with `moneywiz://` followed by operation type either and then the rest of the attributes.

The supported operations are:

- **expense?** – create an expense

- **income?** – create an income

- **updateholding?** – update price of a holding

The supported attributes for **expense?** and **income?** are:

- **account (required)** – the name of the account without spaces. For example "John CHASE Savings" would be "JohnCHASESavings".
- **amount (required)** – use dot as decimal separator.
- **Currency (optional)** – enter desired currency code, such as USD, GBP, EUR, etc.
- **payee (optional)** – the name of the payee, use %20 as whitespace separator. If the payee doesn't exist, it will be created.
- **category (optional)** – the hierarchy should be described by slashes. Whitespaces escaped by %20. For example: `Dining%20Out/Restaurants`
- **description (optional)** – whitespaces escaped by %20
- **memo (optional)** – whitespaces escaped by %20.
- **tags (optional)** – whitespaces escaped by %20. Multiple tags divided by comma.
- **date (optional)** – format `yyyy-MM-dd HH:mm:ss`

- **save (optional)** – default value is `false`. Set to `true` for MoneyWiz to directly save the transaction. Set to `false` for MoneyWiz to open the transaction entry screen with all the data pre-entered.

The supported attributes for **updateholding?** are:

- **symbol (required)** – the symbol of holding to update

- **price (required)** – the price you wish to set

- **date (optional)** – the date to update the price for in format YYYYMMDD. If you don't supply the date, it'll use current date

- **currency (optional)** – the currency of the account where holding is located. If you don't supply the currency, it'll use your local currency

MoneyWiz will get all holdings from all accounts in the specified currency that match the specified symbol and execute update price action. All accounts in different than the specified currency will be ignored. Upon opening, it will just open the list of accounts.

If holdings do not support manual price update, this action will be ignored.

Using those URL schemas

For example, copy the following URL address to clipboard, open Safari app on your device and "visit" this website:

```
moneywiz://expense?amount=5.99&currency=EUR&category=Other&save=false
```

What you should see is that MoneyWiz opened with new expense window active, amount prefilled with 5.99 and category as "Other". Of course, copying and pasting the address into a web browser is not really fun or helpful. But you can use third-party applications that allow you to execute URL schemes with a click of a button or use Apple's own Shortcuts app.

Section 8.5: Lower your bills with MoneyWiz

If you are in eligible country (at the moment: United States), MoneyWiz will use [BillShark](#) service to detect if you can save some money from your regular bills. The way it works is that we compare the payees and amounts in your Scheduled transactions against a list we receive from BillShark (the list is stored locally on your device so no information is sent

outside during eligibility check). If your bill is eligible for a reduction, you'll see an information card at the top of the Scheduled transactions section.
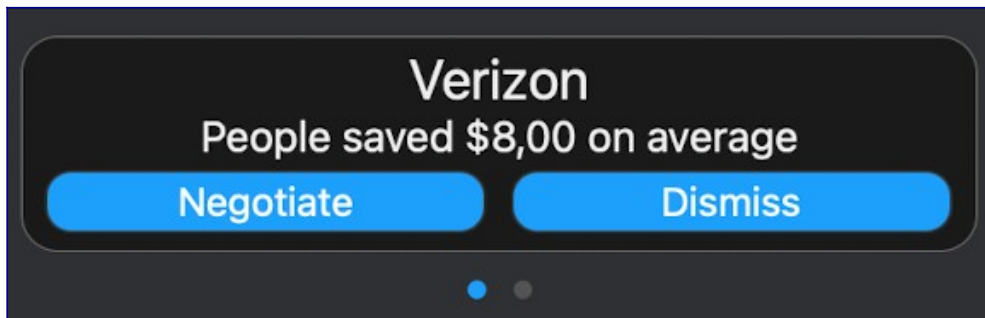
If there are multiple discounts available, you'll be able to swipe through them. If you see no offers, it means that there's no chance to lower your bills at this time.

Upon clicking on Negotiate button, you'll see a new window where you can enter your personal information so BillShark can negotiate a reduction on your bill. Please remember that from that time you should contact BillShark (https://www.billshark.com/support) for any questions regarding the negotiation process as MoneyWiz only checks whether there's a chance for a lower bill.

If you click on Negotiate but then cancel the process, the negotiate offer will disappear. If you did this by mistake, you can duplicate the scheduled transaction in question and it'll appear again (if it passes price reduction check).

Same if you click on Dismiss – the offer will disappear and will not show again, unless you duplicate or re-create the scheduled transaction.

Section 8.6: Work faster using keyboard shortcuts

MoneyWiz supports numerous keyboard shortcuts that allow you to perform certain actions faster using just the keyboard. If you are on an iPad you can hold ⌘ **cmd** for a second to see list of available shortcuts in a given context (so the list is different, depending whether you are in Accounts or Budgets section). macOS does not feature such shortcuts showcase so we are listing all available shortcuts in this article but they are the same for both iPads and Macs.

How to read those shortcuts

Keyboard shortcuts require you to hold at least two different keys on your keyboard simultaneously in order to take effect. Those different keys that you need to press are usually separated using +, for example ⌘ **cmd +** ⇥ **Tab** asks you to press and hold ⌘ **cmd** key on your keyboard and then press ⇥ **Tab** (then release all keys). This particular system-wide (not related to MoneyWiz) shortcut is used to switch between different active windows.

