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## **INTRODUCTION**

Welcome to Monthly Bill Manager 98 (MBM98)!

MBM 98 can Track and Budget all of your Bills, Credit Cards, Loans, Savings Account, and Check-Book information on a monthly basis. Add your own Register Groups(Envelopes) to track any type and number of incoming and outgoing money accounts. Create Bill Category Groups to link each Bill with to organize you Budget and make it easier to understand.

When most people setup a Budget they write down all their bills and the amount due on a piece of paper, add everything up then figure what can be paid based on their income. MBM automates that task for you in a way to easily understand where your hard earned money is going month to month. You can setup your own Bill names or use existing Bill names(Categories Groups) provided by MBM, insert them into your monthly budget and then forget about it. Once you have done this one time you will never have to do it again, just let MBM do the rest for you. At the end of the month you will Close Out, which will reset all of your budget information. MBM will show a full status on screen at all times where and how your money is being spent. Bills can be paid in their entirety or partial payments can be made. How much you are over or under for each budgeted item is tracked monthly. MBM will show you how much you owe monthly for your bills, how much you will still owe after making payments or how much you will have surplus.

A sample account is pre-built in MBM as an example of how you might possibly setup your account. Once you are familiar with MBM it can be deleted.

MBM comes with extensive online help, however if you have further questions please post them at [marchale@mjksw.com](mailto:marchale@mjksw.com). MBM is an evolving product, we welcome suggestions and bug reports. Visit our web site for the latest updates and news at [www.mjksw.com](http://www.mjksw.com).

### **Selection Tip**

It is very important to be cognizant of what is selected when working with MBM 98. Selected items can be affected by several different commands. If you are not aware of what is selected, you may alter your data in ways that you did not intend. Be careful!

# CHAPTER 1

## MENU/SCREEN OPTIONS

### File Menu

#### **Backup Current Account**

1. Select BACKUP CURRENT ACCOUNT from the FILE menu.
2. Select the drive and directory where you want to back up your files to.
3. Click OK.

This function enables you to back up your files either to an alternate directory on your hard drive or to an alternate drive for off site storage.

#### **Restore From Last Backup**

1. Select RESTORE BILLS FROM LAST BACKUP from the FILE menu.
2. The message RESTORING {Current Account that is open} appears momentarily on your screen.
3. When the message has cleared MBM 98 has restored your files from the location that they were backed up to.
4. You may be prompted to insert the proper disk if the last you backed up to was a floppy, ZIP or some other external drive.

#### **Create New Account**

1. To start a New Account choose FILE | CREATE NEW ACCOUNT. This will start the NEW ACCOUNT WIZARD, series of question and answer dialogue boxes that will set up your new MBM 98 Account.
2. In the first screen enter an Account Name. This name will appear in all MBM 98 references to this account. Enter an opening balance for your account. If you don't know what your starting balance is for this account, leave the amount at zero, this can be corrected later by making a [Deposit](#).
3. Enter a "Starting Year" and a "Starting Register." The current year and register should be entered unless you are creating past activity.
4. Click the Create Account or Cancel button. Click YES to confirm the creation of this new account. MBM 98 now builds the database files for this new account.
5. The "Create New Bills" window appears. With the Input New Bill window in the foreground. Type in the name of your first bill and click OK. Then the Group Description window appears, enter the group that the previous bill you entered will be associated with. These two windows will alternate until you click the CANCEL button. Enter as many as you can, if you are unsure of some of the information, don't worry it can also be edited later. This gives you the opportunity to quickly get started on building your MBM 98 Account.
6. After all of your Bill Names are entered, now you can fill in the details for each bill: Account Number, Address, City, State, Zip, Phone and Extra Comment. Click on the bill in the window to the left and then edit each field. This gives you the opportunity to change the Bill name if necessary. **TIP:** The accumulation of your Bill data makes a nice reference for when you take MBM 98 on the road and you find it necessary to contact one of your debtors.
7. To add more Bills click on the ADD button and to delete Bills click the REMOVE button.
8. Once all of your Bill Data has been entered you are ready for the "Update Groups and Bill Groups" click the NEXT button to proceed.
9. You should recognize the Bill Groups you previously created mixed with MBM 98's default groups. If you need to add an additional group, type it in the "Add Group" field and hit enter. It will be added to the Bill Groups window.
10. To assign a Bill Group to a Bill or to change a Bill's Bill Group select the bill by clicking on it in the left window and then double click on the new Bill Group to the right. The Bill Group

# CHAPTER 1

## MENU/SCREEN OPTIONS

assigned to a Bill is displayed in the “Current Group Name” at the bottom of the window. It is important to assign Bill Groups appropriately for budgets and reporting to work properly to return valid analysis. Click NEXT to proceed to the “Assign Bills To Your New Budget” window.

11. Add Bills to you Budget by selecting them by clicking on them and then clicking the “Add to Budget” button. Bills can also be dragged to the Budget window. To remove bills from your budget select them by clicking on them once and then click the REMOVE FROM BUDGET button. When all the bills are correctly place in your Budget click the COMPLETE button.
12. You have now completed the “New Account Wizard” and are ready to start using MBM 98.

