



## **SplashData**

### **SplashMoney for Windows Mobile Version 4**

User Guide

for

**SplashMoney Application for Windows Mobile**

**(Applies to WM5 Pocket PC, WM6 Classic and Professional Devices)**

Version 4.00

8 February, 2008

SplashData, Inc.

201 Los Gatos-Saratoga Road

#210 Los Gatos, CA 95030

[www.splashdata.com](http://www.splashdata.com)



## **Copyright information**

©2000-2007 SplashData, Inc. All Rights Reserved.

SplashData is privately held and based in Silicon Valley, California, USA.

SplashData provides productivity software for Windows Mobile, Palm OS/Treo, Blackberry and Symbian. SplashMoney is one of the individual components of SplashWallet: a flagship product of SplashData.

---


## About this Guide

SplashMoney application for Windows Mobile is a personal finance manager that facilitates online bank accounting and transactions. The application adds to the availability of platforms other than the Palm OS and Windows Desktop versions. The Windows Desktop version of SplashMoney replicates the functionality of the SplashMoney Application for Windows Mobile. This user guide provides the procedure and guidelines to carry various accounting and transaction activities such as,

- Manage financial accounts and transactions.
- Record savings, credit card and cash transactions.
- Generate reports, budgets and charts.
- Monitor and analyze the accounts and transactions.
- Manage finances by connecting online and downloading transactions directly to SplashMoney.
- Synchronize data between the powered handheld version and the desktop computer.
- Transfer data to Quicken, Microsoft Money or a spreadsheet.

## Conventions

The note icon and the text conventions in this manual:

Convention	Description	Information
	Information icon	Explains important features or information.
<b>Bold</b>	Typeface	Identifies buttons, field names and dialog names.
<i>Italics</i>	Typeface	Identifies the URL and variable elements.

## Acronyms and Abbreviations

The acronyms and the abbreviations in this manual:

Acronym	Expansion
QIF	Quicken format
OFX	Open Financial Exchange
CSV	Comma Separated Values
RAPI	Remote API
API	Application Programming Interface

# Table of Contents

<b>1 INTRODUCTION</b> .....	<b>1</b>
1.1 Overview of SplashMoney on Windows Mobile .....	1
1.2 Requirements.....	2
1.3 Installation .....	3
1.3.1 Installing SplashMoney.....	3
1.3.2 Registering SplashMoney .....	5
1.3.3 Security Options.....	5
<b>2 QUICK START GUIDE</b> .....	<b>6</b>
<b>3 ACCOUNTS</b> .....	<b>7</b>
3.1 Interface Settings for SplashMoney on Windows Mobile .....	7
3.1.1 Font Settings .....	7
3.1.2 Settings for Entering Characters .....	8
3.1.3 Accounts Register View Settings.....	8
3.1.4 Settings for Currency Display .....	9
3.2 Accounting Features.....	10
3.2.1 Creating an Account.....	10
3.2.2 Setting the Online Mode .....	11
3.2.3 Editing Accounts.....	12
3.2.4 Transferring Funds.....	12
3.3 Transaction Features.....	13
3.3.1 Adding a New Transaction .....	13
3.3.1.1 Converting Currency.....	14
3.3.1.2 Splitting a Transaction .....	14
3.3.1.3 Creating/Editing a Transaction Type .....	15
3.3.1.4 Editing the Payee, Category and Class Lists.....	15
3.3.2 Editing a Transaction .....	16
3.3.2.1 Purging a Transaction .....	16
3.3.2.2 Deleting a transaction.....	16
3.3.2.3 Splitting a Transaction .....	16
3.3.2.4 Converting Currency.....	16
3.3.3 Creating/Editing a Scheduled Transaction.....	17

---

3.3.3.1	Setting the Upcoming Scheduled Transactions.....	18
3.3.3.2	Recording the Upcoming Transactions.....	19
3.3.4	Reconciling Operations.....	20
3.3.4.1	Adjusting the Ending Balance.....	21
3.3.5	Finding a Transaction .....	21
3.3.6	Viewing the Transaction Details.....	21
3.4	Generating Reports.....	22
3.4.1	Defining Reports.....	22
3.4.2	Setting the Font and Row Color in the Reports View.....	23
3.4.3	Setting the Report Preferences .....	23
3.5	Planning Budgets.....	24
3.5.1	Defining Budgets .....	24
3.5.2	Setting the Font and Row Color in the Budget View.....	25
3.5.3	Setting the Budget Preferences .....	25
3.5.4	Entering the Budget Amount .....	25
<b>4</b>	<b>DESKTOP APPLICATION .....</b>	<b>26</b>
4.1	Installation.....	26
4.2	Desktop Interface .....	27
4.3	Menu Options.....	28
4.3.1	File.....	28
4.3.2	Edit.....	28
4.3.3	View.....	29
4.3.4	Transaction.....	29
4.3.5	List.....	29
4.3.6	User.....	30
4.3.7	Sync.....	30
4.3.8	Help.....	32
4.4	Settings for Synchronization .....	33
4.4.1	Synchronizing Windows Mobile and Windows Desktop .....	33
4.5	Import/Export Options .....	35
4.5.1	Exporting Data from Windows Mobile to Windows Desktop.....	35
4.5.2	Importing Data into Windows Mobile from Windows Desktop.....	37
4.5.2.1	Importing and Viewing Data on Windows Mobile.....	37

---

4.5.2.2 Reviewing Imported Transactions on Windows Mobile .....	38
4.5.3 Exporting Transactions to Quicken, Microsoft Money or a Spreadsheet .....	39
4.5.4 Importing Transactions from Quicken or Microsoft Money or a Spreadsheet .....	39
<b>APPENDIX .....</b>	<b>40</b>
<b>GLOSSARY .....</b>	<b>42</b>
<b>TROUBLESHOOTING GUIDE .....</b>	<b>44</b>
<b>INDEX .....</b>	<b>45</b>
<b>REVISION HISTORY .....</b>	<b>46</b>

---

## 1 Introduction

The SplashMoney application on Windows Mobile 6.0 (and 5.0), is a personal finance manager and is a flagship product of SplashData. The application tracks accounts for expenditures and balances, and generates reports and budgets to analyze the banking activities.

It is a standalone application and is totally independent and self contained. The SplashMoney application on Windows Mobile is not dependent on any other software application to run and functions independently. It is an excellent tool for online banking transactions and supports a desktop component with which the data is synchronized. The SplashMoney application on Windows Desktop synchronizes the various banking activities from the Windows Mobile version using the ActiveSync synchronization program.

☞ The Windows Desktop version of SplashMoney is supported only on – Windows 2000, Windows XP and Windows Vista.

### 1.1 Overview of SplashMoney on Windows Mobile

SplashMoney is used on Windows Mobile 6.0 and 5.0 powered handhelds and also Windows Desktop. The desktop software included for Windows Mobile usage, enables easy viewing, editing and synchronization of the SplashMoney data with the handheld.

This SplashMoney application adds to the availability of the software on platforms, other than the existing Palm OS and Windows Desktop. The usage is increased on more types of handheld devices. It is a versatile application that eases the management of financial transactions and accounts.



The various functionalities and features available in the SplashMoney application aids in the following:

- Manages finances including accounts and transactions, effectively.
- Tracks the accounts balance.
- Creates custom accounts and tracks individual account transactions.
- Records savings and cash transactions.
- Reconciles bank statements.
- Records schedules for transactions and generates reminders.
- Downloads accounts data from online banks.
- Displays various editing functionalities for accounting and transaction features.

*Figure 1 SplashMoney on Windows Mobile 6.0*

## 1.2 Requirements

SplashMoney application is an automated financial tool for personal account management.

### Pre-requisites

The following are required, to install SplashMoney application on Windows mobile and also to facilitate online connection with banks.

- Install Microsoft ActiveSync in the Windows Mobile and on the desktop. ActiveSync is required to synchronize the desktop application with the handheld.
- Online banking using the handheld device is facilitated only by using a wireless enabled handheld device, running Windows Mobile.
- A valid active data connection (over GPRS or WiFi) is required for online bank connection. If it is not available, then the SplashMoney application initiates a data connection by invoking the connection manager, existing in the Windows Mobile platform.
- SplashMoney establishes online connection with banks that support OFX Direct Connect technology.
- RAPI is an alternative to the standard ActiveSync interface.



## 1.3 Installation

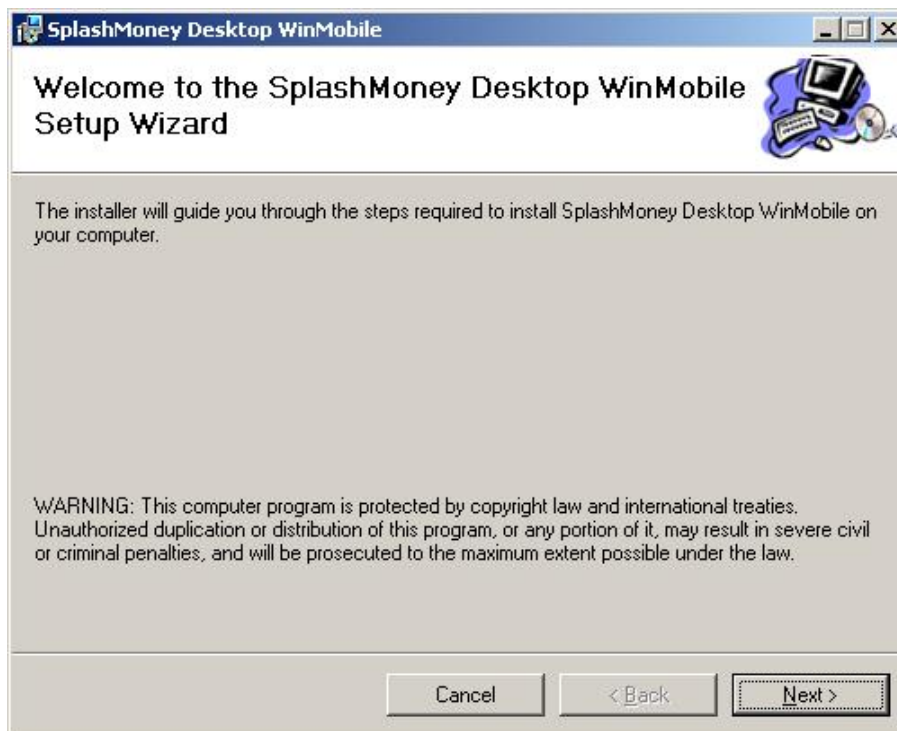
The SplashMoney application setup runs successfully on Windows 2000, Windows XP and Windows Vista. Download the SplashMoney application from the SplashData website ([www.splashdata.com](http://www.splashdata.com)).

### 1.3.1 Installing SplashMoney

To install the SplashMoney application on the desktop and Windows mobile,

#### **Step 1**

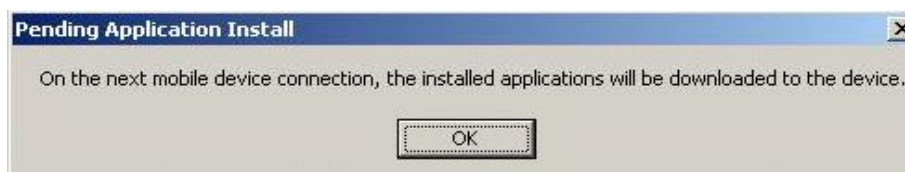
Run the *setup.exe* file on the desktop. Click on **Next** and follow the setup wizard.



*Figure 2 SplashMoney Desktop WinMobile Wizard*

#### **Step 2**

The setup wizard then prompts a message to install the SplashMoney application on the Windows mobile, when connected.



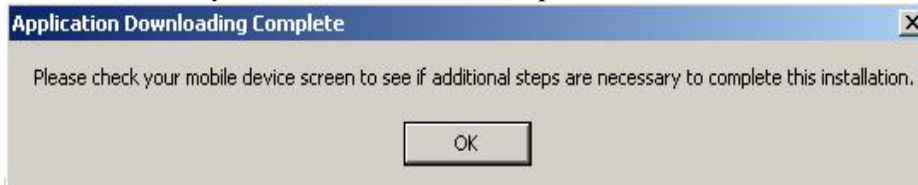
*Figure 3 Pending Application Install prompt*

**Step 3**

Click on **OK** and follow the setup wizard. Click on **Finish** in the setup wizard, to complete the installation on the desktop. The Splash application on Windows Desktop is now installed.

