

Budget Workbook Help

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Discover

[Set up categories, record transactions, and set preferences.](#)

Solving Problems

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Saving Data

The Budget Workbook data file is saved each time you enter or change anything.

You will be prompted to enter a place to save the Budget Workbook Data file the first time you use the Budget Workbook. We suggest that you use the default and save the file in your "My Documents" folder,

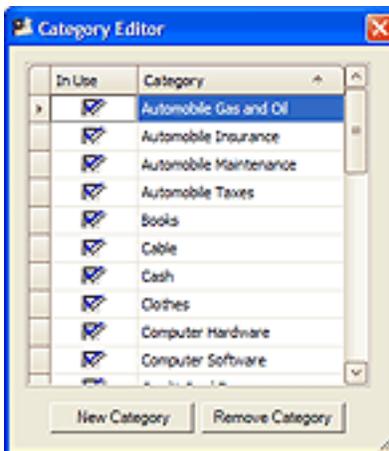
Categories

Categories are used to group similar expenses such as: "Groceries", "Phone", or "Entertainment". The Budget Workbook contains an extensive built-in list of categories.

You can also create your own categories. The easiest way to create a new category is when [entering a transaction](#). In the category field, type in any category you want to use. If that category does not exist yet, it will be created.

How To: Edit, add, or delete categories

1. Click the **Edit** button at the top right of the main window. The category editor window will be displayed.
 - To add a new category click the **New Category** button. A small window will open allowing you to enter the name of the new category. Enter the name of the category and click **OK**.
 - To change the name of an existing category, double-click the category name in the list then type the new name.
 - To remove a category, select it in the list then click the **Remove Category** button.
2. When finished working with categories, you can close the category editor window.



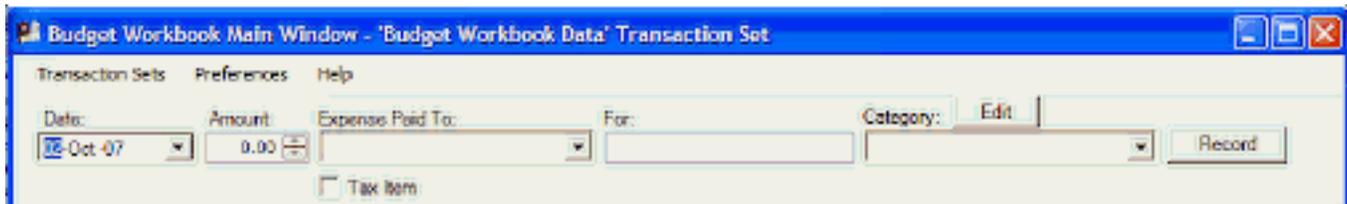
Note: You can **not** remove a category that is currently being used by a transaction, as indicated by the check mark in the **In Use** column.

The initial set of built-in categories will be re-created if you clear your data file. See the [Preferences](#) topic for more information.

Transactions

Transaction Entry

The top section of the main window is used to enter your transactions. It has six fields for you to enter basic information about any expense you have.



