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## Installation

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

# **Usage Basics**

#### **Budget module**

The budget module allows you to:

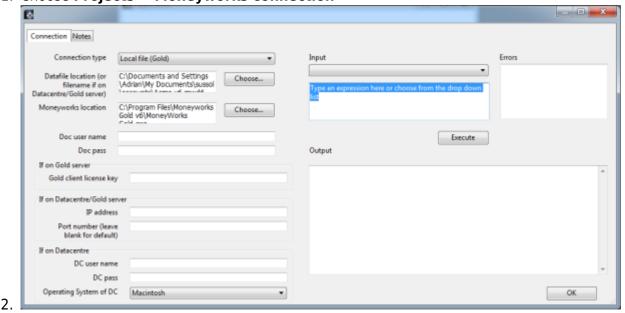
- Set up a project that is linked to a Moneyworks department
- Retrieve a list of accounts from Moneyworks to use with that project
- Double-click on an account to show a spreadsheet-like window, where you can perform complex budget calculations.
- Send the result of your calculations to Moneyworks as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



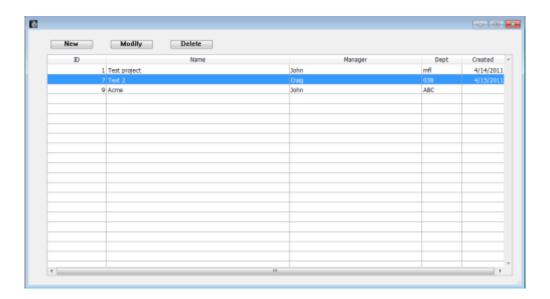
- 3. **Connection type:** Choose what type of Moneyworks you're connecting to.
- 4. Datafile location: Click Choose to locate a local Moneyworks data file or type the name of the

data file on your Datacentre.

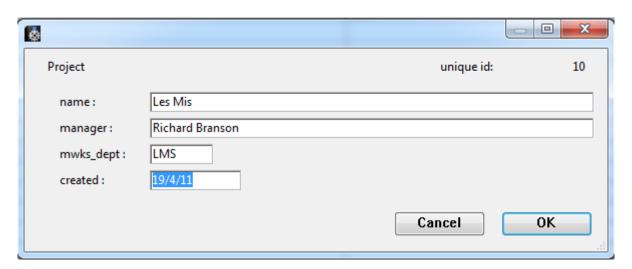
- 5. **Moneyworks location:** Click **Choose** to locate your Moneyworks Gold.exe file (it's in program files, if we're not mistaken).
- 6. **Doc username:** If you need a username to access the data file, enter it here (and a password below if needed).
- 7. Stuff on the right of the window: ignore it-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

#### **Projects**

• Choose Projects > Show projects



• To add a new project, click New



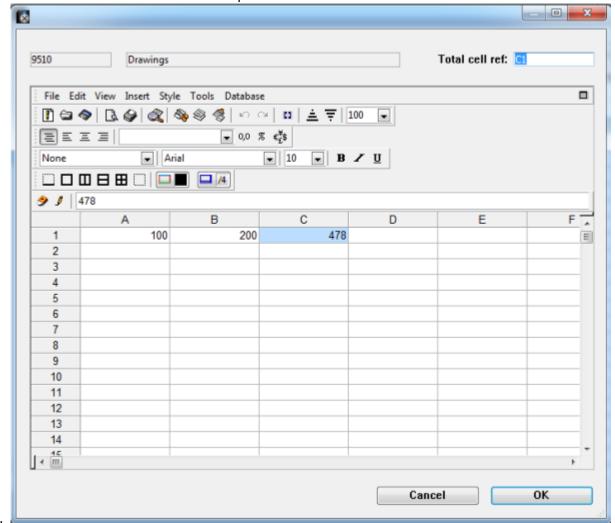
- 1. Name: Fill in the name of your project
- 2. **Manager:** Enter the Manager name
- 3. Moneyworks department: You need to enter this exactly right
  - 1. Before you send your budget to Moneyworks, you'll need to have created the department in Moneyworks with the same code as you enter(ed) here.

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#### **Accounts**

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



- 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.

