Installation

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

Usage Basics

Budget module

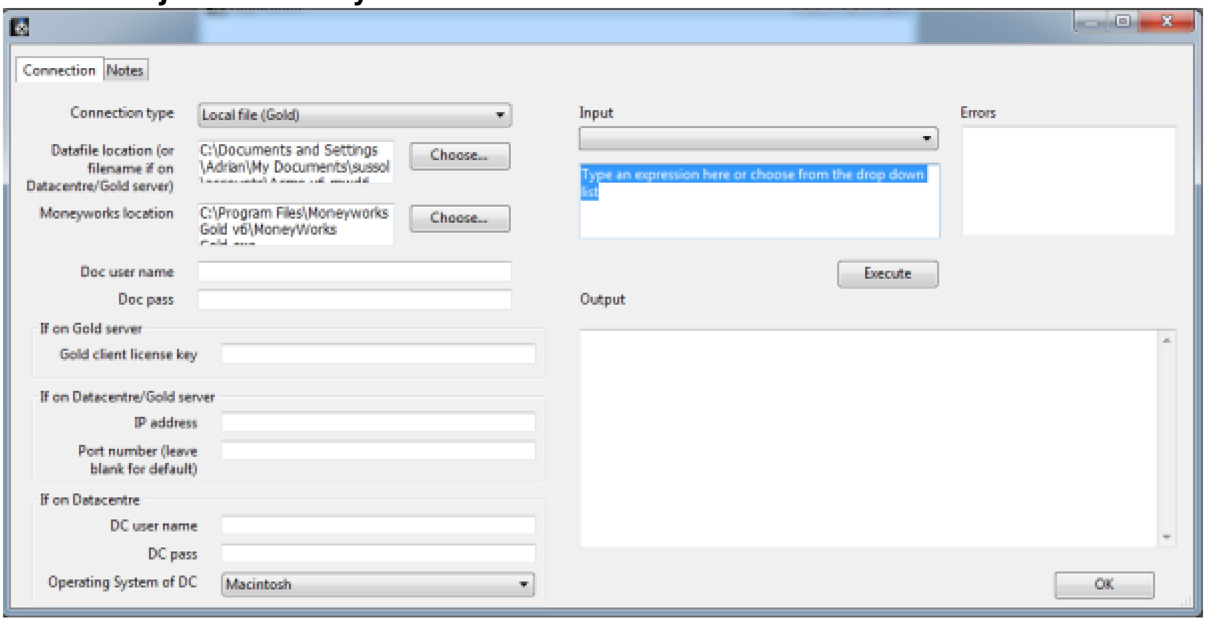
The budget module allows you to:

- 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**
2. 

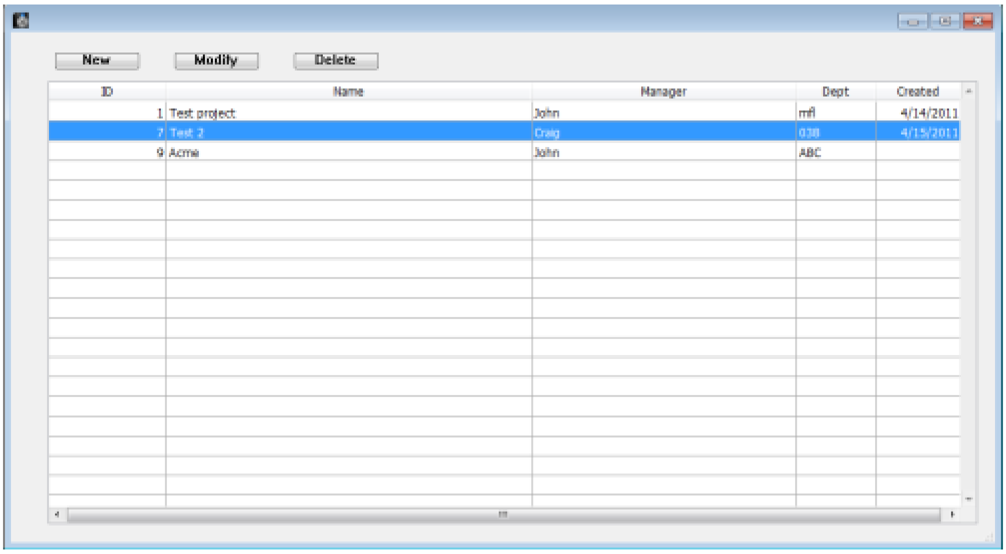
3. **Connection type:** Choose what type of Moneyworks you're connecting to.
4. **Datafile location:** Click **Choose** to locate a local Moneyworks data file or type the name of the

data file on your Datacentre.