**Step 4**

Connect the Windows Mobile to the PC with a USB cable. The SplashMoney application automatically installs from the desktop to the Windows Mobile. The following message



appears on the desktop. Click on **OK** to complete the installation on the Windows Mobile.

Figure 4 Application Downloading Complete prompt

**Step 5**



The SplashMoney application is installed on the Windows Mobile.


Click on **OK** in the **Start** screen of the Windows Mobile.

Tap on the SplashMoney  icon in the **Programs** screen, to launch the application on Windows Mobile.

Figure 5 Installing SplashMoney on Windows Mobile

**Step 6**

The **Synchronization Setup Wizard** opens simultaneously on the desktop when installing the SplashMoney application on Windows Mobile. Follow the **Synchronization Setup Wizard** to establish the partnership between the SplashMoney application on Windows Desktop and Windows Mobile. The **Microsoft ActiveSync** screen shows the connection status.

 Follow the **Synchronization Setup Wizard** only after installing the SplashMoney application on the Windows Mobile.

To synchronize the data between the handheld and desktop, refer to section [4.4 SplashMoney synchronization settings](#).

### 1.3.2 Registering SplashMoney

To register for using SplashMoney application,



*Figure 6 Registering SplashMoney*

1. Launch the SplashMoney application on Windows Mobile.
2. The handheld then displays a screen with the registration details.
3. Enter the code provided by SplashData in the text box.
4. Tap on **Register** to register the application on Windows Mobile.
5. The handheld displays a message if an invalid code is entered in the text box.

☞ Once registered, it is not necessary to enter the code each time the application is launched.

6. To select the trial version click on **Trial** option in the registration screen. The trial version expires after 10 days and cannot be reused after the period of expiry.


### 1.3.3 Security Options

The data in the SplashMoney application on Windows Mobile is secured, by setting a password to open the application on the handheld.



*Figure 7 Setting password*

To set the password in the SplashMoney application,

1. Launch the SplashMoney application on Windows Mobile. The **Account Summary** view is displayed.
2. Tap on **Menu** and select **Settings**. From the displayed list of options, tap on **Set Password**.
3. Enter the password in the **Set/Change Password** dialog. Tap on **OK**.
4. Tap on the  icon in **Accounts Summary** view or select **Security Options** from **Settings**. In the **Lock on Exit or Poweroff:** field, select the time that must elapse before SplashMoney application auto-locks. Tap on **OK**.

The message to enter the password is displayed after launching SplashMoney. The message also appears on application restart, if the application was active while the handheld was previously shut down.

## 2 Quick Start Guide

The SplashMoney user guide quick start section explains in brief the installation and starting of the SplashMoney application on Windows Mobile.

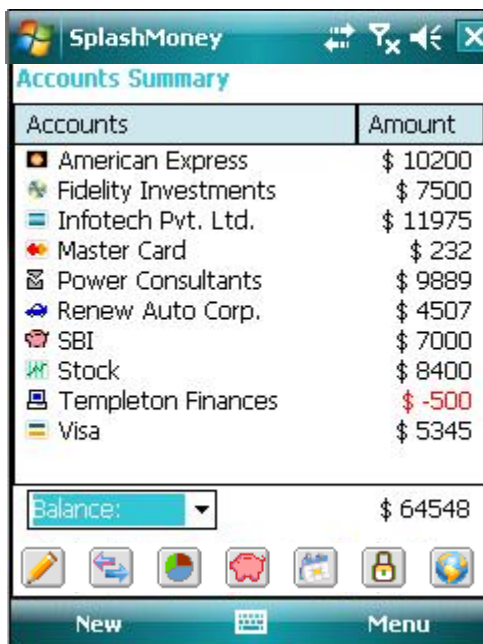
To install SplashMoney on Windows Mobile 6.0 or 5.0,

1. Connect the Windows Mobile to the PC with a USB cable.
2. Run the *setup.exe* file and follow the wizard.
3. The **Microsoft ActiveSync** window opens on the PC and displays the connection status.
4. The application automatically installs on the pocket PC, when connected.
5. Launch the SplashMoney application on the handheld, from the **Start** menu.



To use SplashMoney application on Windows Mobile,

1. From the **Start** menu, tap on SplashMoney to open the application.
2. The **Accounts Summary** view is the default screen that is first opened.
3. Tap on any of the available sample accounts to open the view window, with lists of transactions and accounts options.



Accounts	Amount
American Express	\$ 10200
Fidelity Investments	\$ 7500
Infotech Pvt. Ltd.	\$ 11975
Master Card	\$ 232
Power Consultants	\$ 9889
Renew Auto Corp.	\$ 4507
SBI	\$ 7000
Stock	\$ 8400
Templeton Finances	\$ -500
Visa	\$ 5345

Balance: \$ 64548

The data on the handheld is copied to the desktop by synchronizing the Windows Mobile with the desktop.

The accounts and transaction options in the SplashMoney application on Windows Mobile are used to create and edit [accounts](#), and to process [transactions](#). The listed accounts options include edit, remove and create new accounts and transactions.

[Online banking](#), [budgeting](#), [reporting](#), [reconciling](#) and other operations are available on both the platforms (Windows Mobile and Windows Desktop). The application provides various displays and editing functionality for all accounts.

*Figure 8 Accounts Summary view*

It is possible to enter data in both the Windows Mobile and the Windows Desktop, and to synchronize the information between the two applications.

### 3 Accounts

The SplashMoney application on Windows Mobile, effectively manages the financial accounts and transactions. The accounts and transactions data stored in the handheld is synchronized with the Windows Desktop variant using the standard ActiveSync interface. The application also facilitates online banking transactions.

#### 3.1 Interface Settings for SplashMoney on Windows Mobile

The **Account Summary** view is the default startup window of the SplashMoney application when launched in Windows Mobile.

About the accounts view interface setup:

- The sample accounts and the created accounts types are listed in the **Accounts Summary** view with the individual net balance (Refer to [Figure 8](#)).
- The net total of the account balance is displayed in the **Accounts Summary** view. View the amount cleared on date, by selecting the **Cleared:** option in the **Total:** drop down list.

☞ Transactions that are not cleared, displays the accounts with a debit tally, and displays the net amount in red with a negative (-) prefix added to the amount.

##### 3.1.1 Font Settings

To set the fonts in the Accounts Summary view for the list of accounts,

1. Tap on **Menu** in the accounts view and select the **Settings** option.
2. Tap on **Font**. Select the font type from the drop down list in the **Font:** field. Then, select the size of the fonts from the **Size:** list.
3. Select the required **Font Style:** options.
4. Tap on **Done** to complete the font settings.



Font Style	Output
<input type="checkbox"/> Bold	<b>Bold</b>
<input type="checkbox"/> Italic	<i>Italic</i>
<input type="checkbox"/> Underlined	<u>Underlined</u>
<input type="checkbox"/> Strikethrough	<del>Strikethrough</del>

Figure 9 Setting Fonts

### 3.1.2 Settings for Entering Characters

Tap on the icon in the **Accounts Summary** view to enter alphanumeric characters using the keyboard functions.



The other Microsoft input character options available are:

1. **Block Recognizer** - to enter alphanumeric characters mainly special characters.
2. **Letter Recognizer** - to enter alphanumeric characters mainly special characters.



### 3.1.3 Accounts Register View Settings

1. To open the accounts register view, tap and hold on any one of the accounts in the **Accounts** list of the **Accounts Summary** view. Tap on the drop-down list and select the transactions (All, Reconciled, Unreconciled, etc.) to be displayed in the register view.
2. To set the font in the register view, tap on **Font** in the **Settings** option of the **Options** menu. Enter the required details to customize the font appearance (Refer to [Figure 9](#)).
3. To set the accounts register view preferences, tap on the icon or tap on **Preferences** in the **Settings** option, to open the **Preference View** Dialog. Select the required display settings to view the fields in the accounts register view.



The display setting options are:

**Register Preferences:** Show Decimals and Show Years

**Show Fields:** Cleared, Payee, Category, Memo, Account, Amount, Balance, Icon and Type.

4. To customize the colors of the row in the register view, tap on **Row Color** in the **Settings** option.
5. The **Set Password** and **Security Options**, follow the same procedure as in the **Accounts Summary** view (Refer to [1.3.3 Security options](#)).

*Figure 10 Interface settings for accounts register view*

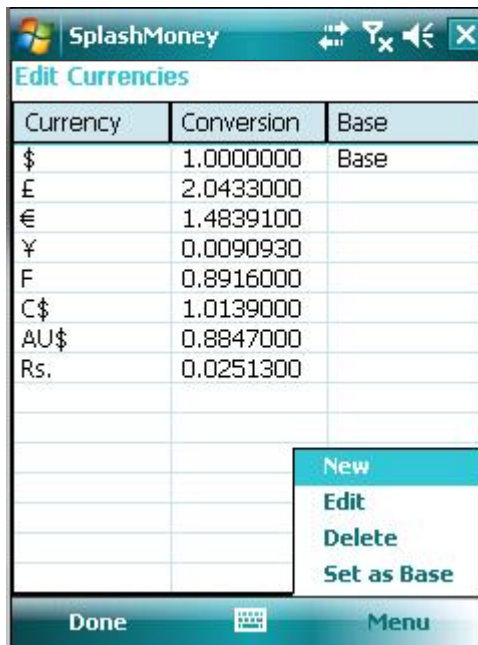
The accounts register view forms the main interface into an account and performs a host of operations with the help of the menu and the toolbar.

### 3.1.4 Settings for Currency Display

The SplashMoney application on Windows Mobile supports the feature to track accounts and transactions in various international currencies. The currency view, by default, displays a list of currencies along with the individual conversion rate (default value) with respect to the base currency.

To add/edit a currency,

1. Tap on **Menu** in the **Accounts Summary** view and select the **List** option.
2. Tap on the **Edit Currencies** option.
3. In the displayed **Edit Currencies** screen, tap on **Menu** and select the **New** option.
4. In the displayed dialog enter the currency symbol in the **Symbol:** field and then, enter the conversion rate in the **Conversion:** field.
5. Tap on **Done** to enter the new currency along with the conversion rate, in the **Edit Currencies** screen.
6. Select the required currency as base and assign the conversion rate as 1.000000.
7. To assign the base currency, select the currency in the **Edit Currencies** dialog and tap on the **Set as Base** option from **Menu**. Tap on **Yes** to set the base currency.
8. Tap on the **Edit** option from **Menu**, to make changes to the existing currency.
9. To remove a currency type, select the currency from the list and tap on the **Delete** option from **Menu**.
10. Each time the base currency is changed, the total balance amount in the **Accounts Summary** view is automatically updated with respect to the newly selected base currency.



Currency	Conversion	Base
\$	1.0000000	Base
£	2.0433000	
€	1.4839100	
¥	0.0090930	
F	0.8916000	
C\$	1.0139000	
AU\$	0.8847000	
Rs.	0.0251300	

Figure 11 Currency settings

☞ Update the conversion rates periodically on par with the changing conversion rates.

#### HOW TO CALCULATE THE CONVERSION RATE?

The conversion rate is relative to the base currency.

*For example:*

The base currency is a dollar (\$) and the requirement is to enter the conversion rate for the Euro (E). If the rate of conversion is 0.67390 Euros to the Dollar, then the conversion rate is calculated by dividing 1 Dollar by 0.67390 Euros (1/0.67390). Then the resultant conversion rate is 1.48391.

### 3.2 Accounting Features

The SplashMoney application on Windows Mobile helps to create and edit accounts. The banking accounts belong to the following specific list:

- Checking, Savings, Cash transaction, Credit and Line of credit accounts.
- Asset, Liability and Money market accounts.

