

iBank Quick Start Guide



An introductory tutorial for iBank 3,
a personal financial management application.

Overview

This tutorial will cover these basic program concepts:

- 1 Setting up your accounts and downloading data
- 2 Adding transactions manually
- 3 Creating charts to analyze your finances
- 4 Setting up and tracking a budget

Use iBank to:

- Track your income and expenses
- Manage stocks and other investments
- Reconcile with bank statements
- Quickly analyze your finances with charts
- Plan a budget and track your progress
- Predict future balances
- And much more....



The Main iBank Window

2. Source list

1. Toolbar

4. Transaction view

The screenshot shows the iBank main window with several numbered callouts:

- 1. Toolbar:** Located at the top, containing icons for Account, Chart, Forecast, Budget, Budget Monitor, Calculator, Get Quotes, Website, and Downloads, along with View and Search options.
- 2. Source list:** A sidebar on the left listing accounts: Checking (2,374.55), Savings (390.00), Student Loans (-10,000.00), Broker (17.45), and Portfolio (28,289.35). It also includes a 'MANAGE' section with options for Charts, Budgets, Forecasts, Categories, and Scheduled Transactions.
- 3. Mini-graph:** A pie chart at the bottom left showing expense categories: Entertainment (green) and Groceries (red).
- 4. Transaction view:** The main area displaying a transaction for 'Quick Stop' on 10/2/07 for -14.00 Auto:Fuel. It features a 3D gas pump graphic with a digital display showing 'TOTAL: 4 1 5 5'.
- 5. Transaction editor:** A form at the bottom right for editing the transaction, with fields for Date (10/ 2/2007), Payee (Quick Stop), Amount (-14.00), Category (Auto:Fuel), Type (Withdrawal), and Memo.


3. Mini-graph

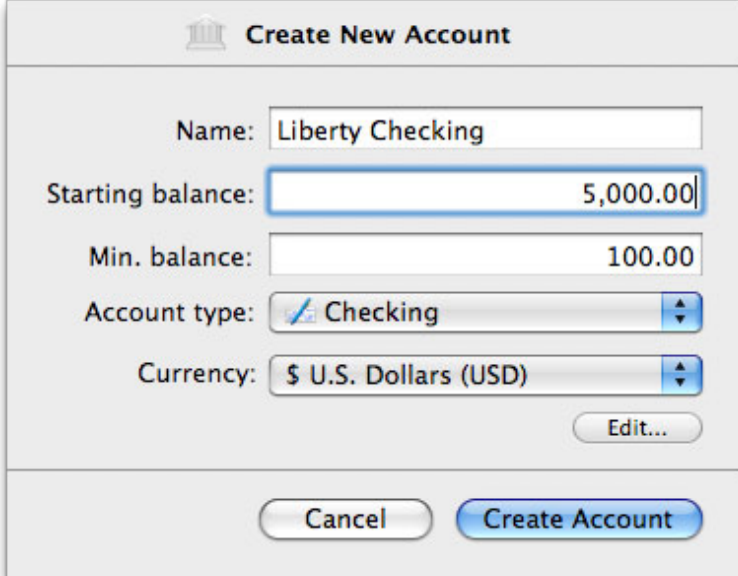
5. Transaction editor



Adding an Account

The first step in getting started with iBank is to create an account in iBank for each of your real-life bank accounts:

1. Click the  *Account* button on the main toolbar. The “Create New Account” sheet will appear.
2. Type in a name for the account and choose whether it is a checking account, savings account, credit card, etc.
3. Enter a starting balance for the account. Most of the time, you will leave this number at “0.00” (unless your bank records don’t go back to when the account was first opened).
4. Enter the minimum balance permitted for the account. If your balance drops below this number, iBank will show an alert badge on the account icon.