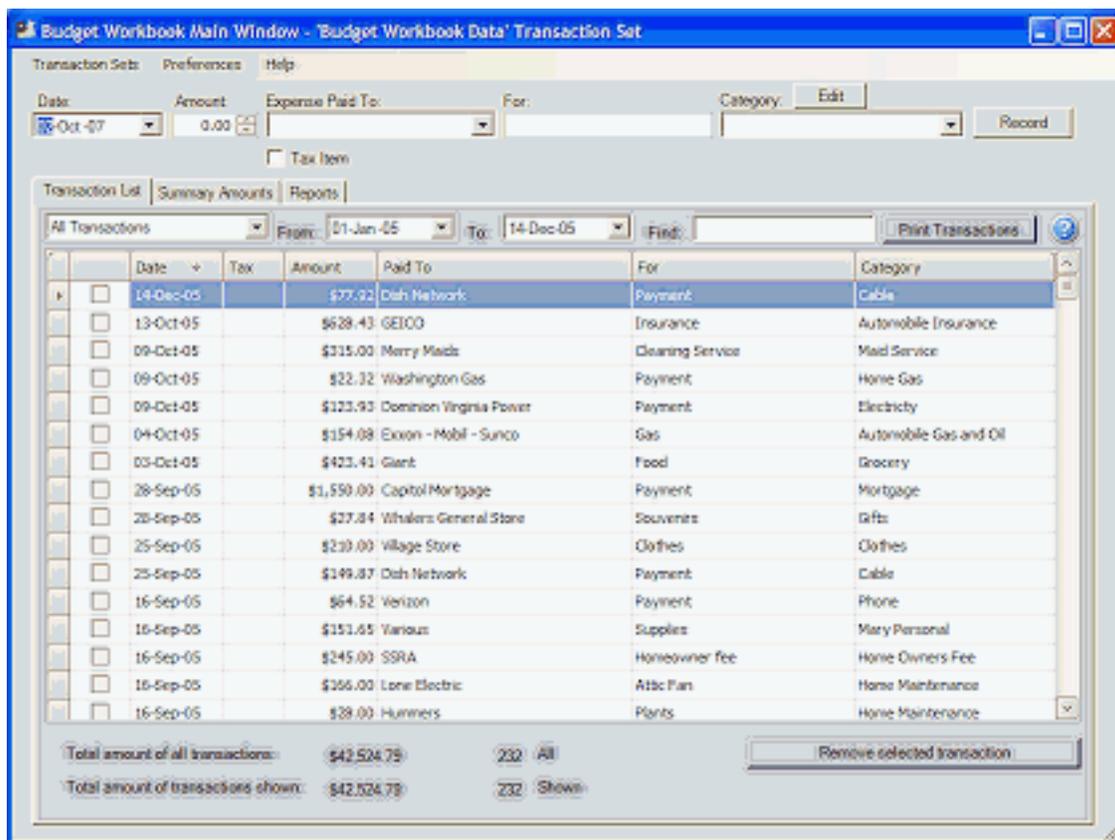
How To: Enter your expense information

1. Set the date of the transaction.
2. Enter the amount of the transaction. (Required)
3. Enter who you paid the expense to. (Required)
4. Enter what the expense was for. (Optional)
5. Enter the type of expense. (Required)
6. Check the box if the item is tax deductible. (Optional)
7. Click the **Record** button to enter your expense information and create your transaction. (Required)

Note: The **Expense Paid To** and **Category** fields have popup menus. The workbook places the most recent 10 transactions in the popup menu. See the [Preferences](#) topic for information on how to change the number of recent transactions placed in the menu. Both fields use auto-complete so typing a few letters will aid repetitive entries. The **Categories** field contains a list of predefined categories that you can use. You can also enter any category you choose directly in the field; it will be added to the list making repetitive entries simple.

Displaying Transactions

The bottom section of the main window displays your transactions.



You can sort any field by clicking in it's column header.

Use the popup menu to select predefined date ranges or enter any date in the **From** and **To** fields to display transactions within that date range.

You can search for any transaction by entering a few letters that are in the transactions **Paid To** field into the search box at the top right.

Use the **Print Transaction** button to start your browser with a copy of the currently displayed transactions. You can then use your browsers print function to print your transactions.

Note: There is a checkbox on the left side of the table. This checkbox can be used to mark transactions for your own reasons. For example, if the money is going to be reimbursed by your employer, or a friend is going to pay you back.

At the bottom total information about your transactions is displayed.

See also the [Summary](#) topic for displaying transactions from the **Summary Amounts** tab.

Editing Transactions

You can change any field in a transaction. To do so, just double click the field you want to change in the transaction table and enter the change.

You can remove any transaction. To do so, just select the transaction in the table by clicking it once and then click the **Remove** button. You will receive a warning asking if you really want to delete the transaction.

Transaction Sets

Every [transaction](#) is part of one and only one transaction set. Initially, there is an implicit transaction set that all transactions belong to. Transaction sets allows you to have a completely different group of transactions for different needs. For example, you could have one set for home expenses and another for work expenses.