#### 3.2.1 Creating an Account

The **Account summary** view is the first interface displayed when the SplashMoney application is launched (Refer to [Figure 8](#)).

To create a new account in Splash Money,

1. Tap the **New** option in the **Accounts Summary** view to open the **Account Info** dialog.



Figure 12 Creating an account

2. Tap on the icon, to use the keyboard functions of the application.
3. In the **Name:** field, enter the name of the new account.
4. Tap the **Online:** selector to enable (Refer to section [3.2.2 Setting online mode](#)) or disable online banking facility.
5. In the **Type:** field, select the account from the list of available banking accounts.
6. In the **Bank:** field, enter the name of the bank if the **Online:** option is disabled. The name of the bank is filled automatically, when the **Online:** option is enabled.
7. In the **Account #:** field, enter the bank account number if the **Online:** option is disabled. The account number is filled automatically, when the **Online:** option is enabled.

8. In the **Beg.Bal.:** field, enter the beginning balance. Enter the beginning balance for Credit and Liability accounts, as a negative amount.
9. Select the currency type used for this account in the **Currency:** field.
10. Customize the icon for the new account, using the **Icons** option in **Options**. Tap on **Done** to create a new account.
11. Select the **Include in Account View Total** check box to view the account name and the total account balance in the **Accounts Summary** view.

To create or edit an account in the accounts register view: Tap and hold on any of the account in the **Accounts Summary** view, to open the accounts register view. Select the **Account** option and tap on **Accounts Info** dialog to edit the created account or add a new account.



### 3.2.2 Setting the Online Mode

To set up online mode,


1. Enter the **Online Setup** dialog by tapping on the **-Enabled-** option in the **Online:** field or tap the **Online** option from **Options**, in the **Account Info** dialog (Refer to [Figure 12](#)).

☞ SplashMoney application on Windows Mobile connects to a bank only with a wireless enabled device and a valid GPRS enabled account.

2. Select the **Enable account access** check box, for access to online accounts information.
3. Tap on the **Bank:** field or from **Menu**, tap the **Select bank** option. If the bank is supported online then the bank name appears in the **Select Bank** screen. Select the bank name from the displayed list. Tap on **Done** to enter the details in the **Online Setup** dialog.
4. Enter the online banking customer ID provided by the bank in the **Customer ID:** field.
5. Enter the online banking password provided by the bank, by tapping the **Password:** field or the **Set Password** option in the **Menu**.



6. Tap on the **Account:** field or the **Select Account** option from **Menu**.
7. In the displayed **Select Account** screen, select the account type. Tap on **Done**.
8. The account number is then entered in the **Account:** field, in the **Online Setup** dialog.
9. Tap on **Done** to complete the online setup.

☞ **To download the transaction data from the bank (online):**  
Tap on the  icon, from the accounts register view or the **Account Summary** view, or tap on **Go Online** in the **Accounts** option from **Menu**, to download the transaction data from the bank. Then, select an online banking account to [review](#) the downloaded transactions. This download is confined only to the SplashMoney application and does not affect the bank account or raise an automatic request to the bank to correct any discrepancies.

**Figure 13** Setting online connection

To change the online access password,

1. Tap on **Options** in the accounts register view and select the **Settings** option.
2. Then, tap on the **Change Online Password** option, to change the password for the accounts that have online access.

☞ The list of banks which support online service using direct connect is present on the OFX server. It is modified only by the OFX server administrator after prior permissions from the corresponding bank.

### 3.2.3 Editing Accounts

To edit the details of an existing account,



Figure 14 Editing accounts

1. Tap on **Menu** in the **Accounts Summary** view and select the **Accounts** option from **Menu**.
2. For direct access, tap on the shortcut icon in the **Accounts Summary** view toolbar (or) tap on **Edit Accounts** from the list of accounting options, to open the **Edit Accounts** dialog to open the **Edit Accounts**.
3. To edit an account (only in SplashMoney), select the required account name from the list of existing accounts in SplashMoney,
4. From the **Menu** option, tap on **Edit** to open the **Account Info** view.
5. Edit the details and tap on **Done** to return to the **Edit Accounts** dialog (or) tap on the **New** option from **Menu**, to create a new account.
6. Tap on **Done** to complete the process or select another account name and repeat the procedure.

### 3.2.4 Transferring Funds



Figure 15 Transferring funds

To transfer funds from one account to another in SplashMoney,

1. Tap on the icon to directly open the **Transfer Funds** dialog in the **Accounts Summary** view (or) tap on **Menu** in the **Accounts Summary** view and select the **Accounts** option. Then, tap on **Transfer** from the list of accounts options, to open **Transfer Funds** dialog.
2. Enter the **Date:** of the transaction. Select the account name of the fund from where the account is withdrawn, in the **From:** field.
3. Enter the amount in the **Amount:** field, and in the **To:** field, select the account name for the funds to be transferred into.
4. Select the **Cleared:** box, if the transaction is cleared. Tap on **OK** to transfer the funds.

Each account is displayed in brackets in the category list in the [Edit Transaction](#) dialog.

### 3.3 Transaction Features

The SplashMoney application on Windows Mobile helps to create and edit transactions. SplashMoney includes several in-built transaction types such as check, deposit, withdrawal, charge, payment, ATM and EFT. The various transaction functions in SplashMoney also allow to, create and edit custom transaction types.

#### 3.3.1 Adding a New Transaction

To add a new transaction,

1. Tap on **Options** in the [accounts register view](#) and select the **Accounts** option.



2. Tap on the icon to directly open the **New Transaction** dialog (or) tap on **New Transaction** in the list of accounts options, to open the **New Transaction** dialog. The name of the selected account is also displayed in the main title.
3. To enter the date of transaction in the **Date:** field, select the date from the calendar.
4. Select the name of the payee in the **Payee:** field from the drop down list or enter a new payee name.
5. Select the type of transaction (Check #, Withdrawal, Deposit, ATM, etc.) in the **Type:** field. For Check # type, enter the number in the box to the right.
6. Enter the transaction amount in the **Amount:** field.
7. Enter the category (Auto: Fuel, Auto: Insurance, Clothing, etc.) in the **Category:** field.
8. Enter the class (Business, Personal, etc.) in **Class:** field.

Figure 16 Adding a new transaction

9. Scroll down and enter an additional note for the transaction in the **Memo:** field.
10. Select the as state as Uncleared, Cleared, Reconciled or Void in the **State:** field.

Uncleared	If the transaction is yet to be cleared by the bank.
Cleared	If the transaction is cleared in the bank.
Reconciled	If the transaction is verified.
Void	Disallow the transaction.

11. Tap on **Done** to create a new transaction.

The amount in the **Amount:** field is recorded in a default home currency, known as the base currency. A foreign currency and its exchange rate, is entered in the **Amount:** field by using the [Currency Converter](#) option.

### 3.3.1.1 Converting Currency

To calculate the currency rate with respect to the base currency: First, [set the currency](#). Then,

1. Tap on **Menu** in the **New Transaction** dialog (Refer to [Figure 16](#)).

2. Tap on the **Convert Currency** option to open the **Convert Currency** dialog.
3. From the drop down list of currency symbols in the **From:** field, select the required currency. Enter the amount to be converted in the box to the right.
4. The conversion rate of the currency selected in the **From:** field with respect to the currency of the account, is automatically displayed in the **Conversion:** field.
5. Tap on **Menu** and select **Calculate** to display the converted amount in the **Amount:** field.
6. Tap on **Done**. The amount is updated in the **Amount:** field, in the **New Transaction** dialog.

☞ Update the conversion rate periodically on par with changing conversion rates, in the **Edit Currencies** screen (Refer to [Figure 11](#)). This is used only for future transactions and no previous transactions reflect this new rate.

*Figure 17 Converting Currency*

### 3.3.1.2 Splitting a Transaction

Categ...	Class	Me...	Amount
Auto	Business	Tr...	200.00
Fuel	Official	Bu...	250.00
Insurance	Official	Of...	450.00
Payment	Personal	Re...	100.00
Insurance	Personal	Ho...	350.00
Travel	Business	St...	1000.00
Ground...	Personal	Fu...	600.00
Vacation	Personal	Ro...	1250.00
[Visa]	Official	Tr...	325.00
[Rene...	Personal	Re...	67.50
Splits Total :			4592.50
Remainder :			407.50
Transaction Total :			5000.00

To split a transaction amount,

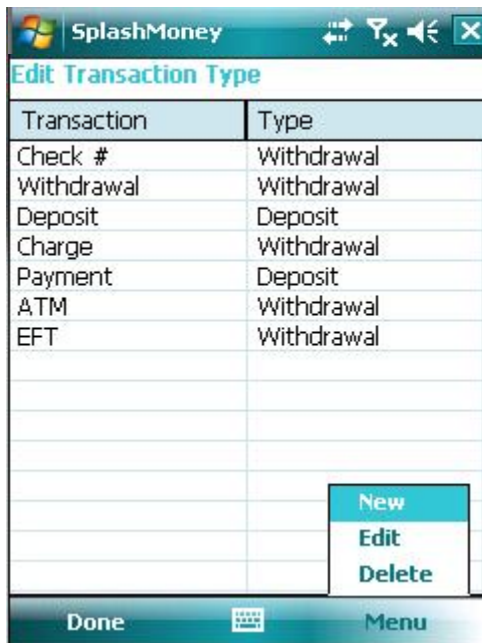
1. In the **New Transaction** screen, tap on the **Category:** field. Then tap on the **-SPLIT-** option, to open the **Split Transaction** screen.
2. Tap on **Menu** in the **Split Transaction** screen.
3. Then, tap on the **Edit** option to enter the Category, Class, Memo and Amount details.
4. Tap on **Done**, to display the details in the **Split Transaction** screen.
5. If the Remainder displays a negative value, then tap on **Adjust** from **Menu**, to set the total amount.
6. Select **Clear** from **Menu**, to clear the categories.
7. Tap **Done**, to enter the total in the **Amount:** field, of the **New Transaction** dialog.

*Figure 18 Transaction splitting*

### 3.3.1.3 Creating/Editing a Transaction Type

To create/edit a new transaction type,

1. In the [accounts register view](#), select the **List** option from **Menu** and tap on the **Edit Transaction Types** option.
2. The **Edit Transaction Type** dialog displays a list of the **Transaction** and its **Type**.



3. To create a new transaction type, tap on **Menu** and select the **New** option.
4. In the displayed **Transaction Type** dialog, enter the name of the transaction type in the **Type Name:** field.
5. Then select the **Type:** as **Deposit** or **Withdrawal**, from the drop down list.
6. Tap on **Done** to enter the new transaction in the **Edit Transaction Type** dialog.
7. Tap on **Done**. The new transaction type is now available in the **Type:** list in the **New Transaction** dialog
8. To edit the transaction type, select the transaction type in the **Edit Transaction Type** dialog. Tap on **Menu** and select the **Edit** option to edit the existing type and tap on **Delete** to remove the selected transaction type.

☞ Built-in transaction types (Withdrawal, Deposit, ATM, etc.) cannot be edited or deleted.

Figure 19 Creating/Editing a transaction type

### 3.3.1.4 Editing the Payee, Category and Class Lists

To edit the payee, category and class options,

Tap on **Menu** and select **List** in the **Accounts Summary** view (or) in the [accounts register view](#), tap on **Options** and select **List**, to display the edit list.

- To edit or create a new payee, tap on **Edit Payees**. Select the payee in the displayed **Edit Payees** screen. Then tap on **Menu** and select **Edit**. Tap on **Done** after modifying the details, in the **Edit Payee** dialog. In the next screen, tap on **Done** to enter the accounts register view or tap on **New** option from **Menu** to create a new payee name.
- To edit or create a category (Salary, Groceries, Insurance, Household, Medical, etc.) tap on **Edit Categories**. Select the category and tap on **Menu** and select **Edit**. Tap on **Done** after modifying the details in the **Edit Categories** dialog. Enter a sub-category if required. Use the Icon option to select an icon from the available list. In the next screen, tap on **Done** to enter the accounts register view or tap on the **New** option from **Menu** to create a new category.
- To edit or create a class (Business, Personal, etc.) tap on **Edit Classes**. Select an existing class and tap on **Menu** and select the **Edit** option. Modify the details and tap on **Done** to enter the accounts register view or tap on **New** option from **Menu**, to create a new class.