Some shortcuts might require you to press more than two keys, for example ⇧ **Shift +** ⌘ **cmd + A** (MoneyWiz-specific shortcut to switch to Accounts section). In this case, you need to press and hold ⇧ **Shift** key, then press and hold ⌘ **cmd** (while still holding ⇧ **Shift**) and then also press **A** (then release all keys).

Learn more about Mac keys in [this](#) Apple document.

Practicing and remembering keyboard shortcuts can take some time but once you get a hold of it, you'll be able to whiz through different sections of MoneyWiz, amazing people nearby with how much time as well as money you're saving!

General navigation

- ⌘ **cmd + 1** to switch to All transactions section.

- ⌘ **cmd + 2** to switch to Accounts section.

- ⌘ **cmd + 3** to switch to Budgets section.

- ⌘ **cmd + 4** to switch to Scheduled transactions section.

- ⌘ **cmd + 5** to switch to Reports section.

- ⌘ **cmd + ,** (comma) to open Settings.
- ↺ **esc (escape)** to close a window.

Shortcuts available in Accounts section

- ⌘ **cmd + E** to start creating new expense.
- ⌘ **cmd + I** to start creating new income.
- ⌘ **cmd + T** to start creating new transfer.
- ⌘ **cmd + Z** to start creating an exchange transaction (only in forex account).
- ⇧ **Shift +** ^ **ctrl (control) + A** to create new account.
- ⇧ **Shift +** ^ **ctrl (control) + G** to create new account group.
- ↑ **Up arrow** to switch to a transaction located higher on the list.

- ↓ **Down arrow** to switch to a transaction located lower on the list.
- ↵ **Enter/Return** to open selected transaction for editing.
- ⌘ **cmd + F** to start searching transactions.
- ⌘ **cmd + R** to refresh an account (available only in investment/forex or Online Banking accounts).
- ⇧ **Shift + ⌘ cmd + ↑ Up arrow** to switch to an account located higher on the list.
- ⇧ **Shift + ⌘ cmd + ↓ Down arrow** to switch to an account located lower on the list.

Shortcuts available in Budgets section

- ⌘ **cmd + E** to start creating new expense.
- ⌘ **cmd + I** to start creating new income.
- ⇧ **Shift + ^ ctrl (control) + B** to create new budget.
- ⇧ **Shift + ^ ctrl (control) + G** to create new budget group.
- ↑ **Up arrow** to switch to a transaction located higher on the list.
- ↓ **Down arrow** to switch to a transaction located lower on the list.
- ← **Left arrow** to switch to previous budget period.
- → **Right arrow** to switch to next budget period.
- ↵ **Enter/Return** to open selected transaction for editing.
- ⌘ **cmd + F** to start searching transactions.
- ⇧ **Shift + ⌘ cmd + ↑ Up arrow** to switch to a budget located higher on the list.
- ⇧ **Shift + ⌘ cmd + ↓ Down arrow** to switch to a budget located lower on the list.

Shortcuts available in Scheduled transactions section

- ⌘ **cmd + E** to start creating new scheduled expense.
- ⌘ **cmd + I** to start creating new scheduled income.
- ⌘ **cmd + T** to start creating new scheduled transfer.
- ↑ **Up arrow** to scroll the view up.
- ↓ **Down arrow** to scroll the view down.
- ⌘ **cmd + F** to start searching transactions.

Shortcuts available while creating transactions

- ⇥ **Tab** to switch to next empty field.
- ↑ **Up arrow** to move to next list item (for example, when list of categories or payees is visible).

- **↓ Down arrow** to move to previous list item (for example, when list of categories or payees is visible).
- **Space bar** to expand or collapse selected category (to reveal or hide sub-categories).
- **↵ Enter/Return** to use the selected list item (category, description or payee).
- **⌘ cmd + S** to save the transaction.

Other shortcuts

On Mac, while in table view, clicking once on a transaction will select it instead of opening for edit (as on iPad). While a transaction is selected this way, you can perform the following actions:

- **⌘ cmd + Delete** to delete the transaction.

- **⌘ cmd + D** to duplicate the transaction.

Section 8.7: How to display cleared or pending balance?

If you wish to see your account balance with or without pending transactions (called pending and cleared balance respectively), you need to adjust your transaction filters. Please head over to that guide for more information.

Section 8.8: How to display upcoming Scheduled transactions and upcoming bills in the transactions list?

If you would like to see upcoming bills (Scheduled transactions) right in your account, without the need to switch to Scheduled transactions section or generate a forecast report, you need to change your filters. Please see that article for more information.

Section 8.9: How to pick an account icon from your bank?

When you connect an account to Online Banking feature, MoneyWiz will try to detect the correct account icon. In case this fails or you don't like the result, you can set a custom icon.

Begin by proceeding to edit the account and then click on the Icon field. From there you'll be offered the following options:

- **Default** – will use the default icon for that account type.

- **Icon** – pick an icon from the built-in selection of icons.

- **Icon from bank's website** – after clicking this, you'll be able to provide an URL (web address) to your bank website. MoneyWiz will try to extract the icon image from that website.

- **Custom URL** – you'll be allowed to provide a direct address to a JPG or PNG file from where MoneyWiz will download the image.

Section 8.10: How to use MoneyWiz widgets?

Starting from iOS 14 you can add widgets to your iOS Homescreen to quickly glance at important information. MoneyWiz supports various widgets and you can add multiple copies of them on your screen!