Create New Account

Name: Liberty Checking

Starting balance: 5,000.00

Min. balance: 100.00

Account type: Checking

Currency: \$ U.S. Dollars (USD)

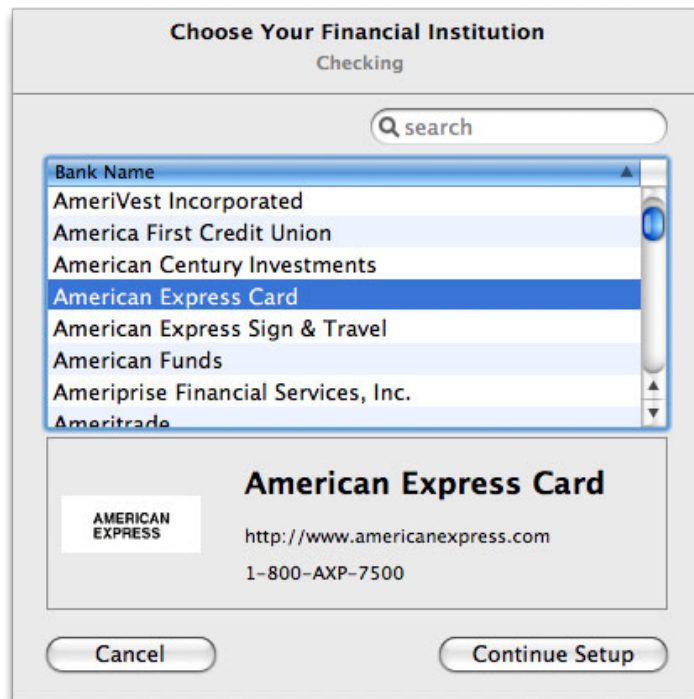
Edit...

Cancel Create Account



Configuring Online Access

Once you have entered the information for the new account, click “Create Account.” If you are connected to the Internet, iBank will automatically attempt to configure your account for online access. Wait a moment while iBank updates its bank lists, then the following screen will appear:



Find the name of your financial institution in the list, then select it and click “Continue Setup.” You will be asked to enter a username and password. Call your bank if you can’t remember them or have difficulty connecting - it is likely that they are not the same username and password you use to log into the bank’s website. Choose the correct account from the list (if you have more than one with this bank) and click “OK” to finish the setup.

Transactions are downloaded using the Open Financial Exchange (OFX) protocol, which is not supported by all financial institutions (and some may charge a fee for this service). Please be aware that IGG Software does not guarantee online access for all accounts.



Downloading Data

Once you have finished setting up your account for online access, iBank will alert you that it has successfully connected to your financial institution. Click “Download Transactions Now” to download your financial data automatically!

iBank will connect to your bank, retrieve any transactions it finds, and display them in this window:

Import	Date	Type	#	Payee	Memo	Category	Amount	Account
<input type="checkbox"/>	1/11/07			Coastal Light & Power	automatic withdrawal		-52.03	
<input type="checkbox"/>	2/10/07			The Tailor's Chalet	dress for party		-54.11	
<input type="checkbox"/>	2/10/07			Quick Stop			-14.00	
<input type="checkbox"/>	2/11/07			Guardian Theatre	Rocky XIII (not worth it)		-25.50	
<input checked="" type="checkbox"/>	6/11/07			Pure Foods Market			-253.94	
<input type="checkbox"/>	6/11/07			Pure Foods Market			-52.43	
<input type="checkbox"/>	12/11/07			Starbucks			-9.50	
<input type="checkbox"/>	11/2/28			Dr. Zhivago	stitches in my arm		-231.67	

✓	Date	Type	#	Payee/Split Info	Memo	Category	Amount	Balance
<input checked="" type="checkbox"/>	12/12/0	Deposit		Starting balance			2,230.00	2,230.00
<input checked="" type="checkbox"/>	1/15/07	Withdrawal		iTrader	automatic withdrawal -	Education	-120.00	2,110.00
<input checked="" type="checkbox"/>	2/15/07	Withdrawal		iTrader	automatic withdrawal -	Education	-220.00	1,890.00
<input checked="" type="checkbox"/>	3/15/07	Withdrawal		iTrader	automatic withdrawal -	Education	-130.00	1,760.00
<input checked="" type="checkbox"/>	4/15/07	Withdrawal		iTrader	automatic withdrawal -	Education	-150.00	1,610.00
<input checked="" type="checkbox"/>	5/15/07	Withdrawal		iTrader	automatic withdrawal -	Education	-95.00	1,515.00
<input checked="" type="checkbox"/>	6/15/07	Withdrawal		iTrader	automatic withdrawal -	Education	-245.00	1,270.00
<input checked="" type="checkbox"/>	7/15/07	Withdrawal		iTrader	automatic withdrawal -	Education	-150.00	1,120.00

- The top pane shows the transactions you are importing; the bottom pane shows the contents of the account to which the transactions will be added (for comparison)
- Check off the transactions you want to import.
- Choose a destination account.
- Click “Import Checked” to complete the import.





