FAQ's

Q. What are the 'Tmp' accounts for?
A. These accounts (which can be renamed for your own purposes) are used to establish temporary financial goals. For instance, you may have a one-time home improvement project, wish to buy a new/used car, a new hobby that requires some expenditure (Golf, Tennis, etc.), or smaller goals like new clothing, etc. You can rename the Tmp fund to match the goal, assign a monthly contribution to it, and track the accumulation of funds to pay for the goal.

Q. What is the purpose of "Undistributed Funds"?
A. It is a temporary holding place for those occasions where you make a deposit to your account that is not regular, monthly income. Perhaps someone repaid you a loan, or you received unexpected income, or even bank interest. Or, perhaps your monthly income is a bit greater than the sum of your budget allocations. From the 'Undistributed Funds' account, use "Transfer Funds" to move the money into your other budget accounts.

Q. How do I use 'Autopay'?
A. When you pay a bill "automatically" by having the bill regularly (monthly only for now) debited to your bank account, or perhaps charged to a credit card, you can use the "Manage Autopay" feature. When clicking on the menu item, you are presented with a dialog box wherein you can select the account for which you are being auto-billed, the means of payment (Bank Draft, Charge Card, Debit Card), and the day on which the billing occurs. The information is displayed visually on your budget. When that day arrives a pop-up appears reminding you of the autobilling. You can specify the payee and If click the 'Pay It' box, whereby the charges are automatically deducted and recorded for you. If you don't want to pay the item, you simply click on 'Close'. The "Cards" menu item also allows you to delete an autopay. You could use that feature to change an existing autopay item, for exampe, by deleting it and then re-assigning it with the changes.

Q. What happens if I make a mistake when paying for an item?
A. There are several scenarios:
- If you mistakenly charged an item to a credit card, you can 'Reverse' that charge from the top menu ("Expenses->Reverse Credit Charge"). You can then proceed with the correct payment. The same is true for a Check or Draft.
- If you used "Charge/Pay Expense", paying with a Credit Card and meant to assign to "Check/Draft" (or vice versa), proceed to the "Expenses->View/Edit Expenses" submenu. This will take you to a page with charges and expenses listed. From there, you can swap a charge between cards or to Check/Draft, edit actual amounts in either charges or expenses, etc. Use the menu at the top of that page.

Q. What happens when I get a new credit card, or obsolete one I have been using?
A. You can use the "Delete or Add Cards" submenu item in "Cards" to add/delete cards. When deleting, no past charges are affected, but the card will no longer appear in the list of card choices when paying expenses. Also, note that any Autopay using that card will have to be revised by you – it is not an automatic process (yet).

FAQ's

Q. <u>What do I do if my regular monthly income check arrives before the 1st of the month?</u>
A. When this happens, you simply check the box in the "Income->Monthly" that says "Defer automatic distribution until ...". Then when you click the 'Distribute' button, a 'Deferred Income' account is temporarily added to your list of accounts. When the first of the month arrives and you go to the site, the Deferred Income you registered will automatically be distributed across your accounts as if you had just entered it as Monthly Income. The 'Deferred Income' account will then be automatically deleted. This way your checkbook balance is always up to date.