### **Delete Current Account**

1. Make sure the ACCOUNTS window is active in the Quick Access Bar. Click on the Safe the represents the account that you want to delete. Select the FILE | DELETE CURRENT ACCOUNT menu

### **Reports**

TO BE ADDED LATER

### **Compress Databases**

1. Select FILE | COMPRESS DATABASES. Choose which components of your MBM 98 Account to compress: COMPRESS BUDGET INFORMATION, COMPRESS CHECKBOOK INFORMATION or COMPRESS CATEGORIES. As your entries increase and your MBM 98 Account get larger it is important to compress your database files to conserve hard drive space and increase performance.
2. When you are finished, click the COMPLETED button to close the dialogue box.

## **Edit Menu**

### **Data Location**

1. Select EDIT | DATA LOCATION to tell MBM 98 where your data files are located. If you created an account using the NEW ACCOUNT wizard, MBM 98 creates a directory using your MBM 98 Account Name as the directory name. This function should be used to locate data files that have been moved to a different directory or drive.

### **Add Already Created Account**

1. Accounts already created previously can me added to MBM
2. Select EDIT | ADD ALREADY CREATED ACCOUNT.
3. Select the directory where the account resides.
4. Confirm that you want to add the account MBM 98 finds in that directory.

### **Monthly Registers**

Registers should be thought of as a systems of money. They could represent a monthly register of bill paying activity, a separate account, a source of income or simply money that you are setting aside for a special purpose. In MBM 98 there are two major divisions of registers Monthly Registers and Envelopes. They both operate in the same fashions; deposits can be made into them and bills can be paid out of them. However, Monthly Registers are preset in MBM 98 and are permanent, they cannot be deleted. Also, Monthly Registers can and should be closed out at the conclusion of the monthly interval. Envelopes cannot be closed out, they can only be deleted and re-created.

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### **MENU/SCREEN OPTIONS**

### **Add New Register**

1. When you are adding a new register, you are really adding a new envelope since Monthly Register are permanent and unalterable.
2. Make sure the proper MBM 98 Account you want to add a register to is selected.
3. Select EDIT | ADD NEW REGISTER

4. Enter a name for the register and click OK.
5. The new register will appear in the Envelopes Tab on the Register Window.
6. This new register operates exactly like your normal Monthly Registers, except it cannot be closed out. If you want to close an Envelope Register, the money in it should be transfer to another register or envelope and then deleted.

### **Remove Selected Register**

1. Select the Account you want to delete a register from.
2. Select the register (envelope) to be deleted.
3. Select EDIT | REMOVE SELECTED REGISTER.
4. Confirm the deletion of the register by clicking YES.

## **Options Menu**

### **Change Year**

1. Select OPTIONS | CHANGE YEAR.
2. Enter the four digits of the desired year.
3. Click OK.

### **Update Current Check Number**

1. To update MBM 98 check number to match your check book's current number select OPTIONS | UPDATE CURRENT CHECK NUMBER.
2. Enter the last check number in your check book.
3. Click OK.

### **Close Month**

In order to move from one month to the next BILLS PAID. CLOSE MONTH must be run on the current register month.

1. Select OPTIONS | BILLS PAID. CLOSE MONTH menu.
2. Confirm that you want to copy over your monthly balance by clicking YES.
3. If there are any outstanding bills for the current month, MBM will ask you if you want to forward the bill's balance due to the next month. Answer YES or NO for each bill.

### **Transfer Between Registers**

MBM 98 allows you to transfer money between registers to created separate pools of money or track activity in savings and investment accounts.

1. Select OPTIONS | TRANSFER BETWEEN REGISTERS
2. Select the register to transfer from in the left window and drag to the register to transfer the money to.
3. Confirm the TRANSFER FROM register and the TRANSFER TO register.
4. Enter the dollar amount to transfer.
5. Accept the default memo for the transfer or enter a different memo to be recorded in the checkbooks of both registers.

## **CHAPTER 1**

### **MENU/SCREEN OPTIONS**

6. Answer YES or NO to whether you want to MARK TRANSFER AS A NEGATIVE PAYMENT.
7. Click COMPLETED when you are done making transfers.

### **Enable Auto Budget Balance**

When Enable Auto Budget is turned on (this option is toggled on and off by selecting it from the Options Menu), bills are automatically deducted from your budget as they are paid. If you want to pay a bill "off" of your budget, turn this option off and then pay the bill.

### **Enable Security**

MBM 98 come with a security option. To activate the password protected security:

1. Select OPTIONS | ENABLE SECURITY.
2. Enter the password for this account and click OK.
3. Re-enter the password to verify that it was typed correctly.
4. Now the password is set. To disable the password select OPTIONS | ENABLE SECURITY and enter the password set previously.
5. Each MBM 98 Account can have a separate and unique password.

### **Recalculate Checkbook**

As multiple entries are made in your checkbooks you may find it necessary to recalculate the register.

1. Select OPTIONS | RECALCULATE CHECKBOOK
2. MBM 98 will recalculate all entries made in the checkbook from deposits, payments and transfers.