Finishing with Accounts

When you are all done setting up your new account and importing data, it will be added to the *source list* on the left side of the main iBank window.

Repeat this process for each account you want to track in iBank. When you are done, you will see all of your accounts listed in the top half of the source list.

Below each account's name, you will see a figure representing the current balance of that account. At the bottom of the source list is displayed the total value of all of your accounts.

To update your accounts automatically, click  *Download* on the toolbar. iBank will retrieve any transactions that have been added since the last time you checked. Read on to learn how to enter transactions manually!



The screenshot shows the 'ACCOUNTS' window in iBank. It is divided into two main sections: 'ACCOUNTS' and 'MANAGE'. The 'ACCOUNTS' section lists four accounts with their current balances: Checking (4,991.79), Savings (390.00), Brokerage (23,187.19), and Portfolio (21,636.90). The 'MANAGE' section includes options for Charts, 1 Year Expenses, Forecasts, Categories, Scheduled Transactions, Smart Import Rules, and Memorized Transactions. At the bottom, there are two summary rows: 'Reconciled value: 6,542.08' and 'Total value: 28,568.98'. The 'Total value' is circled in red. Annotations include: 'Your accounts' pointing to the account list; 'Account balances' pointing to the balance values; 'Overall totals' pointing to the 'Total value' row; 'Add account' pointing to the '+' button; and 'Special actions' pointing to the gear icon.

Account Type	Balance
Checking	4,991.79
Savings	390.00
Brokerage	23,187.19
Portfolio	21,636.90

Reconciled value: 6,542.08
Total value: 28,568.98



Adding Transactions

After you have finished setting up your accounts and importing data from your banks, you are ready to begin adding new transactions!

Transactions are the most basic part of iBank, but also the most essential - they are used to keep track of all your financial activity. Every time you earn money, spend money, transfer money between accounts, or do anything else with your money, you need to add a transaction to iBank.

Each of your accounts keeps its own list of transactions. When you select an account, its transactions are displayed in the transaction view to the right. Click one of these three buttons:



to choose the view you like best!

✓	Date	#	Type	Payee/Split Info	Memo	Category	Amount	Bal
✓	8/7/07		Deposit	Starting balance		category	5,000.00	5,000.00
✓	9/15/07		Withdrawal	Clem's BBQ	good eatin'	Dining:Meals	-35.26	4,964.74
✓	10/2/07		Withdrawal	The Tailor's Chalet	dress for party	Clothing	-54.11	4,910.63
✓	10/2/07		Withdrawal	Quick Stop		Auto:Fuel	-14.00	4,896.63
✓	10/14/07		Withdrawal	HotFlights.com	trip to Cuba	Travel:Airline	-629.40	4,267.23
✓	10/31/07		Deposit	Universal Gadgets, Inc.		Salary	2,500.00	6,767.23
✓	11/1/07		Withdrawal	Billington Life & Home	automatic withdrawal	Insurance:Home	-1,200.00	5,567.23
✓	11/1/07		Withdrawal	Coastal Light & Power		Utilities:Electric	-52.03	5,515.20
✓	11/2/07		Withdrawal	Guardian Theatre			-75.50	
✓	11/6/07		Withdrawal	Pure Foods Market				
✓	11/12/07		Withdrawal	Starbucks				
✓	11/18/07		Withdrawal	Dr. Zhivago	stitt			

