

Excelified Advanced Budget Version 1.0

Excelified Advanced Budget was designed to handle all of your financial tracking needs. Don't waste time having to type the same repetitive bills into your existing check program. With Excelified Budget, you can add quick entries for Checks/ATM/Debits/Deposits that you make on a regular basis. Quick Entries are divided up into 3 different sections.

1. You have your **Monthly**, for bills that are paid on a monthly basis.
2. You have your **Misc**, for bills/purchases that occur frequently. This can be anything from using an ATM, writing a check or using a debit card at the grocery store.
3. **Deposits**. If you have deposits that occur on a weekly, bi-weekly schedule, you can now add them to your quick entries list. Adding quick entries will save you the time and hassle of having to continuously type in repetitive information.

Another great feature included in Excelified Budget is the ability to reconcile your records with the banks records (Bank Statement). Just Match the entries that are shown on the bank statement with your records in the Excelified Budget and mark with 1,2,.....12 (representing the month the transaction cleared the bank). Each reconciled month will be color coded so reconciling is faster and easier.

CheckView Screen

The screenshot shows the 'CheckView Screen' of the Excelified Advanced Budget software. The interface includes a menu bar (File, Edit, View, Insert, Format, Tools, Data, Window, Help) and a toolbar. The main window displays a check entry form for 'John Doe' at '123 Smith Rd, New York, NY 55555'. The check is dated '04/01/2009' and is payable to 'Bank of America'. The amount is entered as '\$'. The 'Post Entry' field is set to 'Apr-09'. A 'Last Paid' section shows 'Checkbook Balance' at \$647.52 and 'Rec Balance' at \$1,000.00. Below the form is a 'Special Notes' field and a 'CURRENT POSTINGS' table. A 'CLEAR' button is visible in the bottom right corner.

ID	Pay To:	Amt	Ck#	Date	Post	Memor	Category
4	Smith Tires	(778.95)	1905	04/01/2009	2009-04	Tires for Truck	Misc
3	Harmans Convenience E	(43.55)	Deb Card	03/21/2009	2009-03	Gas	Misc
2	Weekly Paycheck	585.00		03/21/2009	2009-03		Deposit
1	CitiCorp	(125.00)	Online	03/21/2009	2009-03	Visa Card	Monthly

- A. This is the menu button that will appear on all pages. Use this button to navigate through the screens.
- B. Before creating a new check, select the type of transaction (Monthly, Misc or Deposit) that you will be posting.
- C. These small blue buttons are used to help you quickly fill in data. C1- This blue button will be used to quickly fill in the information on the check for the fields Pay To, Amt, Memo, and Notes. **The values behind this button will change depending on the type of transaction that you select. (Monthly, Misc or Deposit)**
- D. After filling in all of the information on the check use the “Post Entry” button to post the information to the records database.
- E. After posting a record, the information also will appear at the bottom of the CheckView screen. This information supplied at the bottom of the checkview screen cannot be edited, it is only used to show the current records you have posted. You can clear all of the records shown on the CheckView sheet by clicking the “Clear” button located on the sheet. Clearing the information will not affect the information that has been entered into the records database. To edit the records database, click on the Menu Button (A) and select “View/Edit/Delete Records”.

Reconciling Screen

ALL RECORDS								
Current Balance: \$1,079.98						Rec Balance: \$1,067.75		
Row ID	Description	Date	Posted	CK #	Amt	Notes	Category	Rec
5	4	XYZ Company	02/14/2003	2003-02	1,000.00		Deposit	2
6	2	Wal-Mart	02/13/2003	2003-02	(87.25)	Rod and hooks	Misc	2
7	3	Wal-Mart	02/13/2003	2003-02	12.23	Returned Hooks	Misc	
8	1	Visa Card	02/12/2003	2003-02	(45.00)	3 more payments Left	Monthly	2

- A. To reconcile your records, place a 1, 2,12 for the month that represents the date the records cleared the bank. For Example, if you using your February bank statement, then you would place a 2 in the Rec Column for the records in your database that correspond to the records in the Bank Statement. ****Be sure to add charges that the Bank may apply for services into your Excelified Budget records.**

Adding Repetitive Records

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - GT Easy Budget.xls". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Tools", "Data", "Financial Manager", "Window", and "Help". The toolbar contains various icons for file operations and formatting. The active cell is J3. The main content area displays a form titled "DEPOSITS SETUP" with the instruction "Adding entries here will help you quickly enter repetitive Deposits on the check". The form includes a dropdown menu for "From:" with "XYZ Company" selected, a "Create New Record" button, a text field for "Memo:" containing "Weekly Check", a text field for "Amt:" containing "1,000.00", and a "Notes:" field. At the bottom of the form are three buttons: "Apply Changes", "Delete Entry", and "Add New".

There will be 3 screens like the one listed above. One for Monthly Bills Setup, one for Misc Bills, and One for Deposits.

To add a Quick Entry into the program, click the "Create New Record" button, then add the information (From/Pay To, Amt, Memo, Notes) to the screen. After you have added the information, click the "Add New" button. The new record will be added for quick retrieval. You can also edit and delete records. Perform this step on all 3 of the different screens (for Misc, Monthly and Deposits). *****This information is not required to add information to the database, it is only used for quickly adding entries.** If you write a check for something that you rarely ever have to write a check for, then you may want to just type the information on the CheckView screen and not add it to the quick add items.

Beginning Steps

1. You may want to play around and post data before recording your actual banking information.
2. After you have tested out the program and ready to begin using the program to keep track of your banking, the first thing you will want to do is Setup the checkView page, and also set the beginning balance. To do this, click on the "GT Easy Budget" Menu button that is located at the top of each screen. Once you have clicked that button click on the "Personal Setup" button. Fill in the information requested.
3. After that information has been input, perform the same steps in pulling up the menu button, and then click the "Personal Setup" button again. You will see

another button called “Clear All Records”. Click this button to clear all previous posted records out of the records Database. ****All records will be deleted except for the Quick Add Entries List****.

4. You do not have to setup Quick Add List, but this will help save time when entering repetitive information that you have from week to week or month to month.
5. If you have questions that have not been answered here, please email us at Info@Excelified.com. We will answer your questions as soon as possible.
6. To register the program online, please visit us at <http://www.Excelified.com> Registration cost \$19.99 US Dollars.

Thank you from trying Excelified Advanced Budget Version 1.0