### 3.3.2 Editing a Transaction

The **Edit Transaction** dialog is similar to the **New Transaction** dialog (Refer to [Figure 16](#)).

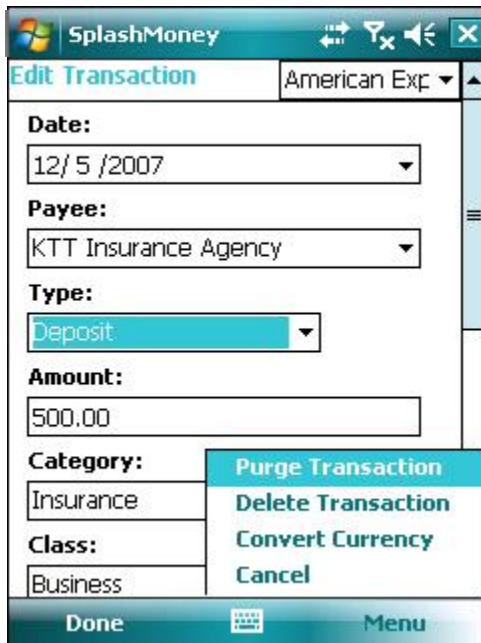
To edit an existing transaction,

1. Open the accounts register view by tapping and holding on an account name in the **Accounts Summary** view. In the displayed accounts register view select a payee. Then, tap on the **Options** menu and select **Account** option.
2. From the list of account options, tap on **Edit Transaction** to open the **Edit Transaction:** dialog. The account name is also displayed in the title.
3. Edit the details in the available fields (date, type, payee, category, class, amount, memo and state). The field functions are similar to the fields in the [New Transaction](#) dialog.
4. Tap on **Done**, to save the edited details in the accounts register view.

☞ Tap on the category in brackets to [transfer funds](#) directly from this transaction screen.

#### 3.3.2.1 Purging a Transaction

The **Purge Transaction** option in the **Edit Transaction:** dialog, removes a transaction from the accounts register view and adjusts the beginning balance in accordance with the amount of the purged transaction. To purge a transaction,



1. Tap on **Menu** in the **Edit Transaction** dialog. Select the **Purge Transaction** option.
2. A pop-up message to confirm the purge action, appears. Tap on **OK** to purge the transaction.
3. The transaction is removed and does not appear in the accounts register view.
4. The beginning balance is adjusted in accordance with the purged transaction.

#### 3.3.2.2 Deleting a transaction

The **Delete Transaction** option, totally deletes a transaction. There are no changes made to the beginning balance, as made for a purged transaction.

☞ The deleting and purging transactions are confined to SplashMoney application only and not in any bank.

*Figure 20 Purging a transaction*

#### 3.3.2.3 Splitting a Transaction

The **-SPLIT-** function is similar to the split option in the **New Transaction:** dialog (Refer to [3.3.1.2 Splitting a Transaction](#)).

#### 3.3.2.4 Converting Currency

The **Convert Currency** function is similar to the currency conversion option in the **New Transaction:** dialog (Refer to [3.3.1.1 Converting currency](#)).

### 3.3.3 Creating/Editing a Scheduled Transaction

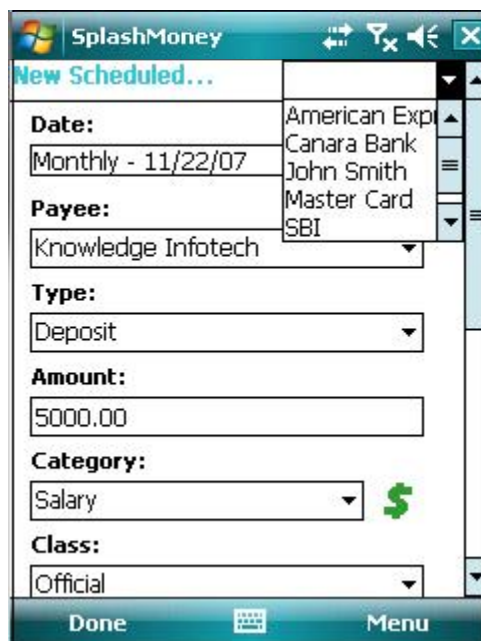
The SplashMoney application sets up regularly occurring transactions, by scheduling them.

A scheduled transaction allows to,

- Record transactions manually.
- Generate a reminder to record an upcoming transaction.

To create/edit a scheduled transaction,

1. Tap on **Options** in the [accounts register view](#) and select **List**.
2. Tap on the **Edit Scheduled Transactions** option, to open the **Scheduled Transaction** screen.



3. Tap on the **New** option from **Menu**, to create a scheduled transaction.
4. Select the account name from the drop-down list.
5. In the displayed **New Scheduled...** dialog, enter the details in the given fields ([Date](#), Payee, Type, Amount, Category, Class and Memo).
6. Tap on **Done** to create a scheduled transaction.
7. To edit a scheduled transaction, select a payee from the existing list. Then, tap on **Edit** option from **Menu**, to open the **Edit Scheduled...** dialog.
8. Edit and tap on **Done**, to enter the details in the scheduled transactions list.

*Figure 21 Creating/editing a scheduled transaction*

☞ The **Date**: field when tapped, displays the [Periodicity dialog](#) which is used to set the repeat frequency of the scheduled transactions.

### 3.3.3.1 Setting the Upcoming Scheduled Transactions

To set the upcoming scheduled transactions,

1. Open the **Scheduled Transaction** dialog and tap on the **Date:** field, in the **New Transaction** dialog, to open the **Periodicity** dialog.

☞ The **Periodicity** dialog is also opened by tapping on the **Date:** field in the **Edit Scheduled...** dialog invoked from the **Edit** menu option, in the **Scheduled Transaction** screen.



*Figure 22 Setting upcoming transactions in the Periodicity dialog*


2. In the **Next Date:** field, enter the date of the next (or first) occurrence of the scheduled transaction. Select the down arrow to open the calendar.
3. In the **Frequency:** field, select the frequency (weekly, monthly, quarterly, annually, etc.) of the transaction, from the given list.
4. In the **Repeat:** field, select from the drop down list:
  - **Indefinitely**, for ongoing transactions (For example, cable TV, newspaper bills, etc.).
  - **# of times**, for specifying transactions that occur for a specified number of times. Enter the number in the box.
5. In the **Enter:** field, select from the list,
  - **Manually** - to record the transaction manually. On start up of the SplashMoney application on Windows Mobile, a pop up reminder of the upcoming scheduled transactions appears. Tap on **Yes** to view the list of scheduled transactions.
  - **Remind me** - a reminder to manually record a transaction periodically, even when the application is not running. Enter the number of days before the due date of the transaction (reminder period), in the number box.

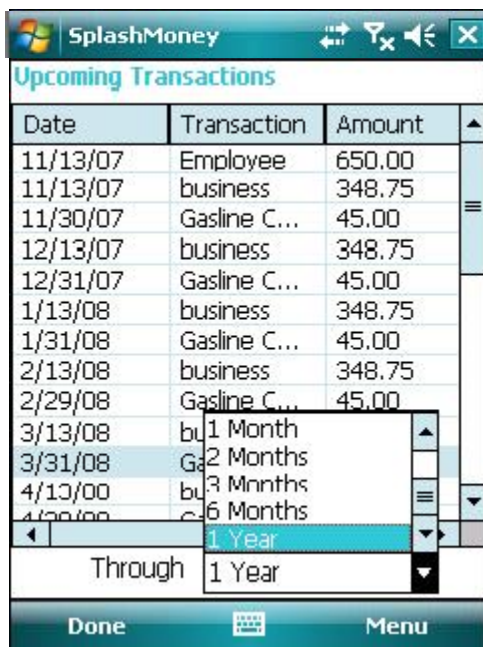
Tap on **Done** to return to the **New Scheduled...** dialog.
6. After entering other details in the **New Scheduled...** dialog, tap on **Done** to view the details in the list in the **Scheduled Transaction** screen.
7. Tap on **Done** in the **Scheduled Transaction** dialog to return to the accounts register view.
8. Open the **Scheduled Transaction** screen from the **Edit Scheduled Transactions** option in the accounts register view, to view the list of scheduled transactions.



### 3.3.3.2 Recording the Upcoming Transactions

To record an upcoming transaction,

1. Tap on the  icon to open the **Upcoming Transactions** screen (or tap on **Menu** in the **Accounts Summary** view (or the [accounts register view](#)) and select the **Accounts** option and then tap on the **Upcoming Transactions** option, to open the **Upcoming Transactions** screen.
2. The details of the upcoming scheduled transactions (Date, Transaction and Amount) appear in the **Upcoming Transactions** screen.
3. Select the time period (1 week, 1 month, 1 year, etc.) from the list in the **Through** field, to filter the scheduled transactions.
4. Tap on **Record All** option from **Menu**, to record all transactions currently in view.
5. Select a particular transaction and tap on **Record** to record only the selected transaction.



The recorded transactions are moved to the accounts register view from the **Upcoming Transactions** screen.

6. To edit a transaction before recording, tap on the **Edit** option from **Menu**, to open the **Edit Transaction** dialog. After editing, tap on **Record**. The transaction is recorded and is not visible in the **Upcoming Transactions** screen.

Only the first transaction in the series can be edited. It is not possible to edit a transaction that is out of order. If a future occurrence of the scheduled transaction is to be edited, then first record the previous occurrences of the scheduled transaction.

7. To delete a specific occurrence of the scheduled transaction, the **Skip** option from **Menu**, is used. The future transaction still occurs.
8. Tap on **Done** to close the dialog.

*Figure 23 Recording upcoming transactions*

On start up of the SplashMoney application on Windows Mobile,


1. A pop up reminder of the upcoming scheduled transactions appears, as entered in the [scheduled transaction settings](#).
2. Tap on **Yes** in the message box to view the scheduled transactions and then manually record the transactions.
3. The updated accounts are shown in the **Accounts Summary** view or the accounts register view.

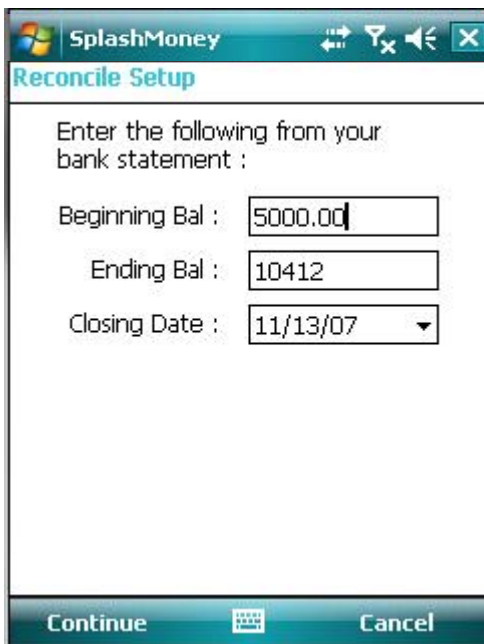
To edit or delete all occurrences of the scheduled transaction, use the **Scheduled Transaction** screen.

### 3.3.4 Reconciling Operations

Reconciliation operation is the process of comparing the accounts balance and matching it with the various transactions, to detect any differences between the amount in the account register and its printed bank statement.

To set up the reconcile operations,

1. Tap on the  icon to open the **Reconcile Setup** dialog (or) tap on **Options** in the [accounts register view](#) and select the **Account** option. From the list of accounts options, tap on the **Reconcile** option. The **Reconcile Setup** dialog then appears.
2. Enter the beginning balance (by referring to the bank statement) in the **Beginning Bal :** field.