You can learn more about how to use iOS widgets in general in this Apple document. When searching for widgets, simply type MoneyWiz and browse from available ones. Some widgets are available in multiple sizes, while others are fixed to one size only. Similarly some widgets are configurable, while others use default settings and are non-configurable.

If you'd like to modify a configurable widget, press and hold on a widget and select "Edit widget".

Section 8.11: How to change a category in multiple Online Banking transactions?
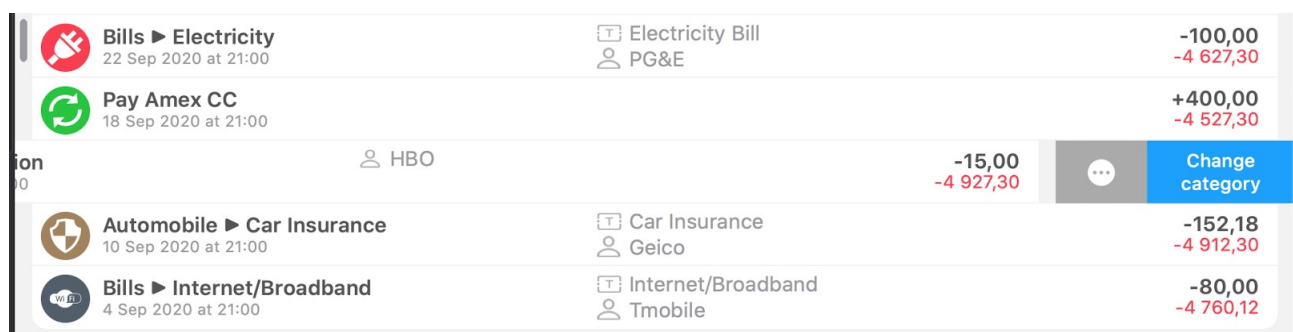
If you try to change a category in an Online Banking transaction (transaction automatically imported into an Online Banking account), MoneyWiz will ask you if you want to change the category for all transactions with this payee with available options:

- **Change all** – this will change the category for all transactions that have the same payee & category pair.
- **Change only this one** – will only change this one transaction, leaving all others unaffected.
- **Cancel** – will make no changes.

It's important to note that MoneyWiz will remember your choice and next time a transaction with that payee will be imported, MoneyWiz will select the category you've chosen.

Section 8.12: How to quickly change transaction categories?

Ensuring that your transactions have correct category assigned is one of the most important actions when using a finance application. That's why we've made it into a special

quick action.

To quickly re-categorize transactions, simply swipe to the left on them and you'll see "Change category" button:

You can either stop swiping at this point and tap the button or continue swiping left (perform a long-swipe) and the "Change category" option will be executed automatically.

This is especially powerful when used in accounts connected to Online Banking as MoneyWiz can change category in multiple transactions for you – learn more here.

Section 8.13: How to make transaction category, payee, description or memo appear on the transactions list?

When you look at the Account register (the list of your transactions), by default you see the amount and transaction description. However, MoneyWiz allows you to freely change what you see using Transaction layout settings. To begin, go to Settings > New Transaction Screen.

The order of fields in that window not only affects their order when you go to create a new transaction but also what's displayed on the transaction list. The first text-based item (not necessarily on the very top of the list, just above all other text-based items) will be the thing you see for each transaction without expanding to see more details. Feel free to experiment with this setting until you find the configuration you like and click here to learn more about transaction layout in general.

Section 8.14: How to assign an alias to a holding?

MoneyWiz supports attaching an alias to a holding. This is useful if for example your Online Banking provider shares the holding under one name, while Yahoo! Finance lists it under another.

To begin, enter your investment account and switch to Holdings tab. Click on the holding you wish to edit and select Options > Set symbol alias. You'll be asked to provide the alias name, allowing you to – for example – distinguish between American **BP** and British **BP.L**.

To later remove an alias, just edit it again and change it to an empty value.

Section 8.15: How to make new transactions arrive as pending or cleared?

You might have noticed that when you're creating new transactions, they appear in your account register as already cleared. If you don't like this, this behavior can be changed. Please note that it only applies to transactions that you are creating manually – it **does not** apply to imported transactions (via Online Banking or manual file import).

To access this setting, you need to [edit the account in question](). You will see an Auto-clear transactions check box. If it's checked, all manually created transactions are cleared automatically. If you deselect this, new transactions will remain pending until you clear them manually.

Remember – this setting only works for transactions created manually – it is not currently possible to change the behavior of imported transactions (via Online Banking or manual import).

Section 8.16: How to quickly switch between multiple MoneyWiz Cloud accounts?

Many customers are using separate sync accounts to separate different sets of data (personal, business, etc). Thanks to quick-switching feature of MoneyWiz, it's now very easy to switch between your syncing accounts.

To use this feature, you need to have access to at least 2 different MoneyWiz Cloud accounts. [Read]() here to learn how to create them (if you are trying to create both on the same device, you'll need to sign out from one after creating it to see "Sign Up" button again).

Adding another SYNCbits account to your database

Let's say that you are already using one sync account on your device (personal) and you wish to add another (business). The steps are as follows:

1. Go to MoneyWiz Settings > MoneyWiz Cloud section on top.
2. Tap on Add another SYNCbits account.

You'll be presented with a MoneyWiz Cloud login form. Now you need to enter credentials for the second account. Simply enter the credentials for the second account and sign in. You'll be immediately signed out from the previous account (the data will be hidden **but**

not deleted) and signed into the second account. If you are managing more sync accounts, simply repeat those steps for all of them.