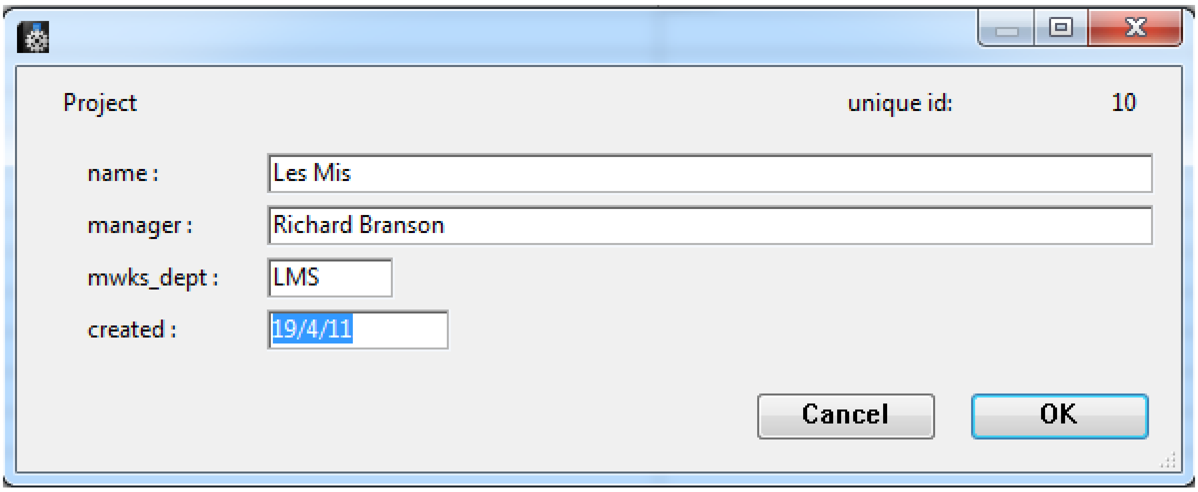
5. **Moneyworks location:** Click **Choose** to locate your Moneyworks Gold.exe file (it's in program files, if we're not mistaken).
6. **Doc username:** If you need a username to access the data file, enter it here (and a password below if needed).
7. Stuff on the right of the window: ignore it- it'll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

Projects

- Choose **Projects > Show projects**

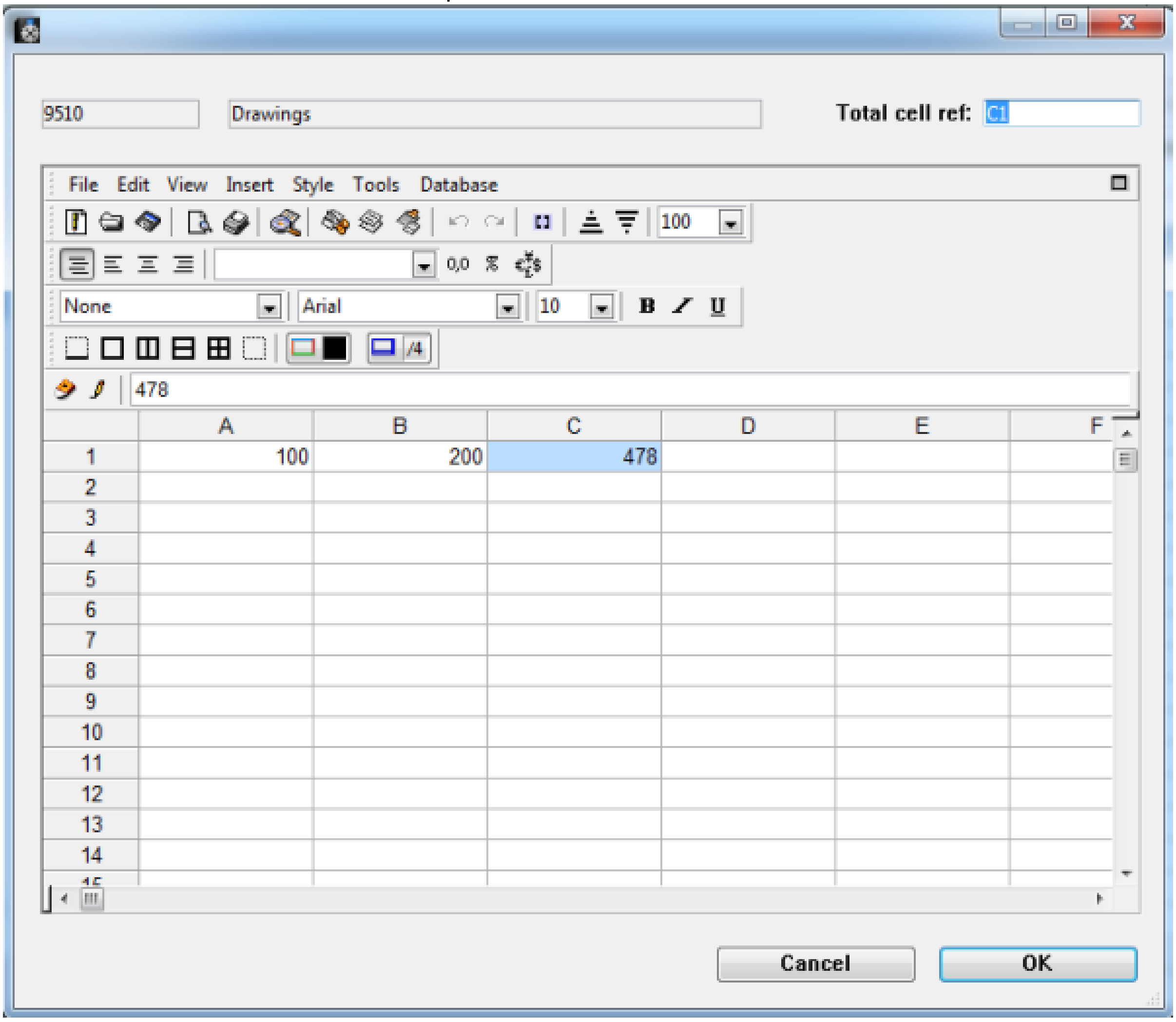


- To add a new project, click **New**



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.

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
4. 

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.

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