Installation

• Moneyworks manager comes as with a full Windows[©] or Mac[©] installer. Run it.

Usage Basics

Budget module

The budget module allows you to:

- Set up a project that is linked to a Moneyworks department
- Retrieve a list of accounts from Moneyworks to use with that project
- Double-click on an account to show a spreadsheet-like window, where you can perform complex budget calculations.
- Send the result of your calculations to Moneyworks as either an A or a B budget for the account and department in question

Opening the application

- Double-click the Auspicous.exe file in the Auspicious folder
- If it asks you to locate a journal, it's in the same folder (or create a new one)

Setup your Moneyworks connection

1. Choose **Projects > Moneyworks connection**

Constructions			Innut	5	
Connection type	Local file (Gold)	•	Input	End	ors.
Datafile location (or filename if on Datacentre/Gold server)	C:\Documents and Settings \Adrian\My Documents\sussol	Choose	Type an expression here or list	choose from the drop down	
Moneyworks location	C:\Program Files\Moneyworks Gold v6\MoneyWorks	Choose	· C		
Doc user name				Execute	
Doc pass			Output		
If on Gold server					
Gold client license ke	là.				
If on Datacentre/Gold se	erver				
IP addre	55				
Port number (leav blank for defaul	e t)				
If on Datacentre					
DC user nam	e				

- Z. **.**
- 3. Connection type: Choose what type of Moneyworks you're connecting to.
- 4. Datafile location: Click Choose to locate a local Moneyworks data file or type the name of the

data file on your Datacentre.

- 5. **Moneyworks location:** Click **Choose** to locate your Moneyworks Gold.exe file (it's in program files, if we're not mistaken).
- 6. **Doc username:** If you need a username to access the data file, enter it here (and a password below if needed).
- 7. Stuff on the right of the window: ignore it- it'll disappear soon. Feel free to play with it in the meantime if you want though.

Projects

• Choose Projects > Show projects

That has	Manager	Dept	Created
1 Test project	John	mfl	4/14/2
7 Test 2	Craig	030	4/15/2
9 Acme	John	ABC	

• To add a new project, click New

Project		unique id:	10
name :	Les Mis		
manager :	Richard Branson		
mwks_dept :	LMS		
created :	19/4/11		
		Cancel	к

- 1. Name: Fill in the name of your project
- 2. Manager: Enter the Manager name
- 3. Moneyworks department: You need to enter this exactly right
 - 1. Before you send your budget to Moneyworks, you'll need to have created the department in Moneyworks with the same code as you enter(ed) here.

Accounts

1. Once you've set up projects, double-click a project to view the Accounts and their budgets.

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- 2. What? There aren't any? Click Get
 - 1. On a good day you'll see some of your Moneyworks accounts appear in the list.
 - 2. If not, you've not set up your connection correctly.
- 3. Double-click an account to see a spreadsheet view

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- 5. Note the field at top-right where you enter a cell reference- that's the totals cell.
 - 1. When you click **OK** the value in that cell will be saved as the budget value for the account.
- 6. When you're done, click **Send** and your accounts data will be sent to Moneyworks.

