MoneyGo Help Contents

Scope

The scope of MoneyGo is to provide a simple means of keeping track of your bills. You will have instant access to the names of your creditors, your account numbers with those creditors, and the amount you currently owe them. You can Add New Accounts any time you wish and as many as you need.

Sometimes the name of your creditors change and sometimes you account numbers, too. Therefore you have an option to Edit Entries. There are also times (hopefully lots of times) when you pay off an account completely and close it. To that end, there is a Delete Entry option.

MoneyGo also provides a means of Adding and Subtracting to your balances.

Working with the Interface

To select a creditors name, first make sure a file is open, then click on the down-arrow on the right side of the box just under the label: CREDITORS:. Click once on the name you want to access.

There are several "text-boxes" throughout the application, they are for receiving input from you, the user. Click inside the box and begin typing. If there is already some text in the box, you may double-click on the text to highlight the entire word. When the whole word is highlighted, any typing will replace the highlighted text.

Pressing the TAB key will cycle you through the available controls.

After entering text in the text-boxes for adding and subtracting to and from the balance, press the enter/return key to perform the calculations.

When working in the Open/New/Save As file dialog box:

To change the drive, click on the down-arrow on the right side of the box under the DRIVE: label

To select a different directory, double-click on the directory's folder

To select a file, click once on the filename and click on the OK button or double-click on the file in the file list box.

Working with the Data files

You never have to save a file unless you want to save the open file under a different name. It is done automatically.

Different people can have their own files.

To create a **new file**, choose NEW from the FILE menu and type the 8 character filename you want to call the file. Leave the extension ".DAT". Click on the OK button when you are finished. The best place for the data files is in the same directory as the MoneyGo program files; this is the default location, so interaction with the other file controls on the dialog box is not necessary. But if you wish to put your data file somewhere else, see Working with the Interface to learn how.

To **open an existing file**, choose OPEN from the FILE menu or click on the OPEN FILE button and double-click on the file you wish to open or click once on the filename and click on the OK button.

To **save a file under another name**, choose SAVE AS from the FILE menu and type the desired name in the FILENAME text-box, remembering to leave the extension as .DAT.

If you named a data file with an extension other than .DAT, the file will not show up in the file list box. To open that file, either type it in directly from the keyboard or go to File Manager, go to the directory the file is in (usually the same as the MoneyGo application ex: C:\MONEYGO), choose RENAME from the File Manager FILE menu, and change the extension to .DAT.

Adding New Entries

To add new entries to your company database, open a file (see Working with Data Files) and click on the ADD NEW ENTRIES button at the bottom-left of the main window. In the dialog that pops up, click in the top text-box and type the name of the company/creditor. Hit the TAB key or click in the next box down and type in your account number with that creditor. Hit the TAB key again to go to the next box and type in the current balance on the account.

Clicking on the OK button adds the entry to the file and to the CREDITORS: drop-down list box. The dialog box will remain up until you click the EXIT or the CANCEL button. Therefore you may add one entry after another until the list is complete.

Hit the EXIT or CANCEL button to get rid of the dialog box when you are finished entering creditors.

The entries are automatically written to the file, so there is no need to save the file.

Editing Entries

To edit an entry in the company database, first you must make it active by selecting it in the CREDITORS: drop-down list box (see Working with the Interface to learn how). Then Click the EDIT CURRENT ENTRY button, and in the resulting dialog box, double-click on the part of the entry to be changed (*i.e. Creditors Name, Account Number, and/or Balance*). Bear in mind that to account for monthly payments and the like, there is a payment box and an interest/additional purchase box on the main application window. Click the OK button for the change to take affect or click the CANCEL button if you change your mind about changing the entry. Note that you must re-select the entry to see the affect.

Deleting Entries

To delete an entry in the company database, first you must make it active by selecting it in the CREDITORS: drop-down list box (see Working with the Interface to learn how). Then Click the DELETE CURRENT ENTRY button, and in the resulting dialog box, click the OK button. If you change your mind, or discover that you have selected the wrong entry, click the CANCEL button and no changes will be made.

Subtracting from the Account Balance

To subtract from the balance of any entry in the company database, first you must make it active by selecting it in the CREDITORS: drop-down list box (see Working with the Interface to learn how). Place the cursor in the box labeled PAYMENTS by clicking while the cursor is over it, or TAB until the blinking cursor is inside the box, and type the amount you wish to subtract (*ex. 50.36*). Press the enter key to accept the amount.

If you make a mistake, just enter the amount in the INTEREST/ADDITION PURCHASE box (see Adding to the Balance).

This is most useful for getting the balance to reflect a payment on the account.

Adding to the Account Balance

To add to the balance of any entry in the company database, first you must make it active by selecting it in the CREDITORS: drop-down list box (see Working with the Interface to learn how). Place the cursor in the box labeled INTEREST/ADDITIONAL PURCHASES by clicking while the cursor is over it, or TAB until the blinking cursor is inside the box, and type the amount you wish to add (*ex. 50.36*). Press the enter key to accept the amount.

If you make a mistake, just enter the amount in the PAYMENTS box (see Subtracting from the Balance).

This is most useful for getting the balance to reflect an addition purchase made on a revolving account, such as a credit card, on the account. It is also good for accounting for accumulated interest on things like school loans.

Exiting MoneyGo

To exit the MoneyGo program, you can do one of three things.

1. Click once on the control menu at the very top-left and click on CLOSE in the resulting pop-down menu or simply double-click on the control menu.
2. Click on FILE on the MoneyGo menu, then click EXIT.
3. Click on the EXIT button on the application window.

If you plan to still use the program a little later, you might want to minimize it by clicking on the little down arrow at the top-right. This will keep the application running while you do other things and you can double-click the MoneyGo icon at the bottom of the screen (or, if your Program Manager is maximized and taking up the whole screen, press and hold the ALT key while you press the TAB key. This is called task switching). You will be able to continue exactly where you left off.