To create additional transaction sets use **Transaction Sets > Add New...**

When you click the Add New menu selection you will see a small window. Enter the name for the transaction set. Once you create new transaction sets they will appear in the menu. Selecting a transaction set in the menu will make the transactions sets entries visible.

Note: Currently the only way to move a transaction from one set to another is to first delete the transaction, and then reenter it in the other transaction set.

Reports

The bottom section of the main window is used to display report information. To view report information click the **Reports** tab. There are three types of report; click the tab to view each report.

For each report you can set the date range of the transactions used in the report. Select a predefined date range from the popup menu or enter any date in the **From** and **To** fields. The total number of transactions and the number used are displayed. To print any report, click the **Print Report** button.

Averages Report

Category	Spending Pattern	# of Trans	Total	Weekly	Bi-Weekly	Monthly
Automobile Gas and Oil	Monthly	9	\$1,074.63	\$21.08	\$42.35	\$91.34
Automobile Insurance	Semi-Annually	2	\$1,726.99	\$25.74	\$51.48	\$111.54
Automobile Maintenance	Quarterly	3	\$1,154.07	\$24.21	\$48.42	\$104.92
Automobile Taxes	Weekly	2	\$278.95	\$5.81	\$11.62	\$25.38
Books	Monthly	9	\$390.79	\$8.20	\$16.40	\$35.53
Cable	Monthly	9	\$86.99	\$18.61	\$37.22	\$80.64
Cash	Monthly	7	\$2,670.19	\$56.02	\$112.03	\$242.74
Clothes	Bi-Weekly	16	\$1,419.81	\$29.58	\$59.36	\$128.38
Computer Hardware	Monthly	3	\$190.95	\$4.01	\$8.01	\$17.36
Computer Software	Bi-Monthly	3	\$99.94	\$2.10	\$4.20	\$9.09
Credit Card Fees	Quarterly	2	\$120.00	\$2.52	\$5.04	\$10.91
DVD's	Annually	1	\$28.01	\$0.59	\$1.18	\$2.55
Electricity	Monthly	10	\$951.28	\$19.96	\$39.91	\$86.48
Gifts	Bi-Weekly	13	\$1,609.32	\$33.53	\$67.05	\$145.28
Grocery	Bi-Weekly	20	\$3,832.83	\$79.85	\$159.70	\$346.02
Home	Monthly	2	\$60.53	\$1.27	\$2.54	\$5.50
Home Appliance	Annually	1	\$1,800.00	\$37.76	\$75.53	\$163.64

The "Averages" report shows how often you are spending money in each category and the average amount spent weekly, bi-weekly, and monthly.

Plan Vs. Actual Report

Budget Workbook Main Window - 'Budget Workbook Data' Transaction Set

Transaction Sets Preferences Help

Date: 02-Oct-07 Amount: 0.00 Expense Paid To: For: Category: Edit Record

Tax Item

Transaction List Summary Amounts Reports

All Transactions From: 01-Jan-05 To: 14-Dec-05 Total: 232 Used: 232 Print Report

Averages Report Plan vs. Actual Report Percentages Report

Category	Frequency	Planned	Average	Difference
Autonobile Gas and Oil	Bi-Weekly	\$0.00	\$0.00	\$0.00
Autonobile Insurance	Monthly	\$0.00	\$111.54	(\$111.54)
Autonobile Maintenance	Weekly	\$0.00	\$24.21	(\$24.21)
Autonobile Taxes	Weekly	\$0.00	\$5.81	(\$5.81)
Books	Weekly	\$0.00	\$8.20	(\$8.20)
Cable	Weekly	\$0.00	\$18.61	(\$18.61)
Cash	Weekly	\$0.00	\$56.02	(\$56.02)
Clothes	Weekly	\$0.00	\$29.58	(\$29.58)
Computer Hardware	Weekly	\$0.00	\$4.01	(\$4.01)
Computer Software	Weekly	\$0.00	\$2.10	(\$2.10)
Credit Card Fees	Weekly	\$0.00	\$2.52	(\$2.52)
DVD's	Weekly	\$0.00	\$0.59	(\$0.59)
Electricity	Weekly	\$0.00	\$19.96	(\$19.96)
Gifts	Weekly	\$0.00	\$33.53	(\$33.53)
Grocery	Weekly	\$0.00	\$79.85	(\$79.85)
Home	Weekly	\$0.00	\$1.27	(\$1.27)
Home Appliance	Weekly	\$0.00	\$37.76	(\$37.76)