### **Recalculate Budget**

As bills are added, moved and deleted from you budget you may find it necessary to recalculate your budget.

1. Select OPTIONS | RECALCULATE YOUR BUDGET
2. MBM 98 will recalculate your budget based on your monthly bills and deposits.

### **Budget Groups**

Under the OPTIONS menu in the BUDGET GROUPS menu are where the following options can be set:

#### **Enable Hot Tracks**

This option toggles hot tracks on and off for the Budget Groups window.

#### **Show Gridlines**

This option toggles gridlines on and off in the Budget Groups window.

#### **Show Amount Due**

This options displays the amounts due for bills in the Budget Groups window.

### **Main Budget**

#### **Enable Hot Tracks**

This option toggles hot tracks on and off for the Main Budget window.

#### **Show Gridlines**

This option toggles gridlines on and off in the Main Budget window.

## **CHAPTER 1**

### **MENU/SCREEN OPTIONS**

### **Checkbook Info**

#### **Enable Hot Tracks**

This option toggles hot tracks on and off for the Checkbook Info window.

#### **Show Gridlines**

This option toggles gridlines on and off in the Checkbook Info window.

### **Registers**

#### **Enable Hot Tracks**

This option toggles hot tracks on and off for the Registers window.

#### **Show Gridlines**

This option toggles gridlines on and off in the Registers window.

### **Money Stats**

These options change how your Money Stats are displayed on the Money Stats Quick Tab. They can be broken down by Weekly, Bi-Weekly and Monthly totals.

## **Import Old Data from MBM 16 or 32 bit**

MBM 98 give you the opportunity to convert data from older versions of Monthly Bill Manager, the 16 or 32 bit versions.

1. Select OPTIONS | IMPORT OLD DATA FROM MBM 16 OR 32 BIT
2. MBM 98 will immediately begin to convert your old files and build account for them in the Quick Access Bar - Accounts window.

## **View Menu**

The View Menu displays the windows you select. These same windows can be selected from the Quick Access Bar. If you do not see the Quick Access Bar, select VIEW | QUICK ACCESS BAR and it will appear on the right side of you screen.

## **Monthly Budget**

This is MBM 98's main window where most of you budget functions, bill paying and depositing will be performed and is the default window displayed.

## **Checkbook**

This is the window that displays all of the entries in a register and is setup to mimic a checkbook. All deposits, bill payments, checks and transfers are recorded here. Entries are not made directly into the checkbook, but are reflected by performing the above stated functions. Entries can be edited from Checkbook Entry window at the bottom of the screen.

## **All Outstanding Items**

This window displays all items that have not been paid by their due date for items that have been transferred over from a previous months close out.

## **Registers/Envelopes**

This window displays all of the Monthly Registers and custom Envelope Registers for an MBM 98 Account.

# **CHAPTER 1**

## **MENU/SCREEN OPTIONS**

## **Estimated Budget**

This window activates an Estimated Budget breakdown based on the monthly income that you have entered in MBM 98 and the total of your bills due in your monthly budget.

### **Income**

Your monthly income is entered here. Your monthly income is not pulled from income deposits made in your Monthly Register and you monthly income here is not shared with you Monthly Registers. Your monthly income is recorded here for the sole purpose of calculating you Estimated Budget. However, Your Total Due and Total Due Detail is calculated from the monthly bills in your MBM 98 Budget.

## **Quick Tabs Information**

This view option groups all the tabs that make up the Quick Tabs at the bottom of the Budget window:

### **Bill Status**

This view option displays the status of a bill that is selected in the Budget window. While this tab is selected, click on a bill in the budget window and the following data is displayed. The fields in the Bill Status Tab can be edited from here as well.

### **Bills**

This view option displays the Bills and Bill Groups that are available to add to your Budget. While selected the tool bar that allow you to add and delete bills, add and delete bill groups and add bills to your budget is visible.

### **Bill Data (Edit)**

This view option displays the bill data of the bill that is currently selected in the Budget window. While this tab is selected, click on a bill in the budget window and the following data is displayed: Account #, Address, City, State, Zip, Extra Field and Phone Number. These fields can be edited while this tab is selected. Simply click in the field and add or correct the information in the field. The Bill Data tab enables you to compile a database of your bill information that is handy for a quick reference at home or even more conveniently on the road when you are away from your personal or family records.

### **Payment Form**

This view option displays the Payment Form where bill payments are recorded. As with the Bill Status and Bill Data tabs the information changes on the tab depending on which bill is selected in the Budget Window. Make payments by entering the date of the payment, the payment type and the payment amount. Click the RECORD button and the payment is posted in you Checkbook and Budget.

### **Deposit Slip**

This view option displays the Deposit Slip tab where deposits are recorded. Enter a description for the deposit, the date of the deposit, the deposit type and the deposit amount. When all of deposit information is correct, click the RECORD button to post the deposit to your Checkbook and Budget.