3. Enter the ending balance (by referring to the bank statement) in the **Ending Bal:** field.
4. Enter the date from the calendar in the **Closing Date:** field. The closing date is used to set the last date of the expected reconcile operation.
5. Tap on **Continue** to open the **Reconcile** dialog. All transactions before the closing date are listed in the **Reconcile** screen (Date, Type, Payee, Amount, etc.).
6. Check the items that match the printed bank statement. Use the menu options,


**All** – to select all the items in the list.

**None** – to disable all the selected items.

**Cancel** – to cancel the reconcile operation and return to the accounts register view.

**Figure 24 Reconciling Operations**

7. The difference in the amount is displayed in **Difference:** field, in the **Reconcile** screen.
8. The **Difference:** field should display 0, when all items in the list are checked. This signals the completion of the reconcile operation. Tap on **Done** to complete the reconcile operation.
9. If the **Difference:** field shows a balance, then this signals that the items in the list are not reconciled. Then, if the **Done** option is tapped, a pop-up message mentioning the discrepancy in the balance, appears.
10. To resolve this discrepancy and to create an adjustment, tap on **Yes** in the message pop-up. Then the amount appears in the accounts register view as **Reconcile Adjust**.

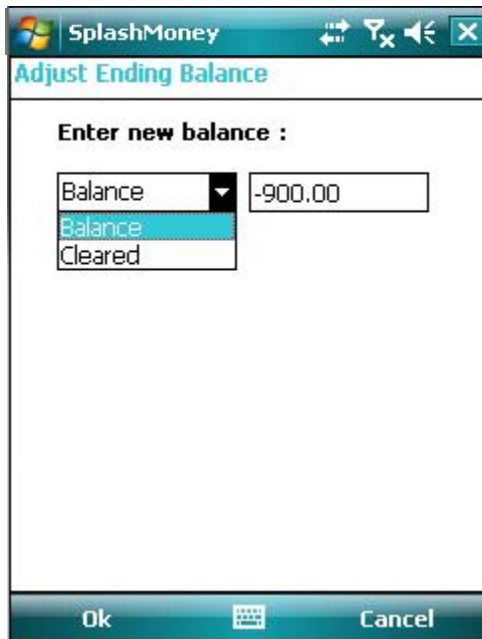
 In an incomplete reconcile operation, the previous state of the **Reconcile** screen is preserved. This helps to continue the reconcile operation, when returned.

### 3.3.4.1 Adjusting the Ending Balance

An alternative for the reconcile operation is the **Adjusting Ending Balance** option.

To adjust the ending balance,

1. Tap on **Options** in the [accounts register view](#) and select the **Account** option. Then, tap on the **Adjusting Ending Balance** option, to open the **Adjusting Ending Balance** dialog.
2. The **Balance** option displays the total of all the cleared and uncleared transactions in the accounts register view.



3. Tap the down arrow to display the **Cleared** option. This option displays the total of all the cleared and reconciled transactions in the accounts register view. The printed statement of the bank matches with this total balance.
4. Enter the new balance in the **Enter New Balance:** field. The amount entered in this field is adjusted with the beginning balance, for that particular selected account.
5. Tap on **OK** to adjust the ending balance in the accounts register view.

Adjusting the ending balance function is confined only to the SplashMoney application. Changes made to the ending balance does not affect the bank account balance or raise an automatic request to the bank to correct any discrepancies in the ending balance.

Figure 25 Adjusting the ending balance

### 3.3.5 Finding a Transaction

1. To search for an existing transaction record, tap on **Options** in the accounts register view and select the **Account** option. Then, tap on **Find Transactions**. In the **Find** dialog, enter the search item and tap on **Done**.
2. The name of the payee appears along with the amount in the **Find Results** dialog.
3. To filter the searched list, select from the list (All, Reconciled, Unreconciled, Cleared, Uncleared, Downloaded and Imported) of options.


The search item can either be a payee name or the amount

### 3.3.6 Viewing the Transaction Details

1. To view the details of a particular transaction, select the transaction in the accounts register view.
2. Tap on the **Details** option in the left hand corner of the screen, to display the transaction details (like the Date, Type, Payee, Memo, Account name, etc.) for the selected transaction.

### 3.4 Generating Reports

The account transactions are viewed as charts for easy reference, by generating reports for the transactions. To generate and view reports of the accounting and transaction details in SplashMoney on Windows Mobile,

Tap on the  icon to open the **Reports** screen:

Alternative method to open the **Reports** screen,

- Tap on **Menu** in the **Accounts Summary** view or tap on **Options** in the accounts register view, and select the **Account** option.
- Tap on the **Reports** option. The **Reports** screen, by default, displays the payee and amount columns.

#### 3.4.1 Defining Reports

1. Tap on **Options** in the **Reports** screen and tap on the **Define** option.
2. In the displayed **Define Report** dialog, select the account name from the drop down list, in the **Account:** field.



Figure 26 Defining reports

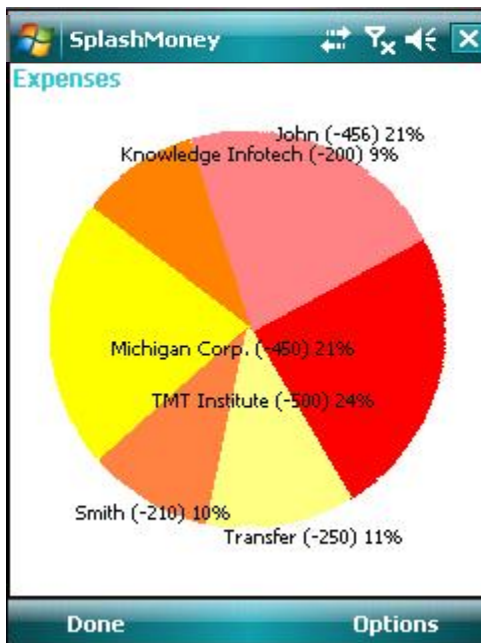
3. To generate the report (as payee, category or class), select the required option from the **By:** drop down list.
4. Select the duration for which the reports are to be generated, in the **Period:** field.
5. If **Custom** from the **Period:** field, is selected, then, select the **Start Date:** and the **End Date:** by tapping on the down arrow in each field.
6. To display the transactions that show nil amounts, enable the **Show Empty Items**. Tap on **Done** to enter the details in the **Reports** screen.
7. To view the details of the report, tap and hold on any item in the list displayed in the **Reports** screen. This opens the **Reports Details:** screen. Tap on **Done** to return to the **Reports** screen.

### 3.4.2 Setting the Font and Row Color in the Reports View

To alter the appearance of the fonts in the reports view, tap on the **Font** option from **Options**. In the **Font** dialog, modify the details (font type, font size and font style) and tap on **Done**, to set the font for the **Reports** screen.

To set the row color for the **Reports** screen, tap on the **Row Color** option from **Options** and select the color in the displayed **Color** dialog. Tap on **OK** to set the row color.

### 3.4.3 Setting the Report Preferences



To set the report details for the pie chart,

1. Tap on **Options** in the **Reports** screen. Then, tap on the **Preferences** option, to open the **Report Preferences** dialog.
2. Set the preferences in the **Report Preferences** dialog.
  - To view the name of the payee, select the **Name** check box.
  - To view the amount, select the **Amount** check box.
  - To view the percentage, select the **Percent** check box.
3. Tap on **Done** to return to the **Reports** screen.
4. To view the pie chart, tap on **Options** and then tap on the **Charts** option.

☞ Tap on the individual sections in the pie chart to view the details in the **Reports Details:** screen.


*Figure 27 Generating reports – a pie chart*

- To view only the transactions with a positive balance, tap on the **Incomes** option from **Options**, in the pie chart screen.
  - To view only the transactions with a negative balance, tap on the **Expenses** option from **Options**, in the pie chart screen.
5. Tap on the **Define** option from **Options** in the pie chart screen, to edit the report definition. Tap on the **Preferences** option from **Options** in the pie chart screen, to edit the report preferences.
  6. To return to the **Reports** screen from the pie chart screen, tap on the **List View** option from **Options** in the pie chart screen.
  7. Tap on **Done**, to return to the **Accounts Summary** view or the accounts register view, depending on the view from where the **Reports** screen was initially invoked.

☞ After returning to the accounts view, the next time when the **Reports** screen is invoked, the previous exit state of the **Reports** screen appears.

### 3.5 Planning Budgets

The SplashMoney application on Windows mobile allows to plan and view budgets.

Tap on  the icon to open the **Budgets** screen,

Alternative method to open the **Budgets** screen,

- Tap on **Options** in the **Accounts Summary** view or from the accounts register view and select the **Account** option.
- Tap on the **Budgets** option. The **Budgets** screen displays by default the payee column.

#### 3.5.1 Defining Budgets



To define the budget,

1. Tap on **Options** and select the **Define** option. In the displayed **Define Budget** dialog, select the required budget display (as payee, category or class) in the **By:** field.
2. Specify the time period to define the budget period in the **From:** field, from the list (Last Month, Last Year, This Month, etc.).
3. To display the transactions that show nil amounts, enable the **Show Empty Items**.
4. Tap on **Done** to enter the details in the **Budgets** screen.

*Figure 28 Defining Budgets*





## 4 Desktop Application

The SplashMoney on Windows Desktop application features are similar to the SplashMoney application on Windows Mobile.

### 4.1 Installation

To install the SplashMoney application on Windows Desktop,

1. Download and run the *setup.exe* file. (Refer to section [1.3.1 Installing SplashMoney](#))
2. The **SplashMoney Desktop WinMobile** wizard appears. Follow the steps in the wizard to complete the installation on the desktop.
3. The shortcut for the SplashMoney application is displayed on the Windows Desktop.
4. Click on the  shortcut to open the SplashMoney application.

 Enter the registration code or click on **Trial** in the registration screen. The trial version expires after 10 days and cannot be reused after the period of expiry.



## 4.2 Desktop Interface

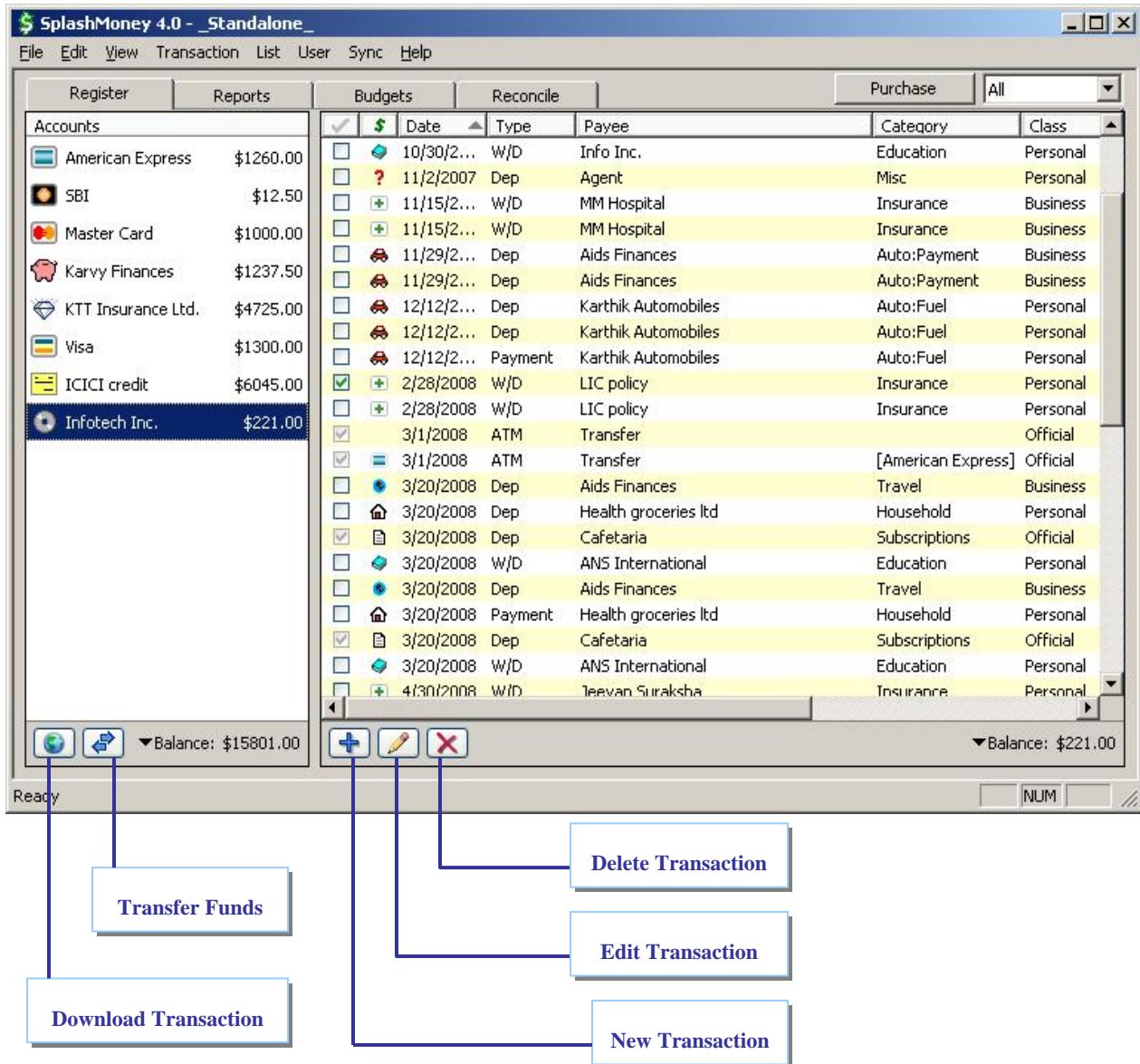


Figure 30 SplashMoney Application on Windows Desktop

## 4.3 Menu Options

The options available in the SplashMoney application of Windows Desktop:

### 4.3.1 File

Menu Options	Description
<b>New Account...</b>	Creates a new account.
<b>Delete Account...</b>	Deletes selected account.
<b>Account Info...</b>	Edits selected account.
<b>Go Online...</b>	Downloads transaction data from <a href="#">online bank</a> .
<b>Adjust Ending Balance...</b>	Opens the <b>Adjust Ending Balance</b> dialog.
<b>Purge Transactions...</b>	Opens the <b>Purge Transactions</b> dialog.
<b>Upcoming Transactions...</b>	Opens the <b>Upcoming Transactions</b> dialog.
<b>Set Password...</b>	Sets password to protect the data in SplashMoney Windows Desktop version.
<b>Import</b>	Imports <a href="#">QIF</a> , <a href="#">OFX</a> or <a href="#">CSV</a> data from other applications.
<b>Export</b>	Exports data in <a href="#">QIF</a> or <a href="#">CSV</a> file formats.
<b>Print...</b>	Prints the displayed data.
<b>Print Preview</b>	Opens the preview of the document before sending to the printer.
<b>Print Setup...</b>	Edits the printer settings.
<b>Exit</b>	Quits the SplashMoney application on Windows Desktop.

### 4.3.2 Edit

Menu Options	Description
<b>Cut</b>	Cuts the selected data.
<b>Copy</b>	Copies the selected data.
<b>Pastes</b>	Pastes the cut or copied data.

<b>Select All</b>	Selects all the data.
-------------------	-----------------------

### 4.3.3 View

Menu Options	Description
<b>Show Columns...</b>	Opens the <b>Show Columns</b> dialog, to select the state, icon, date, transaction type and other fields to be displayed in the window.
<b>Row Color...</b>	Opens the <b>Color</b> dialog, to change the row color.
<b>Set Font...</b>	Opens the <b>Font</b> dialog, to change the font properties.
<b>Preferences...</b>	Opens the <b>Preferences</b> dialog, to show or hide decimals and to set date and number format.
<b>Status Bar</b>	Shows or hides the <b>Status Bar</b> .

### 4.3.4 Transaction

Menu Options	Description
<b>New...</b>	Opens the <b>Transaction Info</b> dialog, for creating a new transaction.
<b>Edit...</b>	Opens the <b>Transaction Info</b> dialog, for editing a selected transaction.
<b>Delete...</b>	Deletes a selected transaction.
<b>Transfer...</b>	Opens the <b>Transfer Funds</b> dialog to transfer the funds between two accounts.

### 4.3.5 List

Menu Options	Description
<b>Edit Payees...</b>	Opens the <b>Edit Payees</b> dialog, to edit the name of the payee or create a new payee name.
<b>Edit Categories...</b>	Opens the <b>Edit Categories</b> dialog, to edit the category or create a new category.

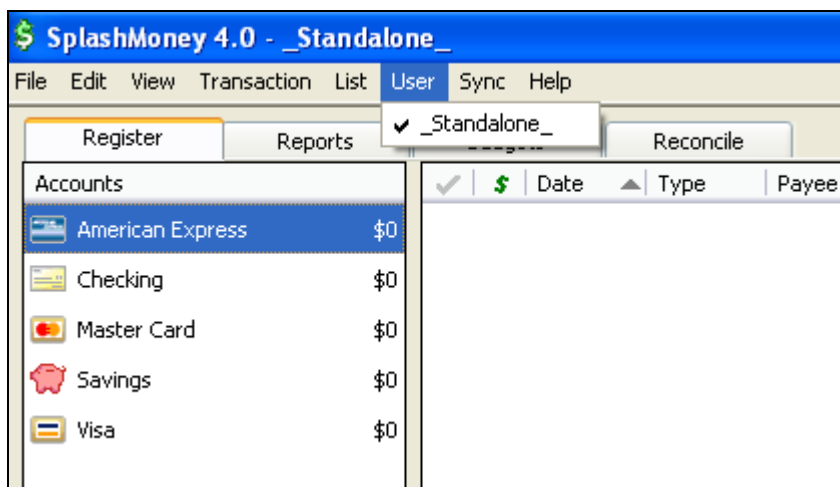
<b>Edit Classes...</b>	Opens the <b>Edit Classes</b> dialog, to edit the class or create a new class.
<b>Edit Currencies...</b>	Opens the <b>Edit Currencies</b> dialog, to edit the currency or create a new currency.
<b>Edit Transaction Types...</b>	Opens the <b>Edit Transaction Typed</b> dialog, to edit the transaction type or create a new transaction type.
<b>Edit Scheduled Transactions...</b>	Opens the <b>Edit Scheduled Transactions</b> dialog, to edit the scheduled transaction or create a new scheduled transaction.

#### 4.3.6 User

Lists the Windows Mobile user names which synchronize with the Windows Desktop. Select the required user name to ensure proper synchronization with that particular Window Mobile user.

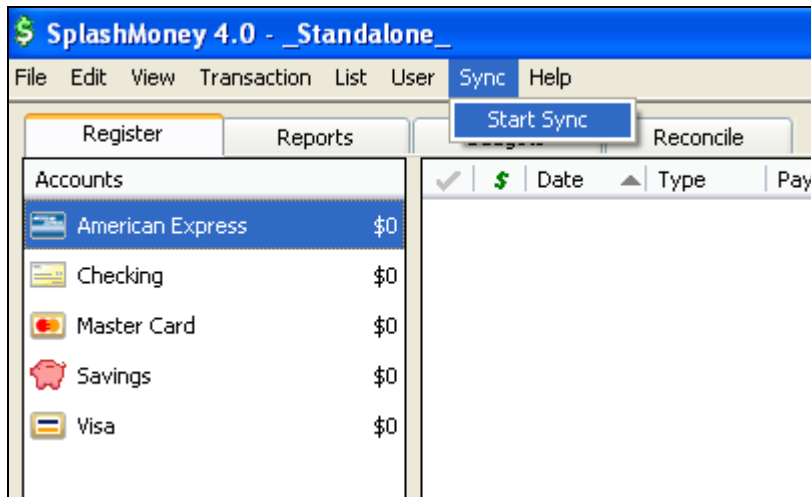
#### 4.3.7 Sync

When SplashMoney is installed, there is a Standalone user automatically created.

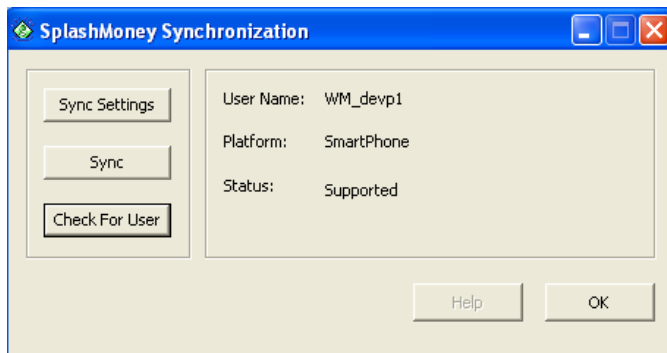


In order to Sync SplashMoney on Desktop to SplashMoney on the device, a user needs to be created (with the device ID as the username)

Click on Start Sync menu item (ensure that your device is connected to the Desktop)

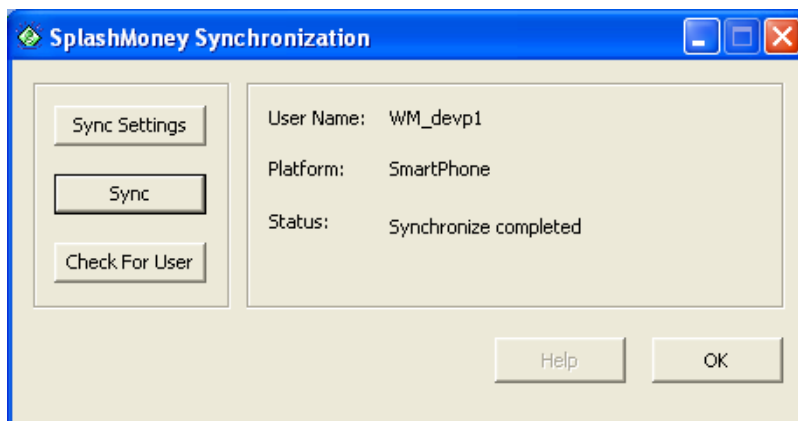


You will see SplashMoney identifies the device User ID, along with the Platform and Status

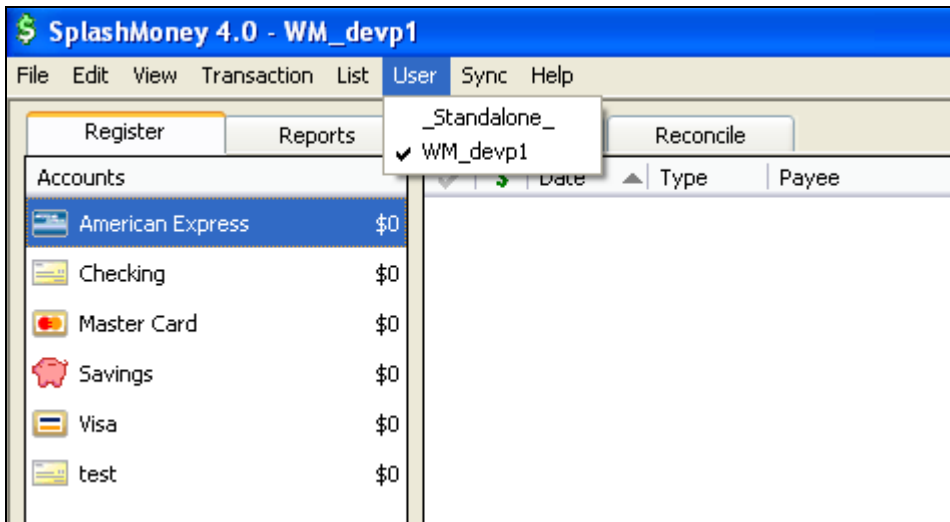


Note: At this stage if you do not see Status as Supported, it means that the device is not connect (Check Windows Mobile Active Sync / Windows Mobile Device Center status)

Hit Sync, you will see the Status as Completed

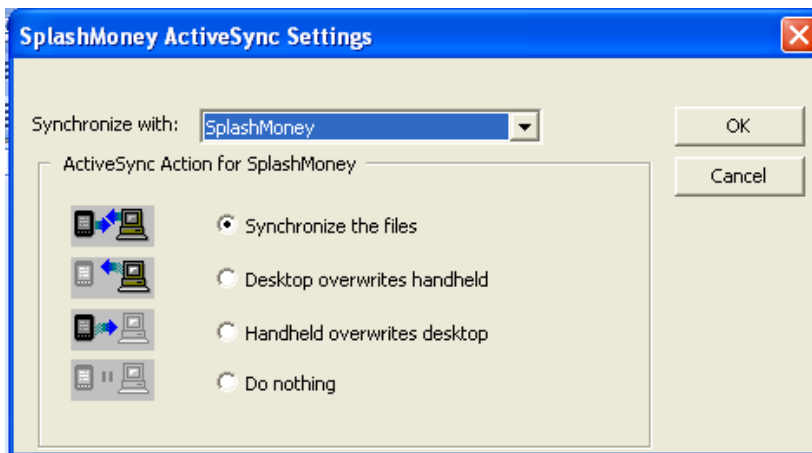


You will also notice that the new user is created (Device ID) and automatically selected.