The "Plan Vs. Actual" report shows how well you are doing in keeping within your spending guidelines. For each category you can set how much you plan to spend for any period. Use the popup menu to set the **Expense Frequency** and then enter an amount in the **Planned** column for how much you want to spend for that period. The **Averages** column shows you the average spent during that period, and the **Difference** column shows how much your spending was over (negative) or under (positive) your planned goal.

Percentages Report

Budget Workbook Main Window - 'Budget Workbook Data' Transaction Set

Transaction Sets: Preferences Help

Date: 02-Oct-07 Amount: 0.00 Expense Paid To: For: Category: Edit Record

Tax Item

Transaction List Summary Amounts Reports

All Transactions Filter: 01-Jan-05 To: 14-Dec-05 Total: 232 Used: 232 Print Report

Averages Report Plan vs. Actual Report Percentages Report

Category	Total spent in this category	Percentage of total spent in all categories
Automobile Gas and Oil	\$1,004.69	2.30%
Automobile Insurance	\$1,226.99	2.89%
Automobile Maintenance	\$1,154.07	2.71%
Automobile Taxes	\$278.95	0.66%
Books	\$290.79	0.62%
Cable	\$886.99	2.09%
Cash	\$2,670.39	6.28%
Clothes	\$1,419.81	3.34%
Computer Hardware	\$290.95	0.65%
Computer Software	\$99.94	0.24%
Credit Card Fees	\$100.00	0.23%
DVD's	\$28.01	0.07%
Electricity	\$951.28	2.24%
Gifts	\$1,609.32	3.78%
Grocery	\$3,832.83	9.01%
Home	\$60.53	0.14%
Home Appliances	\$1,800.00	4.23%
House Renovation	\$10.49	0.01%

The "Percentages" report shows the total amount spent in that category and the percentage of the total amount spent across all categories.

Transaction Summary Information

The bottom section of the main window is used to display information about your transactions. To view summary information click the **Summary Amounts** tab.

Category	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Automobile Gas	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Automobile Ins...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Automobile M...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Automobile T...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Books	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Clothes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Computer Ha...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Computer So...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Card P...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DVDs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Electricity	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gifts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grocery	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Home	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Home Appliance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Home Decora...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Home Gas	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

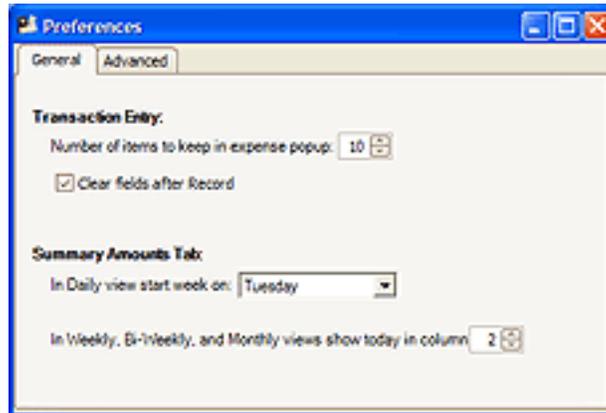
Use the popup menu to select the format to be used.

Use the buttons on the top right to navigate forward and backward to display the amounts spent in that time period.

Preferences

To set your preferences use **Edit > Preferences...**

General tab



Transaction Entry

You can change the number of recent **Expense Paid To** items kept in the popup menu on the main window; the default is 10.