## **CHAPTER 1**

### **MENU/SCREEN OPTIONS**

### **Money Stats**

This view option displays your Money Stats for the current month of your Budget. The left side of the Money Stats tab can be broken down into weekly, bi-weely and monthly totals depending on what Options are selected in the OPTIONS | MONEY STATS menu. The totals display positive or negative cash flow for your budget based on your activity. On the upper right side of the tab is your Money Breakdown, which summarized your deposit and paid totals. Also listed is what is left after payments in the After Paid field. At the bottom right of the tab, your cash Available is listed as well as what the total Balance Due on your outstanding bills.

### **Money Stats on Toolbar**

Underneath the menu bar at the top of the MBM 98 screen is an area where you Money Stat can be constantly on display. They are toggle on and off in the VIEW | MONEY STATS ON TOOLBAR menus. The following Money Stats can be displayed in the area:

### **Paid**

This a running total of what bills have been paid for the current month. This field is cleared when the month is closed out.

### **Balance Due**

This is a total of the bills that are still outstanding for the current month. This total is either forward, partially cleared or completely cleared on month close out depending on what options you select during month close out.



**Deposits**

This a running total of deposits that have been made for the current month. This field is cleared when the month is closed out.

**Income**

This field displays your income for the month, which is pulled from the income total that is entered in the Estimated Budget window (see Estimated Budget: Income).

**After Paid**

This field shows that balance of what is left of your deposits for the month after all bills have been paid.

**Status Bars**

The Status Bar at the bottom of the MBM 98 screen shows the Current Balance in your MBM 98 Checkbook, the register you are currently in and the current MBM 98 Account that is open.

# **CHAPTER 1**

## **MENU/SCREEN OPTIONS**

### **Quick Access Bar**

This view option displays or hides the Quick Access Bar which appears on the left side of the MBM 98 screen. The Quick Access Bar is divided into three windows activated by click on the following bars: Windows, Quick Tabs, Accounts. The Windows Bar switches between the three different modes of MBM 98: Budget, Checkbook and Outstanding. The Quick Tabs Bar works similarly to the Quick Tabs flyout in the View menu. Finally, the Accounts Bar is where MBM 98 Accounts are managed.

The Quick Access Bar on the left side of the MBM 98 screen controls what is displayed on the Main MBM 98 screen. It consists of three groups that are accessed by slider button.

### **Windows Button**

#### **Budget**

Displays the MBM 98 Budget screen.

#### **Checkbook**

Displays the Checkbook Window.

#### **Outstanding**

Displays the Outstanding Items Window.

#### **Show/Hide Quick Tabs**

Toggles the Quick Tabs in the Budget Window on and off.

### **Quick Tabs**

This window allows you to pick the Quick Tab that appears on top of the group of tabs. Select from the following to have that tab appear on top: BILL STATUS, BILLS, BILL DATA, PAYMENT FORM, DEPOSIT SLIP or MONEY STATS.

### **Accounts**

This window allows you to open different Accounts that you have created in MBM 98. Simply click on the icon that represents the Account that you want to work with and that Account is launched, with its named displayed in the Main MBM 98 Window.

## CHAPTER 2

### ACCOUNTS

#### Create New Account

1. To start a New Account choose FILE | CREATE NEW ACCOUNT. This will start the NEW ACCOUNT WIZARD, series of question and answer dialogue boxes that will set up your new MBM 98 Account.
2. In the first screen enter an Account Name. This name will appear in all MBM 98 references to this account. Enter an opening balance for your account. If you don't know what your starting balance is for this account, leave the amount at zero, this can be corrected later by making a **Deposit**.
3. Enter a "Starting Year" and a "Starting Register." The current year and register should be entered unless you are creating past activity.
4. Click the Create Account or Cancel button. Click YES to confirm the creation of this new account. MBM 98 now builds the database files for this new account.
5. The "Create New Bills" window appears. With the Input New Bill window in the foreground. Type in the name of your first bill and click OK. Then the Group Description window appears, enter the group that the previous bill you entered will be associated with. These two windows will alternate until you click the CANCEL button. Enter as many as you can, if you are unsure of some of the information, don't worry it can also be edited later. This gives you the opportunity to quickly get started on building your MBM 98 Account.
6. After all of your Bill Names are entered, now you can fill in the details for each bill: Account Number, Address, City, State, Zip, Phone and Extra Comment. Click on the bill in the window to the left and then edit each field. This gives you the opportunity to change the Bill name if necessary.  
**TIP:** The accumulation of your Bill data makes a nice reference for when you take MBM 98 on the road and you find it necessary to contact one of your debtors.
7. To add more Bills click on the ADD button and to delete Bills click the REMOVE button.
8. Once all of your Bill Data has been entered you are ready for the "Update Groups and Bill Groups" click the NEXT button to proceed.
9. You should recognize the Bill Groups you previously created mixed with MBM 98's default groups. If you need to add an additional group, type it in the "Add Group" field and hit enter. It will be added to the Bill Groups window.
10. To assign a Bill Group to a Bill or to change a Bill's Bill Group select the bill by clicking on it in the left window and then double click on the new Bill Group to the right. The Bill Group assigned to a Bill is displayed in the "Current Group Name" at the bottom of the window. It is important to assign Bill Groups appropriately for budgets and reporting to work properly to return valid analysis. Click NEXT to proceed to the "Assign Bills To Your New Budget" window.
11. Add Bills to your Budget by selecting them by clicking on them and then clicking the "Add to Budget" button. Bills can also be dragged to the Budget window. To remove bills from your budget select them by clicking on them once and then click the REMOVE FROM BUDGET button. When all the bills are correctly placed in your Budget click the COMPLETE button.
12. You have now completed the "New Account Wizard" and are ready to start using MBM 98.