Now we're going to look at how to switch between two sync accounts.

Switching between MoneyWiz Cloud accounts

If you have added and synced into at least two different sync accounts on a given device, you'll be able to switch between them without the need to enter your credentials again. Here's how to do this

- click on the round avatar in the top-left corner and select the other account,
- go to MoneyWiz Settings by clicking on the gear icon in the menu > MoneyWiz Cloud section at the top > Switch accounts and select the other account.

Section 8.17: How to change the avatar image I see when signed in to MoneyWiz Cloud?

You might have noticed the little icon in the top-left of MoneyWiz interface that looks like a person when you're signed out from MoneyWiz Cloud and like MoneyWiz avatar when signed in.

You can personalize this avatar if you want. To do this, simply sign up for an account at [Gravatar](#) service. You'll need to link the e-mail you use for MoneyWiz Cloud with an image of your choice. MoneyWiz will recognize this change and start showing your avatar in MoneyWiz.

Please note that you don't need to create your Gravatar account with your MoneyWiz Cloud e-mail in order for this to work. Once you have a Gravatar account, you can add other e-mail addresses to your account (e.g. you create an account using [user1@domain1.com](#) but your MoneyWiz Cloud e-mail is actually [mwcloud+user1@domain2.com](#) – you can create your Gravatar account using the first e-mail and add the second e-mail later).

Section 8.18: How to manage monthly credit card repayments?

If you're using a credit card regularly, you need to pay the credit card debt off with your checking account on regular basis. You might be wondering how to reflect this charge in MoneyWiz.

Unfortunately MoneyWiz doesn't support automatic calculation of credit card amount due and automatic repayment of that amount just yet.

What you can do as a workaround is to go to Scheduled section and set up a new Scheduled transfer from your Checking account to your Credit account, leaving the Amount field empty.

When the payment is due, MoneyWiz will ask you to fill out the amount field and process the payment. You will just need to calculate the amount due and fill it in. We realize that this might not be the most comfortable solution but we are already working on making this much easier and more automated.

Section 8.19: 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 9: <u>Troubleshooting</u>

Section 9.1: MoneyWiz is not syncing data correctly among devices. I see different transactions and accounts!

Occasionally there might be a sync glitch, but there's nothing to worry about, they are most of the time very easy to solve. In order to get your devices back in sync, please follow the solutions below, one by one, in order.

Solution A

Start MoneyWiz on one of the devices that contains data that did not sync over and keep it open for at least a minute, without letting the screen go to sleep, closely monitoring the round avatar icon in the top left corner. Please check if there is a green line rotating around the avatar – if yes, does it spin like this all the time or does it spin for a second or two and then stops for around 10-15 seconds?

- If it's rotating all the time, please plug the device into a charger, keep MoneyWiz in the foreground and don't let the device go to sleep. Please keep MoneyWiz running like this for 10 minutes for every year of transactions you have in your database. Once you notice that the green line rotates only periodically, please click on the sync avatar in the top-left corner of the screen and check if "Last synced" date/time is current (if you see that the green line still rotates continuously, please keep MoneyWiz running – it means that it's still syncing your data). **If yes** – please close MoneyWiz on this device, open on a different one and repeat steps from Solution A. **If not**, please proceed to Solution B.

- If it's rotating only periodically (rotates for a second or two and then stops for 10-15 seconds), please proceed to Solution B.

Solution B

If the above did not help, please [try completely reinstalling](#) MoneyWiz on the device with **incorrect** data while performing a [database backup](#) and then forced sync from device with **correct** data. Make sure to check the linked articles and carefully follow the instructions as the steps might not always be obvious.

Solution C

If the above did not help, please identify the device with correct and complete data. If none of the devices contain complete and correct data, please manually get one of the devices to display correct data.

Then please perform de-sync outlined here on the device with correct and complete data. Once that is done, please e-mail us asking to re-create your sync account. Please be sure to point us to this article, confirming that you have already tried the steps above in order and arrived at Solution C.

Section 9.2: Restoring from a database backup

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 our sync service to sync your data or not.

1. *Only if you are using MoneyWiz Cloud / SYNCbits – skip if you don't:* Turn on Airplane mode (or unplug Ethernet cable or disable WiFi) on your device to prevent MoneyWiz from connecting to the Internet.
2. Replace the database file: go to Settings > Database & Export > Replace database and select the file from internal storage.
3. Once MoneyWiz applies the database, completely quit MoneyWiz and start it again.
4. You should now see your restored data. **If you don't use MoneyWiz Cloud / SYNCbits, that's all you need to do. If you do use our syncing service, please read on.**
5. Go to MoneyWiz Settings > MoneyWiz Cloud / SYNCbits section > tap 10 times on your sync 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.
6. De-sync your database as explained in this guide (second section, the part about de-sync).
7. It's now safe to disable Airplane mode/reconnect with the Internet. Write an e-mail to us pointing to this article and confirm that you have completed all 7 steps and wish for your sync account to be deleted.
8. Once we write back that it's done, please go back to the sync section of Settings and select Sign Up, then 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 MoneyWiz Cloud / SYNCbits.

Section 9.3: My bank sync does not work – I cannot connect, refresh or see recent transactions!

Online Banking sync might occasionally break. This might result in your most recent transactions not downloading, some errors showing or duplicate transactions appearing. This article describes what to do in this situation.

I see an error and a Report problem button

In case you see an error and a Report a problem button, please click on it to report the problem. This will put you in contact with the appropriate party that will help you in fixing the problem. This is the most efficient way of fixing those problems.