From here on, all you will need to do is set the same password (if any) on device and desktop and hit the Sync button

If you would like to change the Sync Setting, hit Sync setting and choose appropriate option.



#### 4.3.8 Help

Menu Options	Description
About SplashMoney Desktop...	Opens the <b>About SplashMoney Desktop...</b> screen, which displays the information about the application.
User Guide...	Opens the <i>SplashMoney User Guide.pdf</i> file.

## 4.4 Settings for Synchronization (Read 4.3.7 to create new Device user)

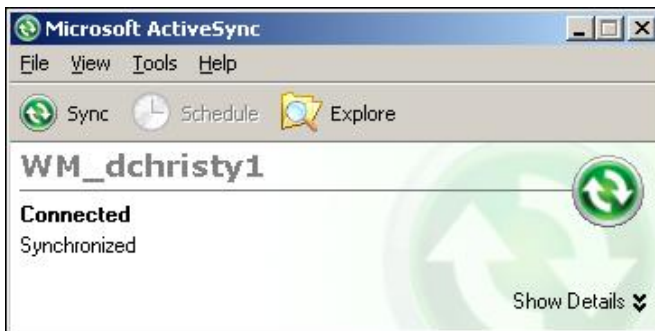
The transactions created in SplashMoney can be,

- Automatically uploaded to Quicken 99 or later for Windows.
- Exported in QIF format for importing into Microsoft Money, Quicken 98 or earlier for Windows or Quicken for Macintosh (or) exported in CSV format for viewing with a spreadsheet, database or word processor.
- Exported in QIF format and then imported into SplashMoney from Quicken, Microsoft Money or an online bank.

You must open the Windows Mobile at least once for Synchronization to happen.

### 4.4.1 Synchronizing Windows Mobile and Windows Desktop

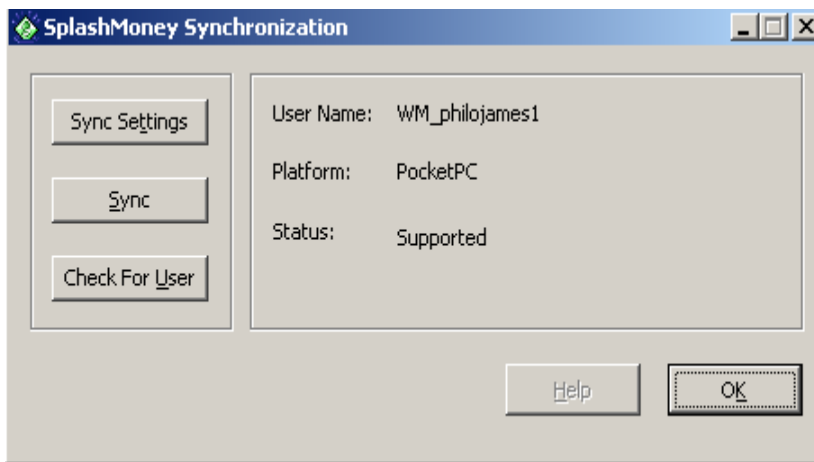
To synchronize the data in the SplashMoney application on Windows Desktop and the Windows mobile,



1. Connect the Windows Mobile to the PC with the USB Cable.
2. Ensure that the **Microsoft ActiveSync** screen displays as **Connected**.

*Figure 31 Microsoft ActiveSync screen*

3. Open the SplashMoney application on Windows Desktop.
4. From the **Sync** menu on the SplashMoney desktop window (Refer to [Figure 30](#)), click on the **Start Sync** option.



5. The **SplashMoney Synchronization** screen is displayed.
6. Click on the **Sync Settings** option. The **SplashMoney ActiveSync Settings** dialog is then displayed.


*Figure 32 SplashMoney Synchronization screen*



Figure 33 Synchronization settings

<b>Synchronize the files</b>	Synchronizes the changes made on the handheld and desktop.
<b>Desktop overwrites handheld</b>	Copies all data from the Windows Desktop to the handheld. All the data in the handheld are replaced.
<b>Handheld overwrites desktop</b>	Copies all data from the Windows Mobile to the desktop. All the data in the desktop are replaced.
<b>Do nothing</b>	Does not synchronize between the handheld and the desktop.

7. Click on **OK** to enable the selected synchronization settings.
8. Then, click on **Sync** option in the **SplashMoney Synchronization** screen to synchronize the data between the SplashMoney application on the Windows Desktop and Windows Mobile.
9. Click on **Check For User** option to view the connection status in the **SplashMoney Synchronization** screen.

 If the **Sync Settings** and **Sync** options are disabled, then click on the **Check For User** option. This detects the connection status, and if connected, the options are enabled.



## 4.5 Import/Export Options

The Import/Export option on Windows Desktop facilitates the following:

- Importing the QIF, OFX and CSV file formats into the Windows Desktop.
- Exporting to the QIF or CSV file formats in order to transfer the data to other applications.

Description of the file formats:

File Format	Description
<b>QIF</b>	It is the old Quicken format. Quicken 2005 exports to this format but does not import it.
<b>OFX</b>	Open Financial Exchange is the standard, recently adopted by Quicken, Microsoft Money, and many US online banks. OFX is also known as QFX (Quicken).
<b>CSV</b>	Comma Separated Values is a widely supported text format that is opened in spreadsheets such as Excel, and text editors such as Notepad and Text Edit.

### 4.5.1 Exporting Data from Windows Mobile to Windows Desktop

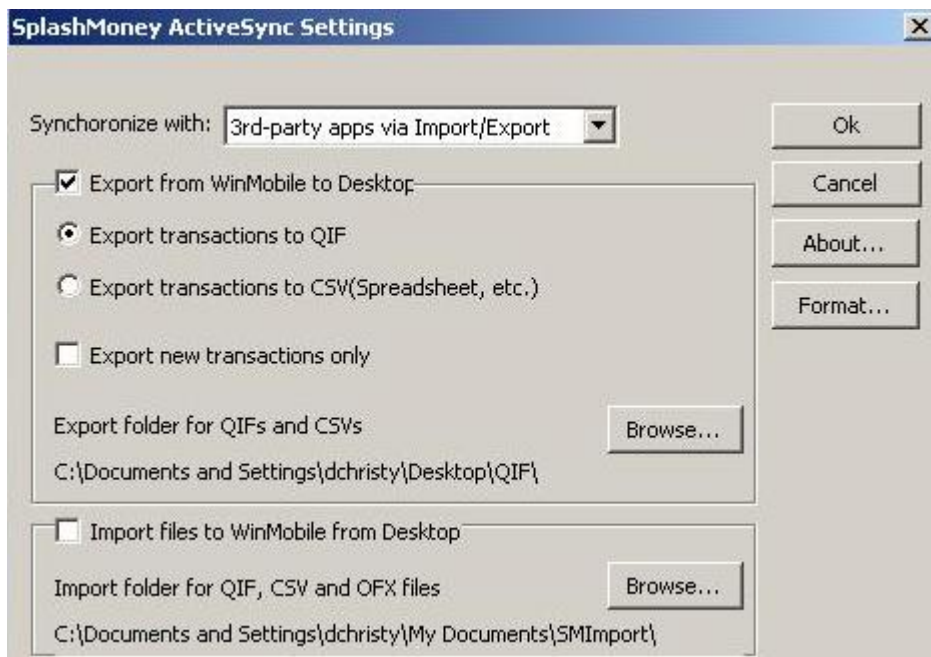


Figure 34 3rd-party apps via Import/Export settings

To export data from Windows Mobile to the desktop,

1. Connect the handheld to the PC.
2. In the displayed **Microsoft ActiveSync** screen on the desktop, click on the SplashMoney icon to open **SplashMoney ActiveSync Settings** (Refer to [Figure 33](#)).
3. Select the **3rd Party apps via Import/Export** option from the **Synchronize with:** field.
4. Then, select the **Export from WinMobile to Desktop** check box.
5. Select the,
  - **Export transactions to QIF** option, to export the transactions to the QIF (for Quicken or Microsoft Money) format.

(or)

  - **Export transactions to CSV(Spreadsheet, etc.)** option, to export the transactions to the CSV format.
6. Click on **OK** to export the transactions in the required format, to the desktop. The default location like C:\Documents and Settings\dchristy\My Documents\SMExport\...,can be changed using the **Browse...** button.
7. Click on the **Format...**button to set the date and number formats the same as the desktop settings.
8. Then, click on the **Sync** option in the **SplashMoney Synchronization** screen to synchronize the data.
9. Open the SplashMoney application on the Windows Desktop (Refer to [Figure 30](#)).
10. From the **File** menu, select the **Import** option.
11. Click on the required file format (QIF or CSV) from the list. From the displayed **Import**



**Figure 35** *Selecting the account for importing transactions*

To export only the new transactions from the Windows Mobile to the desktop,

1. Select the **Export new transactions only** option.
2. Follow the procedure mentioned above to export data.

12. A **Select Account** dialog is displayed. Create a new account or select an existing account, to import the data.
13. Click on **OK** to import the selected file format (QIF or CSV) to the Windows Desktop.

## 4.5.2 Importing Data into Windows Mobile from Windows Desktop

To import the data to the Windows Mobile from the Windows Desktop application,

1. Open the SplashMoney application on Windows Desktop.
2. From the **File** menu, select the **Export** option and click on the required file format QIF or CSV) from the list.

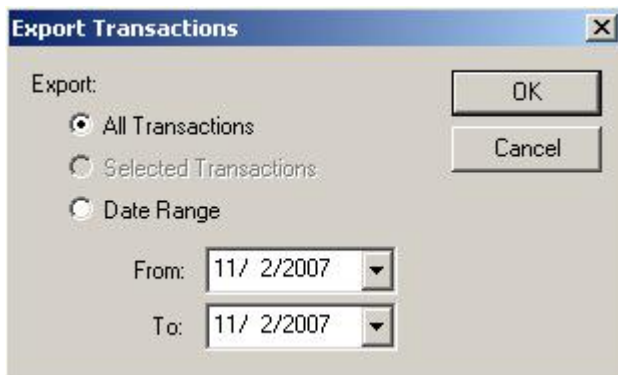


Figure 36 Export Transactions dialog

3. From the displayed **Export File** screen, save the file to be exported to the desktop of the computer.
4. The **Export Transactions** dialog is displayed. Select the required transactions settings and click on **OK**.
5. Now, connect the Windows Mobile to the PC.

6. In the displayed **Microsoft ActiveSync** screen on the desktop, click on the SplashMoney icon to open the **SplashMoney ActiveSync Settings**, select the **3rd Party apps via Import/Export** option from the **Synchronize with:** field (Refer to [Figure 34](#)).
7. Select the **Import files to WinMobile from Desktop** option.
8. Click on the **Format...** button to set the date and number formats the same as the desktop settings.
9. Click on **OK** to import the transactions in the required format, to the Windows Mobile. The default location like C:\Documents and Settings\dchristy\My Documents\SMExport\..., can be changed using the **Browse...** button.
10. Click on **Sync** option in the **SplashMoney Synchronization** screen, to synchronize the data.