#### Delete Current Account

1. Make sure the ACCOUNTS window is active in the Quick Access Bar. Click on the Safe the represents the account that you want to delete. Select the FILE | DELETE CURRENT ACCOUNT menu

## **CHAPTER 3**

### **BUDGET**

The Budget window is the central controlling element of MBM 98. Here bills are paid and from those actions entries are made to the Checkbook and Outstanding item registers.

#### **Adding Bills to Your Budget**

Bills can be added to your budget in two ways. You can drag them from the Bills tab on the Quick Tab bar at the bottom of the MBM 98 screen or you can click the ADD TO BUDGET button on the Bills tab tool bar. After activating the movement of a Bill to the Budget, the following process is initiated:

1. A NEW BILL screen appears and requests that you enter the amount due on the bill.
2. Enter the amount and click OK.
3. Next a NEW BILL (LOAN) screen appears requesting that you enter the amount of the loan. This gives you the opportunity to enter a loan amount (if the bill is a loan). If the bill is not of the loan type, enter zero and the process of adding a loan bill terminates and your bill will now appear in the budget window.
4. If the bill is a loan enter the total of the loan amount and click OK. This initiates further questions about the loan.
5. A NEW BILL (RATE) screen appears. Enter the rate of the loan and click OK.
6. A NEW BILL (PAYMENTS) screen appears. Enter the number of payments remaining in the loan and click OK.
7. Now your Bill will appear in the Main Budget window. You may not see this new Bill if a Bill Group that is different than the one assigned to the new Bill is selected. Select the proper Bill Group in the Bill Group window to confirm that your new Bill was properly added.
8. If your new Bill is assigned a Bill Group that is not present in your Bill Group window, it too will be added.

#### **Main Budget Toolbar**

The tools at the top of Main Budget enable you to delete and change some options for viewing bills in your budget.

#### **Remove Current Bill**

This tool give you the option of deleting a Bill from your Budget.

1. Select the bill to be removed and then click the REMOVE CURRENT BILL button.
2. Confirm that you want the bill deleted by clicking OK.
3. WARNING: there is way to undo the deletion of a Bill.

#### **Remove Entire Budget**

This tool enables you to delete your entire Budget.

#### **Bill Details**

These tools enable you to change the way your Bills are displayed in the Main Budget window.

##### **Small**

Click this button to represent you bills with small icons. This option maximizes the use of the space in the Main Budget window.

##### **Icon**

Click this button to represent you bills with large icons.

## **CHAPTER 3**

### **BUDGET**

#### **Bill Details**

##### **List**

Click this button to represent you bills with small icons in a list format.

##### **Detail**

Click this button to display your Bills with small icons and with the detailed information that was entered when the Bill was first added to your budget.

#### **Budget Groups Options**

Under the OPTIONS menu in the BUDGET GROUPS menu are where the following options can be set:

##### **Enable Hot Tracks**

This option toggles hot tracks on and off for the Budget Groups window.

##### **Show Gridlines**

This option toggles gridlines on and off in the Budget Groups window.

##### **Show Amount Due**

This options displays the amounts due for bills in the Budget Groups window.

#### **Main Budget Options**

Under the OPTIONS menu in the MAIN BUDGET menu are where the following options can be set:

##### **Enable Hot Tracks**

This option toggles hot tracks on and off for the Main Budget window.

##### **Show Gridlines**

This option toggles gridlines on and off in the Main Budget window.

#### **Close Month**

In order to move from one month to the next BILLS PAID. CLOSE MONTH must be run on the current register month.

1. Select OPTIONS | BILLS PAID. CLOSE MONTH menu.
2. Confirm that you want to copy over your monthly balance by clicking YES.
3. If there are any outstanding bills for the current month, MBM will ask you if you want to forward the bill's balance due to the next month. Answer YES or NO for each bill.

#### **Recalculate Budget**

As bills are added, moved and deleted from you budget you may find it necessary to recalculate your budget.

1. Select OPTIONS | RECALCULATE YOUR BUDGET
2. MBM 98 will recalculate your budget based on your monthly bills and deposits.

#### **Enable Auto Budget Balance**

When Enable Auto Budget is turned on (this option is toggled on and off by selecting it from the Options Menu), bills are automatically deducted from your budget as they are paid. If you want to pay a bill "off" of your budget, turn this option off and then pay the bill.

## **CHAPTER 4**

### **BILLS**

Bills are controlled almost exclusively from the Quick Tabs at the bottom of the MBM 98 screen. After you setup a New Account and go through the process of entering Bills and your Budget items, they are edited and updated from the Quick Tabs. The three Quick Tabs dedicated to Bill functions are: BILL STATUS, BILLS and BILL DATA. Take care to be observant which Bill is selected when making changes on the BILL STATUS and the BILL DATA. The Bill that is selected on the BILLS tab, is the Bill that will be affected when making changes to the BILL STATUS and BILL DATA tab. It is easy to make errant changes when the wrong Bill is selected.