I see an error but there's no Report problem button

In this case, please:

1. [learn how](#) to obtain the Online Banking debug information for accounts that are displaying the problem,
2. write down the error message text.

Please send both of those to us.

There's no error – my balance is incorrect

In this case, please:

1. [learn how](#) to obtain the Online Banking debug information for accounts that are displaying the problem,
2. review your last week of transaction history – can you see anything that could explain the incorrect balance? Are transactions missing or duplicated? Knowing more about the problem would help us fix it faster for you. If your transactions appear correct and in order – that's also a valuable hint for us.

Please send both of those to us.

Section 9.4: How to access Online Banking debug information?

When looking into Online Banking connectivity, download or balance problems, we need something we call Online Banking debug information. This allows us to securely and privately locate the exact connection you're having problems with without compromising your personal information or banking credentials. This guide explains how to obtain this information.

Important! Please **do not** send us screenshots of the debug information. Check the guide for details.

In order to obtain debug information for your account, please first open the account for edit. You should see some characters and digits below "Disconnect from Online Banking" button. Please **do not** simply send us screenshots of this window as it makes it more difficult for us to help you. Instead please click the "Copy" button visible below it to quickly copy all the information we need. Then please paste it in your reply to us.

Remember – if you're sending us debug information for multiple accounts, please make sure to link description of a problem with the debug information (for example: "This account does not download any transactions at all: [debug info]. This account does download transactions but the final balance is incorrect: [debug info]").

Section 9.5: How to improve 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 Provider

Some 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:

- 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

Transaction Description	Payee in MoneyWiz	Match
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 3 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 9.6: How to fix "You have already used these credentials with this provider" error?

When you connect to your bank in MoneyWiz, the application forwards your authentication request to Salt Edge (one of our Online Banking integration partners) so it can connect to your bank. In case this connection gets somehow broken (you disconnect the account, encounter a network error, etc) and you try to connect again, you might encounter an "You have already used these credentials with this provider" error. Don't worry, it's an easy one to fix.

Solution 1: check if your bank is PSD2-ready (recommended)

PSD2/Open Banking are new laws that force European banks to make it possible for third-parties to extract banking data (with your permission of course) so you can decide how you want to view it. The error we're discussing in this article only happens in non-PSD2 connections so you should check if your bank is already available using the new protocol and if yes – connect to it instead.

Solution 2: delete old connection to make room for new one

In case your bank is not PSD2-ready (e.g. it is based outside of Europe), you should simply delete the old connection and try again. There are two ways of doing this. To check which one applies to you, please search your e-mail inbox (also spam and trash folders) for an e-mail titled "*Salt Edge Dashboard account created*".

- If you cannot find it and you are sure that you never received such message, please contact us via e-mail so we can help you directly.
- If you do recall seeing this e-mail, it means that you have a Salt Edge Dashboard account that you can use to manage your Online Banking connections. Please proceed to the next step to learn how to access and use it to reset your connections.
- If you are not sure whether you have that account or not, please try to perform next steps to reset the password for your Salt Edge Dashboard account. If the password reset e-mail doesn't arrive, it means you don't have that account.

On technical note: Salt Edge Dashboard accounts are automatically created if you try to connect at least one bank which displays "SaltEdgePartner" below the bank name in MoneyWiz list of banks. It is **not** created for connections via "Yodlee" or just "SaltEdge".

Please do not hesitate to contact us via e-mail if you are not sure about any of this. We'll be happy to help!

To begin, sign in to your Salt Edge Dashboard account (your e-mail/login will be the same as your SYNCbits e-mail; if you cannot recall your password, you can reset it here) to see your existing connections:

Section 9.6: How to fix "You have already used these credentials with this provider" error?
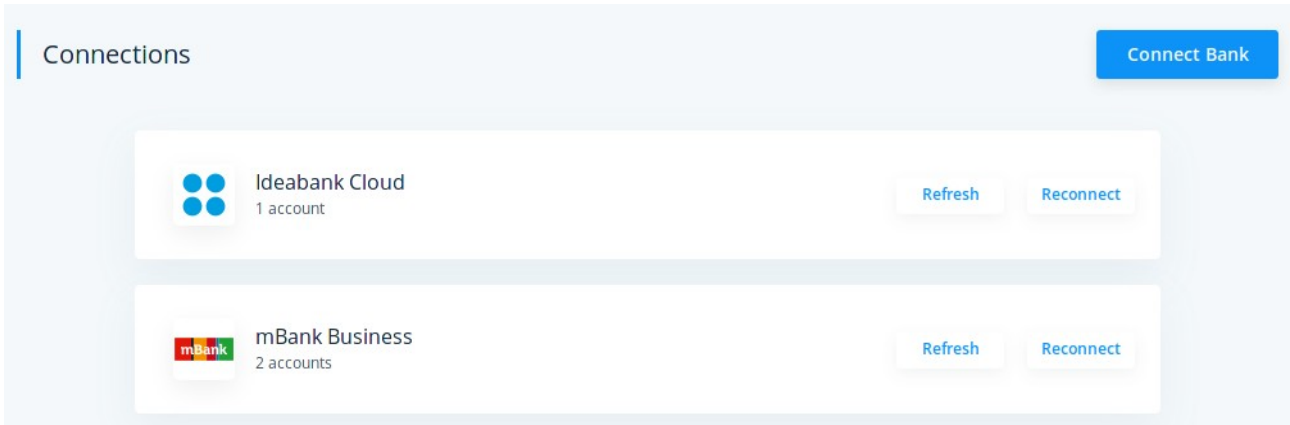
Click on the connection that is causing trouble and then find the "Delete" button:
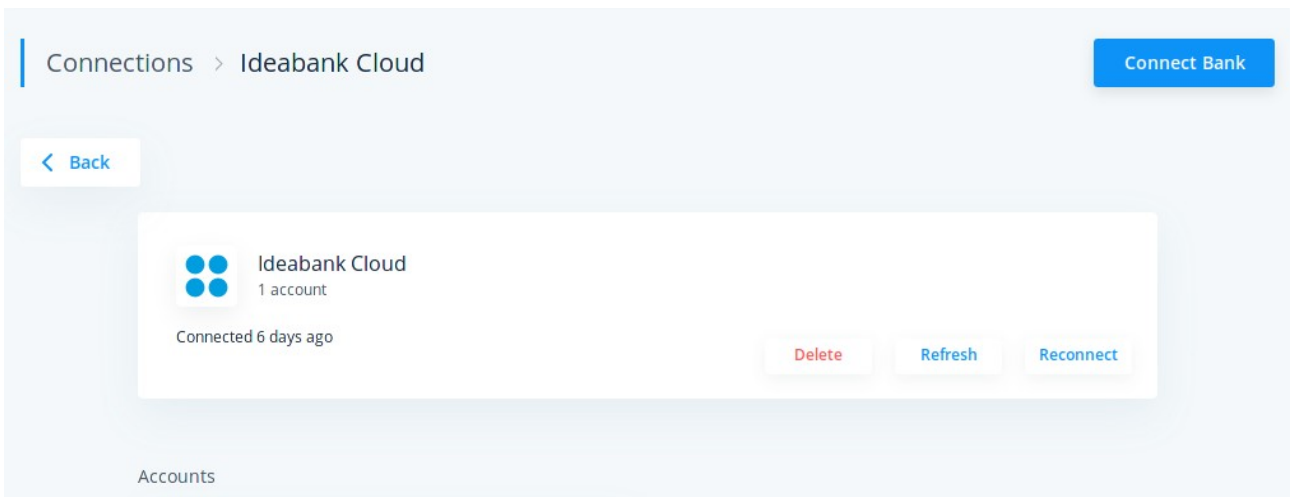
Once the connection is deleted, you can attempt to make a new one by connecting to this bank in MoneyWiz once more.

Section 9.7: How to revert (undo) a change made to my data?

What to do if you have deleted an account and that caused problems or made some other change that you'd like to revert?

It is not currently possible to revert a change to your data. MoneyWiz does not have an "undo" feature and your SYNCbits account holds just one instance of your data – the

current one. We cannot revert to an earlier version. But that doesn't mean you're out of options. Read on to learn what you can do.

Step 1 – quit MoneyWiz on all devices

When we read customer messages describing some incidents, we sometimes read that users "launch the app on other devices to check if the changes have populated there as well". **Don't do this!** If everything works as it should, those changes *will* get populated on other devices – if we can prevent this from happening, we have a database file we can use to restore your data! By launching the application on other devices, you take away this solution from yourself.

Another reason for this is that MoneyWiz for Desktop features automatic backup of your database – it has to be enabled first but even if enabled, it keeps just a certain number of previous backup files. If you keep launching and quitting MoneyWiz on your device, you are overwriting the previous backup files with the current backup – which is of no use due to the incident.

To sum up: if something happened, please **quit** the application on all devices **and do not launch it** for now. If possible, get one or more devices offline so that background sync does not work either.

Step 2 – check for backups

Think if you have any backup solutions enabled (some say that there are two types of people: those who backup and those who will backup). If you remember enabling Time Machine (Mac) or iCloud (iOS) backups, please try to secure them or at least identify them.

Step 3 – contact us

Please write to hello@wiz.money calmly describing the situation:

- what happened and on which device,
- are you using MoneyWiz on other devices?
    - if yes – did you manage to quit the application on them in time?
- do you have any other backups of your data, such as Time Machine on Mac?

We'll do our best to assist you in restoring your previous copy of data.

Section 9.8: How to quickly export a database or replace it with another copy?

If you'd like to export your current database snapshot, please go to MoneyWiz Settings > Database & Export > Export database. On iOS, you'll be asked to select where to "export" the file: you can send it via e-mail, upload it to cloud using iCloud, Dropbox, etc. You can also save it to Apple Files.app. On Mac, you'll be asked where to save the file. The database is in form of a ZIP file.

If you already have a backup made earlier and wish to restore using it, please go to MoneyWiz Settings > Database & Export > Replace database, select file. You'll be asked to point to the ZIP file. Please note that if you're using MoneyWiz Cloud, the restore involves more steps so **before proceeding**, please see this guide.

Section 9.9: (iPhone/iPad) How to access MoneyWiz database file?

Please see this guide for more information.

Section 9.10: (Mac) How to access MoneyWiz database file?

MoneyWiz for Mac database is stored separately from the application file (usually located in Applications folder). In this article we'll explain where it is located and how to access it.

Accessing the database file if you can launch MoneyWiz

Use this method if MoneyWiz for Mac starts fine or if there is no risk of overwriting/corrupting the local data.

Please see this guide for more information.