List view

Cover
flow view




✓	9/15/07		Withdrawal	Clem's BBQ	good eatin'	Dining:Meals	-35.26	4,964.74
✓	10/2/07		Withdrawal	The Tailor's Chalet	dress for party	Clothing	-54.11	4,910.63
✓	10/2/07		Withdrawal	Quick Stop		Auto:Fuel	-14.00	4,896.63
✓	10/14/07		Withdrawal	HotFlights.com	trip to Cuba	Travel:Airline	-629.40	4,267.23
✓	10/31/07		Deposit	Universal Gadgets, Inc.		Salary	2,500.00	6,767.23
✓	11/1/07		Withdrawal	Billington Life & Home	automatic withdrawal	Insurance:Home	-1,200.00	5,567.23
✓	11/1/07		Withdrawal	Coastal Light & Power		Utilities:Electric	-52.03	5,515.20
✓	11/2/07		Withdrawal	Guardian Theatre			-75.50	

Thumbnail view



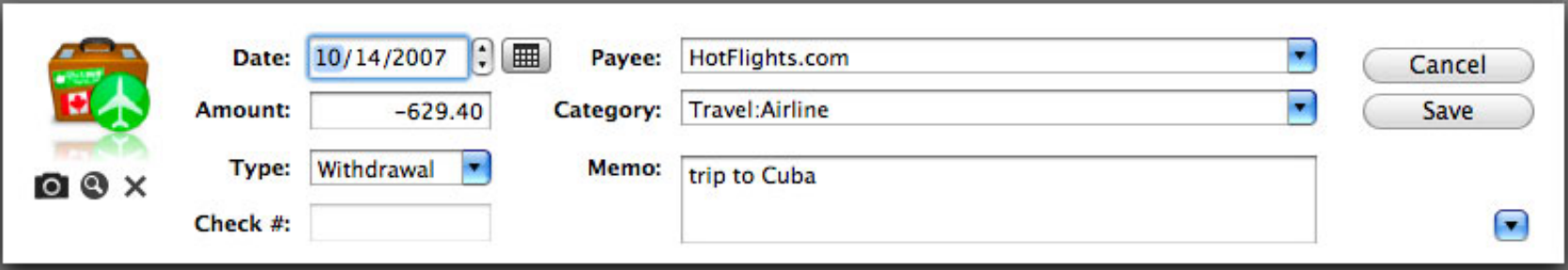
Adding Transactions

To enter a new transaction into iBank:

1. Select the appropriate account in the source list. If you spent money from your checking account, select that account; if you received a deposit into your savings account, select that one.
2. Click the  button at the bottom of the transaction view. A blank transaction will appear (list view is shown here):

	12/27/07	POS	↓	payee/split	↓	category	↓	0.00	-17,429.14
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3. Use the transaction editor below to enter information about the transaction:




The transaction editor form contains the following fields and controls:

- Date:** 10/14/2007 (with a calendar icon)
- Payee:** HotFlights.com (dropdown menu)
- Amount:** -629.40
- Category:** Travel:Airline (dropdown menu)
- Type:** Withdrawal (dropdown menu)
- Memo:** trip to Cuba (text input field)
- Check #:** (empty text input field)
- Buttons:** Cancel, Save, and a blue dropdown arrow icon.
- Icons:** A suitcase icon with a green airplane icon, and camera, search, and close icons.



Adding Transactions

Be sure to enter the correct amount of money earned or spent, and choose a category that best suits the nature of the transaction. You can edit the list of available categories by clicking  *Categories* in the source list. Take the time to do this now - categorizing your transactions well is key to being able to use *charts* and *budgets* effectively later on!

Once you have finished entering information for the transaction, click “Save” and you will see that the transaction view has been updated to reflect your changes:

<input type="checkbox"/>	10/14/07	Withdrawal	HotFlights.com	trip to Cuba	Travel:Airline	-629.40	4,267.23
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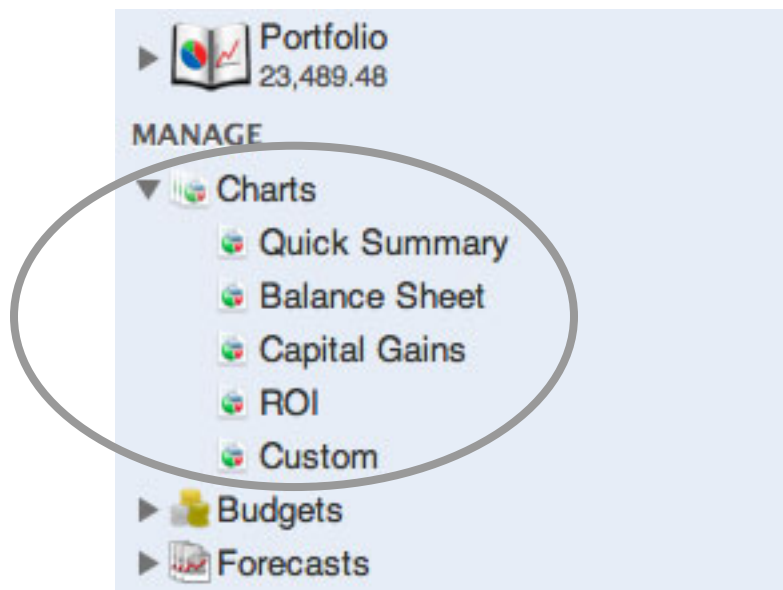
Just like in a regular check register, iBank keeps a running balance so that you can see how each transaction affects the total amount of money in your account. The only difference is that iBank does all the math, so you don't have to!

✓	Date ▲	#	Type	Payee/Split Info	Memo	Category	Amount	Balance
<input checked="" type="checkbox"/>	8/7/07		Deposit	Starting balance		category	5,000.00	5,000.00
<input checked="" type="checkbox"/>	9/15/07		Withdrawal	Clem's BBQ	good eatin'	Dining:Meals	-35.26	4,964.74
<input checked="" type="checkbox"/>	10/2/07		Withdrawal	The Tailor's	dress for party	Clothing	-54.11	4,910.63
<input checked="" type="checkbox"/>	10/2/07		Withdrawal	Quick Stop		Auto:Fuel	-14.00	4,896.63
<input type="checkbox"/>	10/14/07		Withdrawal	HotFlights.com	trip to Cuba	Travel:Airline	-629.40	4,267.23



Creating Charts

Congratulations! Now that you have added transactions to your accounts, you are ready to start tapping the real power of iBank - analyzing your finances with charts and budgets.



Charts are listed in the bottom section of the source list. Click on “Charts” to view a summary of your saved charts:

Overview of 5 Charts
Total amount of charts: 39,860.68




Balance Sheet	-3,282.21
Quick Summary	-2,398.89
Capital Gains	0.00
Custom	0.00
ROI	45,541.78

Click the small disclosure triangle next to “Charts” to reveal your saved charts. Select one to view the chart in the main window.



Adding a Quick Summary Chart

To add a new chart:

1. Click the  Chart button on the main toolbar. The “Make New Chart” sheet will open - type in a name for the chart and choose the “Quick Summary” option on the left.
2. Under “Date Options,” choose a time period from the pop-up menu, or enter a custom date range in the spaces provided. Click “OK” to create the new chart.
3. By default, all active categories from all accounts will be included on the chart. You can add and remove accounts and categories (using the  and  buttons) to customize the chart to your liking (note that when the list of accounts is empty, all accounts will be used). In the “Options” box, select an interval to use for the “Through Time” and “Category & Date” views, and modify the range of dates covered by the chart as necessary. Any changes you make to the chart settings will update the chart in real time.