#### **Bill Status Quick Tab**

The Bill Status tab is where all of the Budget sensitive information is entered.

#### **Amount Due**

The amount that is due monthly on this Bill.

#### **Amount Paid**

The amount that has been paid on this Bill. This value is automatically enter during Bill Payments.

#### **Balance Due**

The amount that is still owed on this Bill after payments have been made. If the Bill is past due, this value is entered in the Outstanding register.

#### **Loan Value**

If this Bill is a loan type, this is the value of the loan.

#### **Rate**

If this Bill is a loan type, this is the rate of the loan.

#### **Payments**

If this Bill is a loan type, this is the number of payments that remain.

#### **Clear Current Bill Amount's On Close Out**

If you want this Bill's amount to be cleared on Close Out, make sure that this option is selected.

#### **Date Due**

This is the date that this Bill is due, and is used by MBM 98 to determine which items are outstanding.

#### **Bills Quick Tab**

The Bills Quick Tab is divided up into three major areas: Bill Groups Window, Bills Window and the Bills Tool Bar.

## **CHAPTER 4**

### **BILLS**

#### **Bills Quick Tab**

### **Bill Groups Window**

The Bill Groups Window is used to assign Bill Groups to individual bills. Simply select a Bill in the Bill Window and then double click on the Bill Group to assign it to the selected Bill. This Bill Group is used to group types of Bills in your Budget.

### **Bill Window**

The Bill Window displays all of the Bills you have entered into MBM 98. These Bills are not in your BUDGET. To include a Bill in your Budget, click on it and drag it to the Main Budget window. This will initiate the process of adding a Bill to your Budget. (see BUDGET - Adding Bills to Your Budget)

### **Bills Tool Bar**

The Bills Tool Bar controls both items in the Bills and Bill Groups windows.

#### **Add New Bill**

To add a New Bill to MBM 98, click the Add New Bill button on the far left side of the Bills Tool Bar. Enter the New Bill name and click the OK button. MBM 98 does not require the Bill's detailed information here, as it does when you are entering New Bills in the New Account setup procedure. This information can be added after the creation of the new bill using the BILL STATUS and BILL DATA Quick Tabs.

#### **Remove Selected Bill**

To remove a Bill from the Bill Window select the Bill first by clicking on it. Click the Remove Selected Bill on the Bills Tool Bar and click YES to confirm its deletion.

#### **New Group Name**

When you want to add a New Group Name to the Bill Groups Window to assign to Bills, click on the NEW GROUP NAME. Enter the New Group Name and click the OK button. The New Group Name will appear in the Bill Groups Window.

#### **Remove Group Name**

To remove a Bill Group Name select the Bill Group Name to be deleted and click the REMOVE GROUP NAME button. Click YES to confirm the deletion and the name will be removed.

#### **Add to Budget**

To add a Bill to your MBM 98 Budget, select the Bill in the Bill Window and then click the ADD TO BUDGET button. This will initiate the process of adding a Bill to your Budget. (see BUDGET - Adding Bills to Your Budget)

## **CHAPTER 4**

### **BILLS**

#### **Bills Tool Bar**

##### **Bill Group Status Window**

Just to the right of the Bills Tool Bar in the Bill Group Status Window which displays the current Bill Group Name assigned to Bill selected in the Bill Window.

### **Bill Data Quick Tab**

The Bill Status tab is where all of the data about Bills that is NOT Budget sensitive is entered and stored. The accumulation of Bill Data in MBM 98 make a nice database of important Bill information that is portable and storable. Complete the following fields for the Bill that is currently selected in the Bill Window: ACCOUNT#, ADDRESS, CITY, STATE, ZIP and PHONE NUMBER. There is also an EXTRA field for additional information PIN numbers, passwords, etc. The Bill Group Name assigned to this Bill is also displayed in the lower left hand corner. The Bill Group cannot be changed from this tab (see Bill Groups Window).



## **CHAPTER 5**

### **MAKING BILL PAYMENTS**

All Bill Payments are made from the Bill Payment Quick Tab. Every time a Bill Payment is made an entry is made into the Checkbook for the current Account open and in the current Register selected in the Registers Window.

#### **Payment Form Quick Tab**

To pay, as with many MBM 98 functions, it is important that the proper Bill is selected in the Bill Window.

1. Select the Bill to be paid in the Bill Window and then click on the Payment Form Quick Tab.
2. Enter a DESCRIPTION / MEMO FOR PAYMENT, this will be recorded in the Checkbook and may make it easier to decipher entries at a later date.
3. Click on the number “15” to the right of the DATE field to use the visual date selector to enter the date of the payment.
4. Select the PAYMENT TYPE from the pull down list or click on the “+” sign to add a new payment type.
5. Enter the amount of the Payment and then click the RECORD button to post the payment. This posting will affect both the Checkbook by making an entry and debiting your balance and it will affect the Outstanding Register, by clearing an entry if the Bill was outstanding or keeping a Bill from being posted as outstanding in the future.