Accessing the database file if you can't launch MoneyWiz or need to access the database files directly

Database location

The database is located at the following path:

`~/Library/Containers/com.moneywiz.personalfinance/Data/Documents/.AppData`

Please note that the database folder is hidden and you will not find it via regular search – please read on to learn how to easily access the database folder.

To begin, please launch Terminal.app on your Mac. The easiest way to launch it is via Spotlight – please see this Apple article to learn how to use it. You should search for Terminal and press Enter on your keyboard start this application.
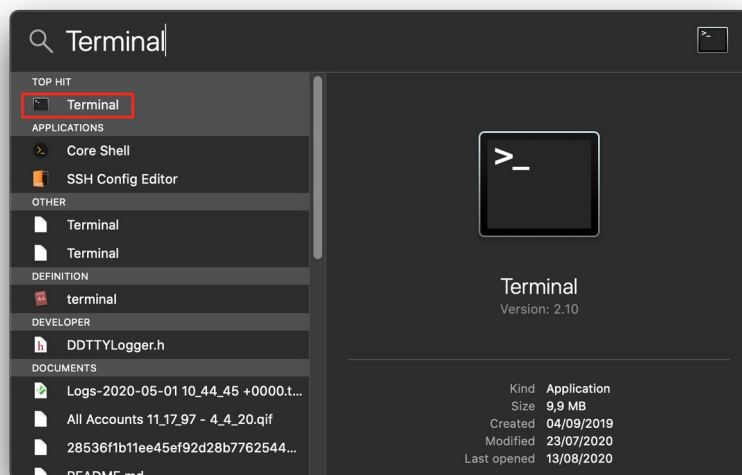
Terminal is an Apple application that allows you to execute operations on your computer by typing commands. What you'll now need to do is copy the commands below (depending on what you want to do) and press Enter to execute the command.

Please read

Executing commands below is safe but you need to execute them exactly as they are listed. For this reason **please use caution and make sure to select the entire command: from left to right.**

Please make sure **MoneyWiz for Mac is not running** before executing the below.

Copy the database folder to Desktop

Use this if you need to make a backup of your database file. This command does not make any changes to your database file.

```
cp -r ~/Library/Containers/com.moneywiz.personalfinance/Data/Documents/.AppData ~/Desktop/MW_AppData
```

Your database files will be placed in the "MW_AppData" folder placed on your Desktop.

Explanation: "cp" is a shorthand for "copy" so this command copies the files from the first path to the second. "-r" is a "recursive" flag, meaning that this command will also copy all folders inside the location from the first path instead of skipping them (which is the default behavior).

Archive the database file to a ZIP file

Use this if you need to send the database to someone (e.g. to us for investigation) or make a backup. This command does not make any changes to your database file.

```
cd ~/Library/Containers/com.moneywiz.personalfinance/Data/Documents/.AppData && zip ~/Desktop/MW_AppData.zip *
```

Your database files will be placed in the "MW_AppData" ZIP archive placed on your Desktop.

Explanation: "cd" is a shorthand for "change directory" so this command first switches the active directory to MoneyWiz database folder. The "&&" characters tell Terminal to execute the second part later. "zip" is a command to create ZIP archive files and so it'll create a ZIP archive in the first location containing all files (the * sign) from active directory (that's why we changed active directory earlier).

Delete the database folder

Use this if you need to erase the local database file (or perform "clean sync"). This command does not make any changes to your database file – you'll be asked to perform them manually.

```
open ~/Library/Containers/com.moneywiz.personalfinance/Data/Documents/.AppData
```

Explanation: this command tells Terminal to open the specified location in Finder (the application that you use to browse files on your Mac).

After executing this command, you'll see a folder open with some files and folders. Please select everything you see in this folder and place it in Trash.

Section 9.11: How to completely remove or reinstall MoneyWiz on a device? (i.e. do a clean sync)

Completely reinstalling or removing MoneyWiz on a device allows you to remove the local database file which is useful if you need to pull the "fresh" set of data from MoneyWiz Cloud/SYNCbits (which is why we sometimes call it "clean sync") or just completely remove MoneyWiz from a device. Please note that sometimes just removing MoneyWiz from your device is not sufficient – please read on to learn the details.

iOS (iPhone, iPad, iPod)

Due to iOS design, removing an application from your device also deletes all associated data. For this reason, it's sufficient to just remove the application and the iOS system will do the rest – if you install MoneyWiz again, it'll be completely cleared.

That's it! When you start MoneyWiz again it'll have no data so you can sign in to your SYNCbits account again – unless you wanted to erase SYNCbits data and start over – in which case you obviously don't need to sign back in.

macOS (MacBook, iMac)

Removing the application file from Applications folder will not remove the database file. But it's sufficient to remove the database file, leaving the application file intact. Please see this article for – information on how to access the Mac – database folder.

Once you find it, please find this folder and place it to Trash – unless you wish to make a backup of your data. In that case just move this file somewhere else.

That's it! When you start MoneyWiz again it'll have no data so you can sign in to your SYNCbits account again – unless you wanted to erase SYNCbits data and start over – in which case you obviously don't need to sign back in.

If you do need to remove MoneyWiz for Mac for some reason, please go to Finder > Applications > find MoneyWiz.app and drag it to Trash. However, it is not necessary in majority of cases.

Section 9.12: How do I extract a macOS Time Machine backup?

Extracting an earlier database file from your Time Machine backup could prove to be a real time-saver when it comes to fixing damaged data.