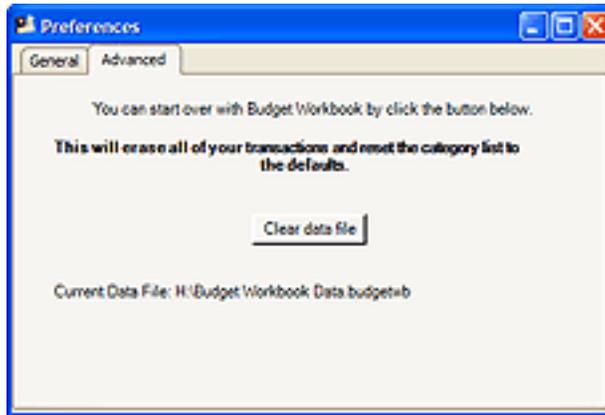
Check the **Clear fields after Record** box if you want the transaction entry fields cleared when you click the **Record** button on the main window. If this box is not checked the information will remain so you can easily add more items with similar information.

Summary Amounts Tab

The **Summary Amounts** tab daily view defaults to starting on Sunday, but you can set any starting day you want from the popup menu.

You can also set which column of the **Summary Amounts** tab other views includes today's date. This option does not apply to the **Daily** setting of the **Summary Amounts** report.

Advanced tab

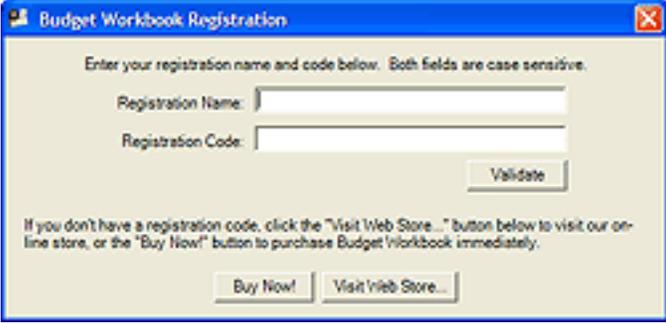


If you would like to start over with Budget Workbook, click the **Clear data file** button. This will erase all of your transactions and reset the category list to the defaults.

Registration

You can use Budget Workbook for up to 40 launches on 20 different days before you must purchase a registration code. Budget Workbook will occasionally remind you of this fact upon application start up.

You can register Budget Workbook by using **Help > Enter Registration Code....**



The image shows a screenshot of a Windows-style dialog box titled "Budget Workbook Registration". The dialog box has a blue title bar with a close button (X) in the top right corner. The main content area is light gray and contains the following text and controls:

- Instructional text: "Enter your registration name and code below. Both fields are case sensitive."
- Input field: "Registration Name:" followed by a text input box.
- Input field: "Registration Code:" followed by a text input box.
- Button: "Validate" located to the right of the Registration Code input box.
- Instructional text: "If you don't have a registration code, click the 'Visit Web Store...' button below to visit our on-line store, or the 'Buy Now!' button to purchase Budget Workbook immediately."
- Buttons: "Buy Now!" and "Visit Web Store..." located at the bottom of the dialog box.

If you have not yet purchased Budget Workbook, you can click either the **Buy Now!** button or the **Visit Web Store...** button. You must have an internet connection for either of these buttons to work. The **Buy Now!** button leads you through the purchase without leaving the Budget Workbook application; your registration name and code will automatically be recorded and you will receive an email confirmation. The **Visit Web Store...** button allows you to browse the Snowmint Creative Solutions online store and purchase Budget Workbook from there; you will need to enter your name and code from the confirmation email into Budget Workbook as described below.

In the fields provided, enter the name and code you received when you purchased the Budget Workbook application. They must be entered exactly as shown on your registration; both the name and code are case sensitive. We suggest that you do a copy and paste from your sale confirmation email. Once the information has been entered, click the **Validate** button.

Solving Problems

Click a topic below.

[I can't save my file.](#)

[Where is my data saved?](#)

[How do I register the Budget Workbook?](#)

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