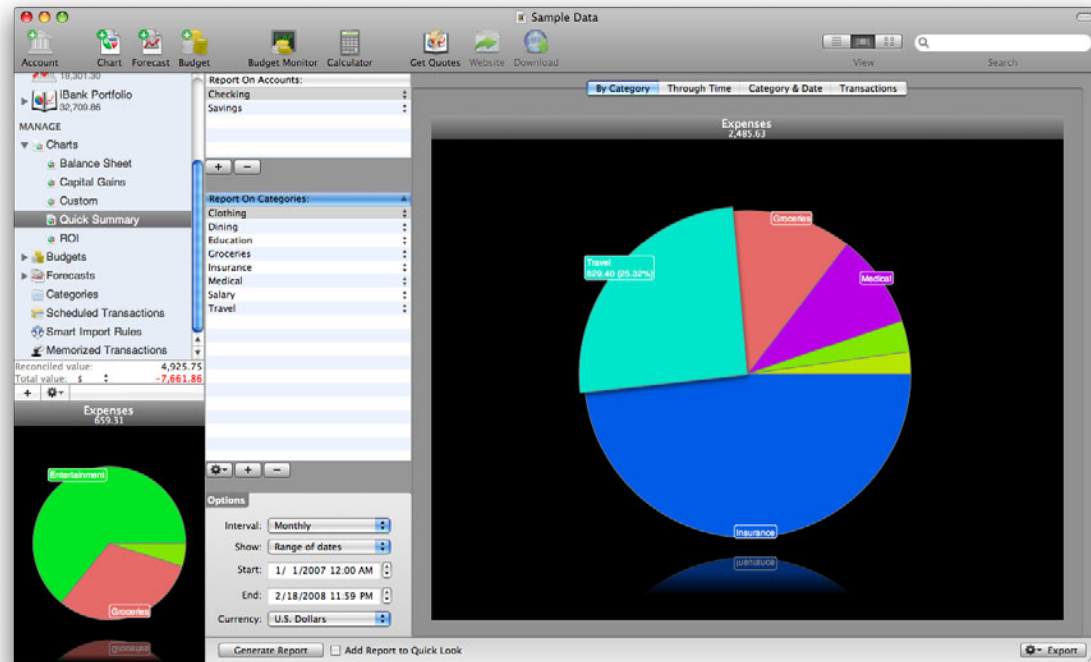



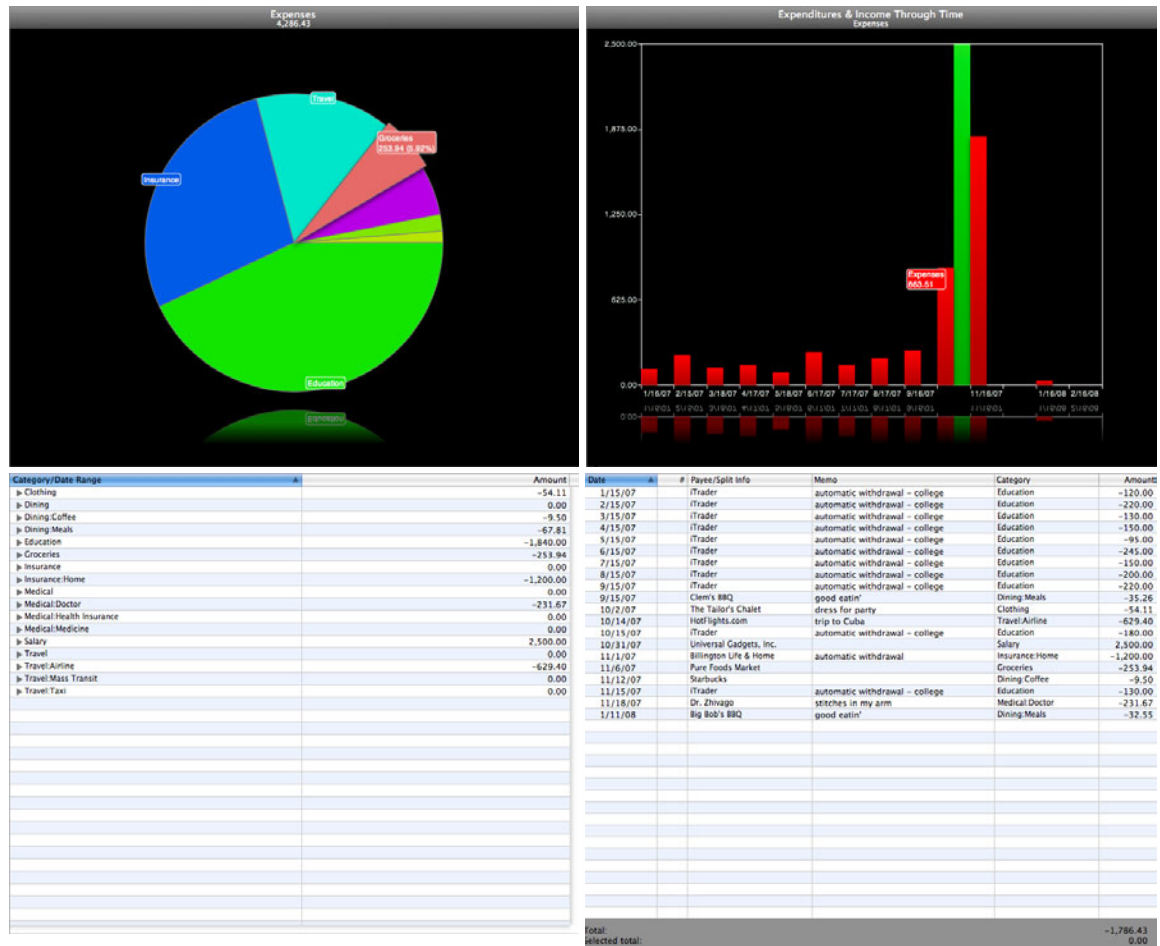
Chart Views

Once you have finished setting up your chart, click any of the four tabs across the top of the chart pane to view the chart in different ways:

By Category Through Time Category & Date Transactions

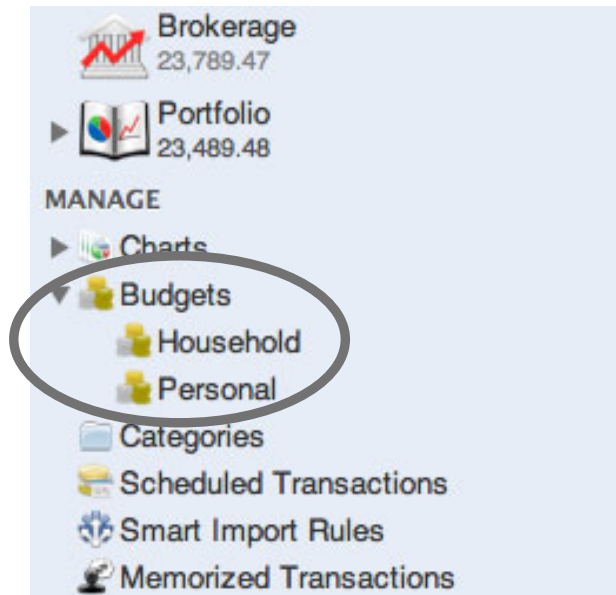
In the “By Category” view, you can click a pie slice to view more information about the category it represents, or double-click to “dig down” and see more details (sub-categories or individual transactions). Click the ↻ button to “climb back up” towards the original pie chart.