This Apple document contains great information about how to use Time Machine on your Mac. Reading this article should allow you to restore the file you want – the only remaining thing to discuss is *what* file you need to restore and *how* to access it.

This question is answered in this article were we reveal where MoneyWiz database files are located and what they consist of. Simply follow this article to open MoneyWiz database folder and then come back to Apple's document to learn how to restore a previous version of that folder from Time Machine.

You will also find the following guide helpful:

- Restoring from a database backup

Section 9.13: How do I use Apple iCloud/iTunes iOS backup?

Apple iCloud/iTunes iOS backup automatically backs up your iOS data, including application-specific information (which includes MoneyWiz database). This might come in handy if you need to restore an earlier state of your database file.

This Apple document explains how to enable and use iCloud/iTunes backup. If you are **not** using MoneyWiz Cloud by SYNCbits to sync your data, restoring to an earlier backup is all you need to do.

If you **are** using SYNCbits to sync your data, there are few extra steps:

1. Restore your device from an iCloud/iTunes backup. Do **not** launch MoneyWiz yet!

2. Turn on Airplane mode on your device to disconnect from Internet.

3. Launch MoneyWiz and verify that correct data got restored.

4. De-sync your database as explained in this guide (second section, the part about de-sync).

5. It's now safe to disable Airplane mode.

6. Please write to us via e-mail, pointing to this article, confirming that you have completed steps 1-6 and request your sync account to be deleted.

7. Once we confirm your account deletion, please go to sync section of the app again and then select Sign Up and fill out the form.

8. Once the account is created, if you are using MoneyWiz on other devices, it is critically important to [completely reinstall MoneyWiz on them](#) first before you sign back into them.

Section 9.14:   How to obtain debug logs?

Thanks to debug log files, we can resolve many issues faster because we can see what MoneyWiz is doing under the hood while you perform an action that you are having problems with. This article instructs you how to enable, disable and send the log files to us.

Please note that log files are **not running by default** and while they can contain the information about individual transactions that are synced (e.g. if they are running during an Online Banking sync session), they **do not include any sensitive information** like real logins, usernames or passwords.

Enabling log files

1. Please pick the device where the problem occurs and go to MoneyWiz Settings by clicking on the gear icon in the menu.
2. Find "About & Help" section and navigate there.
3. Quickly click 10 times on "MoneyWiz" under the application logo until a question appears whether to enable log files. Select to enable.

Logging is now enabled and will continue even if you quit and start MoneyWiz again. Now please perform the action that is causing trouble.

It'll be really helpful if you can make note of the date and time when the error/problem occurs – log files can grow really big, especially if logging is enabled for a long time, so it'll help us locate the important place in the log faster if we know what time to look for (more or less).

After you've reproduced the problem, please send the log files to us!

Sharing log files

1. Please pick the device where the problem occurs and go to MoneyWiz Settings by clicking on the gear icon in the menu.
2. Find "About & Help" section and navigate there.
3. Click on "Send logs over email" button below the MoneyWiz application logo.

This will launch new e-mail window with log files ready to send. Please e-mail it to hello@wiz.money from the e-mail address you've contacted us previously so we can link the two messages.

After logs are sent, please **remember to disable them!**

Disabling log files

Disabling log files is important because otherwise they can grow over time and take up your free space. To disable them:

1. Please pick the device where the problem occurs and go to MoneyWiz Settings by clicking on the gear icon in the menu.
2. Find "About & Help" section and navigate there.
3. Click on "Disable logs" button below the MoneyWiz application logo.

Section 9.15: Why I can't create a loan account?

You might find sometimes that MoneyWiz is preventing you from creating a loan account by flashing the Payment plan button – despite having filled out all the necessary information. In this guide, we explore the reason for this and offer a solution.

It happens because you've selected the same category for both interest and principal. MoneyWiz does not allow this because the loan formula we've applied to make the loan account mechanism provide meaningful information requires this. In order to use the loan account in MoneyWiz, you have to select different categories for interest and principal – this way you'll know how much you're contributing towards paying off your loan and how much your bank is earning on each payment.

Section 9.16:   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 nth 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 by default it only displays transactions from **current** budget period. Read [here](#) to learn how to navigate the budget period timeline.
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.

If the above does not help, try the following:

1. Try changing the budget filters a little to see if your transaction appears. It's done exactly the same way as when changing [account filters](#).
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.

Chapter 10: How to import a CSV, QIF, OFX, QFX or MT940 file from bank or other application?

Note: you can read detailed guides about importing from various applications in our online help here.

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 begin importing a file, you need to "feed" it into the application. To do this either:

- simply drag the file and drop it onto the MoneyWiz application window or its icon. Once the file is loaded, you'll be presented with an Import Wizard that will guide you through the import process or
- copy the contents of the file you wish to import and go to MoneyWiz Settings (by clicking on the gear icon in the menu) and then Import from clipboard. MoneyWiz will read the clipboard contents and try to import the file.

Section 10.1: 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.

Section 10.2: 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.

Section 10.3: 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.

During this stage simply link the accounts on the left with respective accounts on the right. If you haven't created your accounts prior to import, you can tell MoneyWiz to create them now for you.

After this step, MoneyWiz will offer you to pick from two import modes:

- **Quick import** – quickly import your file, selecting default values for all remaining stages. For example, if no match was found for your payee, MoneyWiz will create new payee.

- **Advanced import** – manually proceed through each stage and review default settings.

Section 10.4: 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.

Section 10.5:   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 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.

Section 10.6:   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 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.