## **CHAPTER 6**

### **DEPOSITS**

All Deposits are made from the Deposit Slip Quick Tab. Every time a Deposit is made an entry is made into the Checkbook for the current Account open and in the current Register selected in the Registers Window.

#### **Deposit Slip Quick Tab**

1. To make a deposit click on the Deposit Slip Quick Tab.
2. Enter an EXTRA / DESCRIPTION MEMO. This description will be recorded in your Checkbook and may make it easier to decipher entries at a later date.
3. Click on the number “15” to the right of the DATE field to use the visual date selector to enter the date of the Deposit.
4. Select the DEPOSIT TYPE from the drop down menu.
5. Enter the amount of the Deposit.
6. Click the RECORD button to post the Deposit to your Checkbook.

## **CHAPTER 7**

### **CHECKBOOK**

The Checkbook is where all of your activity is recorded in MBM 98.

#### **Checkbook Edit Window**

The Checkbook Edit Window at the bottom of the screen is where Checkbook entries can be edited. Select an item in the Checkbook Window and then edit the following fields in the Checkbook Edit Window: ITEM, DESCRIPTION/MEMO, PAYMENT AMOUNT, DATE (with visual date selector), CLEARED and DEPOSIT AMOUNT. The CLEARED field is edited by placing or deleting an "X" in the box. An "X" is automatically entered when a item is voided. The other fields are fully editable and changes made are updated immediately both to the balance for numeric changes and to the entries for text changes.

#### **Checkbook Tool Bar**

The Checkbook Tool Bar lets you control the way entries are viewed, delete Bills and Checkbook items.

#### **Remove Current Bill**

This tool lets you delete an entire entry from the Checkbook. Select the item that you want to remove. Click the REMOVE CURRENT BILL, Click the YES button to confirm the deletion.

#### **Void Current Checkbook Item**

This tool allows you to Void an item in your Checkbook without deleting the entry. Select the item to be voided, click the VOID CURRENT CHECKBOOK ITEM button, click the YES button to confirm the voiding and now that item is taken out of the balance total of your Checkbook and a "X" is placed in the "R" column.

#### **Recalculate Checkbook Balances**

When items are deleted and voided from you Checkbook, it is necessary to recalculate the balance. Click this button to perform this function. (see Recalculate Checkbook)

#### **Viewing Options**

##### **Small**

Click this button to represent you Checkbook entries with small icons. This option maximizes the use of the space in the Checkbook window.

##### **List**

Click this button to represent you Checkbook entries with small icons in a list format.

##### **Detail**

Click this button to display your Checkbook entries with small icons and with details about the entries.

##### **Icon**

Click this button to represent you Checkbook entries with large icons.

## **CHAPTER 7**

### **CHECKBOOK**

#### **Checkbook Info Options**

Under the OPTIONS menu in the CHECKBOOK INFO menu are where the following options can be set:

**Enable Hot Tracks**

This option toggles hot tracks on and off for the Checkbook Info window.

**Show Gridlines**

This option toggles gridlines on and off in the Checkbook Info window.

**Update Current Check Number**

1. To update MBM 98 check number to match your check book's current number select OPTIONS | UPDATE CURRENT CHECK NUMBER.
2. Enter the last check number in your check book.
3. Click OK.

**Recalculate Checkbook**

As multiple entries are made in your checkbooks you may find it necessary to recalculate the register.

1. Select OPTIONS | RECALCULATE CHECKBOOK
2. MBM 98 will recalculate all entries made in the checkbook from deposits, payments and transfers.

## **CHAPTER 8**

### **REGISTERS**

#### **Monthly Registers**

Registers should be thought of as a systems of money. They could represent a monthly register of bill paying activity, a separate account, a source of income or simply money that you are setting aside for a special purpose. In MBM 98 there are two major divisions of registers Monthly Registers and Envelopes. They both operate in the same fashions; deposits can be made into them and bills can be paid out of them. However, Monthly Registers are preset in MBM 98 and are permanent, they cannot be deleted. Also, Monthly Registers can and should be closed out at the conclusion of the monthly interval. Envelopes cannot be closed out, they can only be deleted and re-created.

#### **Register Options**

Under the OPTIONS menu in the REGISTERS menu are where the following options can be set:

##### **Enable Hot Tracks**

This option toggles hot tracks on and off for the Registers window.

##### **Show Gridlines**

This option toggles gridlines on and off in the Registers window.

#### **Add New Register**

1. When you are adding a new register, you are really adding a new envelope since Monthly Register are permanent and unalterable.
2. Make sure the proper MBM 98 Account you want to add a register to is selected.
3. Select EDIT | ADD NEW REGISTER
4. Enter a name for the register and click OK.
5. The new register will appear in the Envelopes Tab on the Register Window.
6. This new register operates exactly like your normal Monthly Registers, except it cannot be closed out. If you want to close an Envelope Register, the money in it should be transfer to another register or envelope and then deleted.