Use the  Export button to save the data tables from the “Category & Date” or “Transactions” tab to a CSV file, which you can use with Excel or any spreadsheet program.

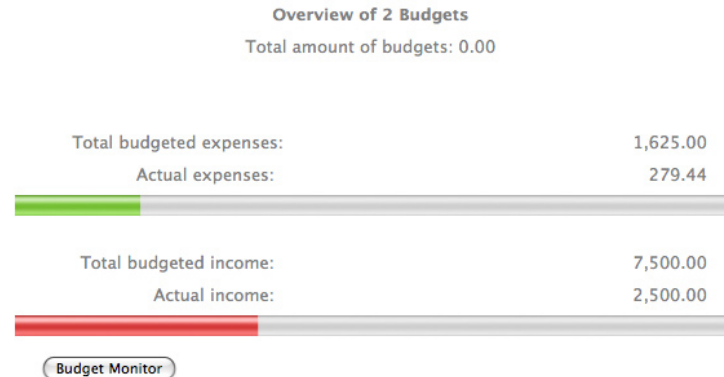


Setting Up a Budget

Chances are, the reason you purchased iBank was to start getting a handle on your finances. With that end in mind, setting up a budget is one of the best ways iBank can help you keep tabs on your income and expenses.



Budgets, like charts, are listed in the “Manage” section of the source list. Click on “Budgets” to view a summary of all the budgets you have set up:





Click the small disclosure triangle next to “Budgets” to reveal your saved budgets. Select one to view the budget in the main window.