### 4.5.2.1 Importing and Viewing Data on Windows Mobile



Figure 37 Importing pending data

When the SplashMoney application is opened on Windows Mobile, a message to import is displayed.

To import and view the data on Windows Mobile,

1. Tap on **Yes** in the message box. The **Import Accounts** dialog is displayed.

2. Select the transaction to be imported, in the **Import Transactions from:** field.
3. Select the account name to which the transaction is to be imported, in the **Import Transactions into:** field.

4. Tap on **Now** to import.



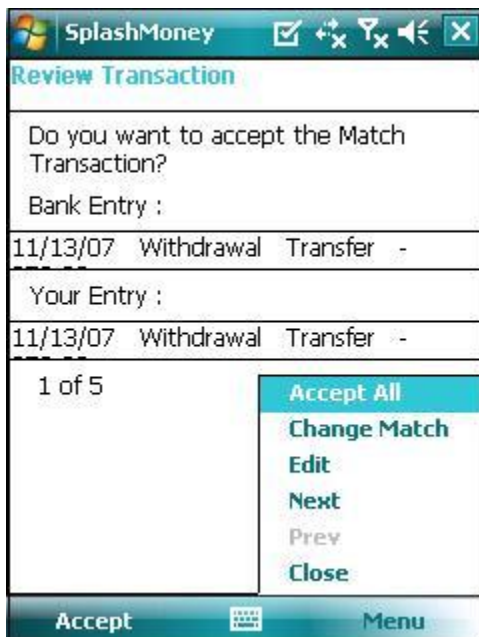
☞ To import the transactions into a new account, enter the account name in the **Enter Name For <New Account>**: field.

5. To import the transactions the next time the SplashMoney application is opened on the Windows Mobile, tap on the **Later** option from **Menu**, in the **Import Accounts** dialog.
6. Repeat the procedure to import other pending transactions.

Figure 38 Import Accounts dialog

#### 4.5.2.2 Reviewing Imported Transactions on Windows Mobile

1. When the account name in the **Accounts Summary** view is tapped, a message to accept the review of the imported transactions is displayed.



2. Tap on **Yes** to display the **Review Transaction** dialog.
  - Tap on the **Accept All** option, to accept all transactions.
  - Tap on **Change Match** option and select the transaction in the displayed **Match Transaction** screen. Tap on **Match**. This transaction is then entered in the **Your Entry**: field in the **Review Transaction** dialog.
  - Tap on the **Edit** option from **Menu** to enter the **Edit Review Transaction** dialog. Edit the transaction details to be displayed in the **Bank Entry**: field, in the **Review Transaction** dialog.
  - Use the **Next** option and the **Prev** option to navigate between the next and previous transactions.
3. Tap on **Accept** to accept the transaction and return to the [accounts register view](#).

Figure 39 Review Transaction dialog

### 4.5.3 Exporting Transactions to Quicken, Microsoft Money or a Spreadsheet

The desktop version of SplashMoney allows, to record transaction when travelling and later upload the transactions to,

- Quicken through the QIF or OFX file format.
- Microsoft Money through the QIF or OFX file format.
- Spreadsheet, database or a word processor through the CSV format.

SplashMoney does not synchronize with Quicken or Microsoft Money or a spreadsheet but facilitates uploading of transactions automatically, so that the transactions created on the handheld need not be re-entered on the desktop.

1. For the synchronization to be successful, exit Quicken or Microsoft Money before performing the synchronization.

☞ The accounts in SplashMoney must have the same names as the accounts in Quicken or Microsoft Money.

2. Export the files (QIF, OFX or CSV) to the desktop from Windows Mobile using the **3rd Party apps via Import/Export** option in the **SplashMoney ActiveSync Settings** screen (Refer to section [4.5.1 Exporting data from Windows Mobile to Windows Desktop](#)).
3. Then, import the files into Quicken, Microsoft Money or a spreadsheet.

☞ After importing the file formats into Quicken, Microsoft Money or spreadsheet, delete the files on the desktop. If the files are not deleted, then the next time when the files are imported to Quicken, Microsoft Money or a spreadsheet, it creates duplicate transactions.

### 4.5.4 Importing Transactions from Quicken or Microsoft Money or a Spreadsheet








1. Exit Quicken or Microsoft Money before synchronization.
2. Then, export the files (QIF, OFX or CSV) from Quicken or Microsoft Money or a spreadsheet, to the desktop.
3. Import the files to Windows Mobile using the **3rd Party apps via Import/Export** option in the **SplashMoney ActiveSync Settings** screen. (Refer to section [4.5.2 Importing data into Windows Mobile from Windows Desktop](#)).

## Appendix

### ACCOUNTS SUMMARY VIEW SHORTCUT ICONS

#### TOOLBAR











<i>Icon</i>	<i>Description</i>
	Opens the <b>Edit accounts</b> dialog.
	Opens the <b>Transfer Funds</b> dialog.
	Opens the <b>Reports</b> screen.
	Opens the <b>Budgets</b> screen.
	Opens the <b>Upcoming Transactions</b> screen.
	Opens the <b>Security Options</b> dialog.
	Connects online to download data from the bank.

## ACCOUNTS REGISTER VIEW SHORTCUT ICONS

### TOOLBAR



<i>Icon</i>	<i>Description</i>
	Returns to the <b>Accounts Summary</b> view
	Opens the <b>New Transaction</b> dialog.
	Opens the <b>Reports</b> screen.
	Opens the <b>Budgets</b> screen.
	Opens the <b>Upcoming Transactions</b> screen.
	Opens the <b>Reconcile Setup</b> dialog.
	Opens the <b>Preference View</b> dialog.
	Connects online with the bank.

## Glossary

<b>Accounts register view</b>	All the transactions for an account are listed in the accounts register view. Tap and hold on the account name to open the list of transactions.
<b>Beginning balance</b>	The current balance in the bank is manually entered as the beginning amount in SplashMoney, when creating an account.
<b>Budgets</b>	The list of all planned expenses and revenues based on the Payee, Category or Class.
<b>Built-in transaction</b>	The transactions that are built with the software. These transactions cannot be edited or deleted.
<b>CSV</b>	The common file format that is read by a spreadsheet, database or word processor. It stands for Comma Separated Values.
<b>Currency conversion rate</b>	<p>Rate at which one currency is converted into another. It is also called the rate of exchange or foreign exchange.</p> <p>This rate is secured through major international banks.</p>
<b>Custom transaction</b>	The transactions that are created in SplashMoney and which are not built-in. These transactions can be edited and deleted.
<b>Ending balance</b>	The balance of all transactions entered in an account register including postdated transactions.
<b>Memo</b>	The additional information for a transaction that is short, focuses on a single topic, reports information, makes a request, or recommends action.

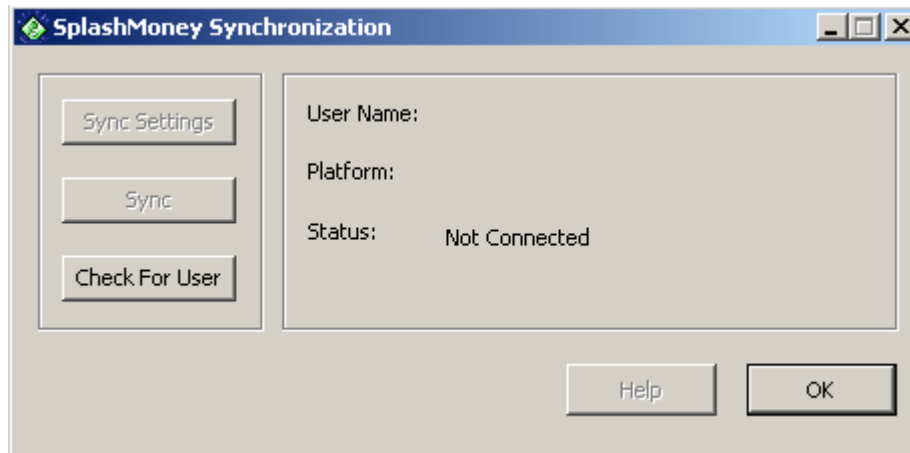


<b>Microsoft Money</b>	The personal finance software of Microsoft for computers using the Microsoft Windows operating system
<b>Purging</b>	The transactions that are removed from the accounts register view. The purged amount is adjusted with the beginning balance.
<b>Quicken</b>	The personal financial software that manages finances and investments. It provides financial and business management solutions for the business and personal finance markets, globally. It tracks investments and manages finances, online.
<b>Reconcile Operations</b>	Reconciliation operation is the process of comparing the accounts balance and matching it with the various transactions, to detect any differences between the amount in the account register and its printed bank statement.
<b>Reconcile adjust</b>	The transaction added to the accounts register after the reconciling operation.
<b>Reports</b>	The consolidated income and expense over a specified period of time based on Payee, Category or Class.

## Troubleshooting Guide

### If the SplashMoney application on Windows Mobile and Windows Desktop are not synchronizing

- Check the synchronization settings of the application. Open the SplashMoney application on Windows Desktop and click on the **Sync** menu. Then, click on the **Start Sync** option. The **SplashMoney Synchronization** screen is displayed.



If the status is showing as *Not Connected*, then check for the connection status between the handheld and the desktop. The Windows Mobile has to be connected to the desktop for the synchronization to happen.

- When the Status is showing as connected then the **Sync Settings** option and the **Sync** option are enabled. Click on the **Sync Settings** option. The **SplashMoney ActiveSync Settings** dialog is displayed. If the **Do nothing** option is selected, then synchronization will not happen between the desktop and the handheld.



## INDEX

- accounting, 7, 10
- accounts register, 8
- accounts summary, 6
- adjusting balance, 21
- adjusting ending balance, 21
- base currency, 9
- beginning balance, 10
- budget amount, 25
- budget preferences, 25
- budget view, 25
- budgets, 24
- category, 15
- characters, 8
- class, 15
- convert currency, 14
- create account, 10
- create scheduled transaction, 17
- CSV, 33
- currency, 9
- currency conversion, 9
- define budgets, 24
- define reports, 22
- desktop application, 26
- desktop installation, 26
- desktop interface, 27
- desktop menu, 28
- edit accounts, 12
- edit scheduled transaction, 17
- edit transaction, 16
- export, 33
- export transactions, 37
- exporting data, 33
- features, 1
- find transaction, 21
- font settings, 7
- generate reports, 22
- import, 33
- import accounts, 36
- import transactions, 37
- importing data, 35
- installation, 3, 6
- interface, 7
- Microsoft Money, 34, 35, 37
- new transaction, 13
- OFX, 33
- OFX server, 11
- online bank, 11
- online setup, 11
- overview, 1
- payee, 15
- pending imports, 35
- periodicity, 18
- pie chart, 23
- pre-requisites, 2
- purged, 16
- purging, 16
- QIF, 33
- quick start, 6
- Quicken, 34, 35, 37
- reconcile adjust, 20
- reconcile setup, 20
- reconciling operation, 20
- record, 19
- recording reminder, 18
- recording transaction, 19
- registration, 5
- remove transaction, 16
- report preferences, 23
- reports, 22
- reports view, 23
- review transaction, 36
- reviewing imported accounts, 36
- scheduled transaction, 17
- security options, 5
- set password, 6
- SplashMoney, 1, 26
- SplashMoney options, 6
- split transaction, 14
- splitting transaction, 14
- spreadsheet, 34, 35, 37
- Sync, 30
- synchronization settings, 31
- synchronizing, 4, 31, 32
- transaction state, 13
- transaction type, 15
- transactions, 13
- transfer funds, 12
- upcoming transaction, 18
- view transaction, 21
- Windows Mobile user, 30

## *Revision History*

<b>VERSION NUMBER</b>	<b>DESCRIPTION</b>	<b>AFFECTED SECTION(S)</b>	<b>EFFECTIVE DATE</b>
1.00	SplashMoney application on Windows mobile – User Guide for the 29 <sup>th</sup> November, 2007 release.	-	03/12/07
2.00	SplashMoney application on Windows mobile – User Guide for the 18 <sup>th</sup> January, 2008 release.	-	18/01/08