#### **Remove Selected Register**

1. Select the Account you want to delete a register from.
2. Select the register (envelope) to be deleted.
3. Select EDIT | REMOVE SELECTED REGISTER.
4. Confirm the deletion of the register by clicking YES.

#### **Transfer Between Registers**

MBM 98 allows you to transfer money between registers to created separate pools of money or track activity in savings and investment accounts.

1. Select OPTIONS | TRANSFER BETWEEN REGISTERS
2. Select the register to transfer from in the left window and drag to the register to transfer the money to.
3. Confirm the TRANSFER FROM register and the TRANSFER TO register.
4. Enter the dollar amount to transfer.
5. Accept the default memo for the transfer or enter a different memo to be recorded in the checkbooks of both registers.
6. Answer YES or NO to whether you want to MARK TRANSFER AS A NEGATIVE PAYMENT.
7. Click COMPLETED when you are done making transfers.

## **CHAPTER 8**

### **REGISTERS**

#### **Change Year**

You may find it necessary to change the current year in MBM 98.

1. Select OPTIONS | CHANGE YEAR.
2. Enter the four digits of the desired year.
3. Click OK.

**CHAPTER 9**  
**REPORTS**

## **CHAPTER 10**

### **MBM98 SYSTEM FEATURES**

#### **Status Bars**

The Status Bar at the bottom of the MBM 98 screen shows the Current Balance in your MBM 98 Checkbook, the register you are currently in and the current MBM 98 Account that is open.

#### **Backup Current Account**

1. Select BACKUP CURRENT ACCOUNT from the FILE menu.
2. Select the drive and directory where you want to back up your files to.
3. Click OK.

This function enables you to back up your files either to an alternate directory on your hard drive or to an alternate drive for off site storage.

#### **Restore From Last Backup**

1. Select RESTORE BILLS FROM LAST BACKUP from the FILE menu.
2. The message RESTORING {Current Account that is open} appears momentarily on your screen.
3. When the message has cleared MBM 98 has restored your files from the location that they were backed up to.
4. You may be prompted to insert the proper disk if the last you backed up to was a floppy, ZIP or some other external drive.

#### **Compress Databases**

1. Select FILE | COMPRESS DATABASES. Choose which components of your MBM 98 Account to compress: COMPRESS BUDGET INFORMATION, COMPRESS CHECKBOOK INFORMATION or COMPRESS CATEGORIES. As your entries increase and your MBM 98 Account get larger it is important to compress your database files to conserve hard drive space and increase performance.
2. When you are finished, click the COMPLETED button to close the dialogue box.

#### **Data Location**

1. Select EDIT | DATA LOCATION to tell MBM 98 where your data files are located. If you created an account using the NEW ACCOUNT wizard, MBM 98 creates a directory using your MBM 98 Account Name as the directory name. This function should be used to locate data files that have been moved to a different directory or drive.

#### **Add Already Created Account**

1. Accounts already created previously can be added to MBM
2. Select EDIT | ADD ALREADY CREATED ACCOUNT.
3. Select the directory where the account resides.
4. Confirm that you want to add the account MBM 98 finds in that directory.

#### **Enable Security**

MBM 98 come with a security option. To activate the password protected security:

1. Select OPTIONS | ENABLE SECURITY.
2. Enter the password for this account and click OK.
3. Re-enter the password to verify that it was typed correctly.
4. Now the password is set. To disable the password select OPTIONS | ENABLE SECURITY and enter the password set previously.
5. Each MBM 98 Account can have a separate and unique password.

## **CHAPTER 10**

### **MBM98 SYSTEM FEATURES**

#### **Import Old Data from MBM 16 or 32 bit**



MBM 98 give you the opportunity to convert data from older versions of Monthly Bill Manager, the 16 or 32 bit versions.

1. Select OPTIONS | IMPORT OLD DATA FROM MBM 16 OR 32 BIT
2. MBM 98 will immediately begin to convert your old files and build an account for them in the Quick Access Bar - Accounts window.

# CHAPTER 11

## TIPS/HELP/UPDATES

### TIPS

#### Selection Tip

It is very important to be cognizant of what is selected when working with MBM 98. Selected items can be affected by several different commands. If you are not aware of what is selected, you may alter your data in ways that you did not intend. Be careful!

### HELP

#### Mouse Pointer Sensitive Help

MBM 98 has mouse pointer sensitive help. When you pause the mouse over a button or item on the MBM 98 screen brief Help descriptions appear to identify the item.

### MBM 98 UPDATES

#### MBM 98 Updates

Regular updates are available to registered users on the MJK Software Writers website at [www.mjksw.com](http://www.mjksw.com). If you are a registered user and have complete the install process for MBM 98, you do not have to download the entire program to upgrade your version of MBM 98. Simply download the MBM9E.ZIP file to a temporary location on your PC. This is a self-extracting ZIP file. Double click on the file from Windows Explorer to initialize the extracting of the new MBM98.EXE file, which is the main executable file that runs MBM 98. When asked where to extract the MBM98.EXE file to, choose the PROGRAM FILES/MJKSW/MONTHLY BILL MANAGER 98 directory or the custom directory that you selected during the installation process.