Preparing Categories

Before you can create a budget in iBank, you must first make sure that your categories are set up properly. Budgeting depends on the effective use of categories, so let's make sure they are entered correctly:

1. Click  *Categories* in the source list to view your category list.
2. Make sure a category exists for each item that you want to track in your budget (e.g. Salary, Groceries, Utilities, etc.).
3. Each category that is used to track expenses should be designated as such in the category list. Check the box in the “Expense” column to indicate expense categories.




Name ▲	Expense	Taxable	Description	Color	Total
Rent	<input checked="" type="checkbox"/>	<input type="checkbox"/>			0
Salary	<input type="checkbox"/>	<input checked="" type="checkbox"/>	W-2: Salary or wages, self		-4,443.00
Subscriptions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Magazines, newspapers, etc.		0
Tax Refund	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1099-G: State and local tax refunds		0

4. By the same token, make sure each category used to track income does not have a checkmark in the “Expense” column.




Adding a Budget

Once you have verified that your categories are set up properly, you are ready to add a budget:

1. Click the  **Budget** button on the toolbar. A new budget will appear in the source list under “Budgets.”

2. Type in a name for the new budget.

3. Decide which categories you want to keep track of. Click the  buttons to add income categories in the top pane, and expense categories in the bottom pane. Click on the category name to select a different category.

4. For each budget item, double-click in the “Amount” column to enter how much you expect to earn or spend, and select the appropriate frequency.

For example: if you receive a paycheck for \$2000 every month, type in an amount of “2000” and choose the “Monthly” frequency.

Income Category	Frequency	Amount	Average
Salary	Monthly	2,000.00	2,000.00

Expense Category	Frequency	Amount	Average
Groceries	Two Weeks	200.00	433.33
Entertainment	One Week	25.00	108.33

Total Expenses: 541.67
Total Income: 2,000.00
Difference: 1,458.33


Display Average:



Tracking Your Budget

Now that you have a budget set up, you're ready to start pinching those pennies! Make sure you keep adding transactions to iBank as you spend or earn money, and don't forget to assign a category to each one.

To track progress on your budget:

1. Click the  *Budget Monitor* button on the main toolbar. The Budget Monitor window will appear.

2. Choose a time period from the drop-down menu in the upper-right corner. If you are tracking a monthly budget, for example, choose "Month to Date."

3. For each category, compare the actual amount spent or earned against the budgeted amount. The colored bars will help you to see how you are doing:

Expenses: **Green** - under budget

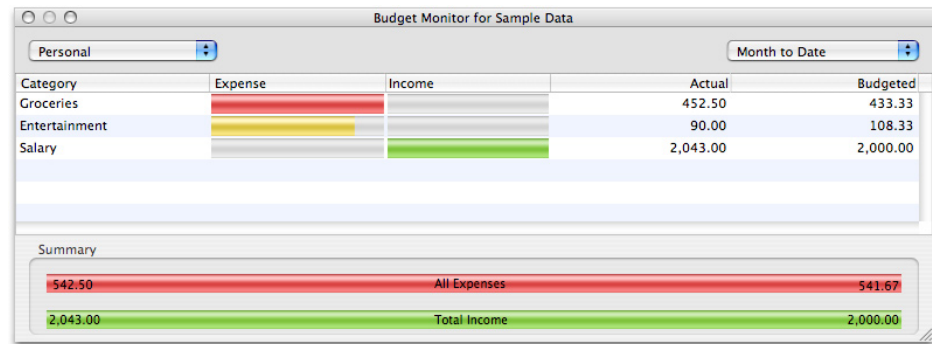
Yellow - approaching budget

Red - at/over budget

Income: **Red** - under budget

Yellow - approaching budget

Green - at/over budget



Wrapping Up

- We hope this quick start guide has helped you understand the basics of iBank!
- There are *many more features* throughout the program for you to discover.
- For additional information, consult the documentation located under the Help menu.
- We also maintain online user forums where you can search, read, and contribute to discussions about iBank (<http://forums.iggsoft.com>).

Thank you for choosing iBank!

