

iBank 4 Quick Start Guide



An introduction to iBank 4 — easy, powerful,
personal finance management for your Mac.



© 2007-2010 IGG Software, LLC

The Main iBank Window

The screenshot shows the iBank main window with the following components:

- 1. Toolbar:** Located at the top, containing buttons for 'Add Account', 'Add Report', 'Add Budget', 'Download', 'Web Download', 'Download Quotes', 'Sync iPhone', 'Confirm Scheduled', and a search field.
- 2. Source list:** A sidebar on the left showing account categories like 'Home Accounts' (with sub-items: Home Accounts \$20,502.96, Spending Cash \$110.44, Joint Checking \$3,923.86) and 'REPORTS' (Net Worth, Portfolio, Portfolio Summary).
- 3. Mini-graph:** A bar chart titled 'Net Worth' showing monthly data from March to August.
- 4. Account register:** A table of transactions with columns for Date, Type, Category, Memo, Withdrawal, Deposit, and Balance.
- 5. Transaction editor:** A detailed view of a selected transaction, showing fields for Date, Type, Category, Memo, Withdrawal, and Deposit.

Date	Type	Category	Memo	Withdrawal	Deposit	Balance
10/2/07	Withdrawal	The Tailor's Chalet		\$54.11		\$3,410.63
		Clothing	dress for party			
10/2/07	Withdrawal	Quick Stop		\$14.00		\$3,396.63
		Auto-Fuel	Memo			
10/5/07	Deposit	Universal Gadgets, Inc.			\$2,500.00	\$5,896.63
		Salary				
10/14/07	Withdrawal	HotFlights.com		\$524.50		\$5,372.13
		Travel-Airline	trip to Cuba			
11/1/07	Withdrawal	Billington Life & Home		\$1,200.00		\$4,172.13
		Insurance:Home	automatic wit...			
11/1/07	Withdrawal	Coastal Light & Power		\$52.03		\$4,120.10
		Utilities-Electric	automatic wit...			
11/2/07	Withdrawal	Guardian Theatre		\$25.50		\$4,094.60
		Entertainment:...	Rocky XIII (not...			
11/6/07	Withdrawal	Pure Foods Market		\$326.37		\$3,768.23
		spits...				
11/12/07	Withdrawal	Starbucks		\$9.50		\$3,758.73
		Dining-Coffee				

1. Toolbar

2. Source list

3. Mini-graph

4. Account register

5. Transaction editor

Contents

This quick start guide will cover these basic program concepts:

- Setting up your accounts and downloading data
- Adding transactions to your accounts manually
- Categorizing transactions to help analyze your finances
- Creating reports to review your finances

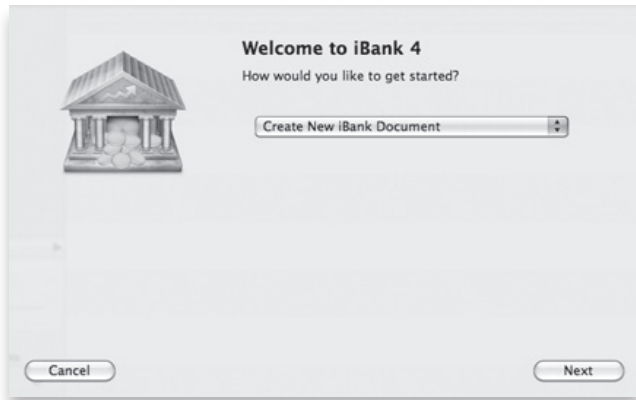
Use iBank to:

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

Create a New iBank Document

To start with a clean slate in iBank, the first thing you will need to do is create a document. The new document assistant opens automatically the first time you launch iBank 4, as well as any time you choose *File > New iBank Document*. To create a blank iBank document with no historic data, choose this option.

1. Follow the steps in the setup assistant to name your document and choose a location in which to save it, as well as a default currency.
2. Choose a default set of Home or Business categories.
3. When your document is ready, you may return to the Main Window, or click “Setup Accounts” to begin adding accounts to your new file.



Open an Existing iBank File

Choose this option in the setup assistant to upgrade an iBank 2 or iBank 3 document for use with iBank 4. The screen will ask you to choose the file you wish to open. (You may also choose to open an existing iBank 4 file.)

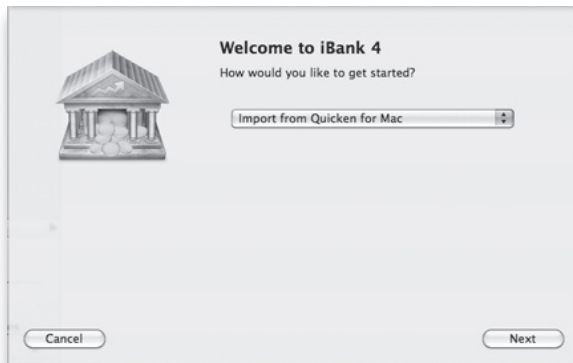
1. If you previously used iBank 3, the last file you opened will appear by default. If not, select a document, or drag and drop one onto the indicated box.
2. Name your document and choose a location in which to save it. iBank will upgrade your data and save it as a new file; your original file will not be modified.
3. If any changes were made to your data during the upgrade, a window will appear to show you the details.



Import from Quicken for Mac

To prepare for this process, first launch Quicken, then go to *File > Export > To QIF* and save your Quicken data to the desktop. Then choose this option in iBank's new document setup assistant to import account data from Quicken for Mac*.

1. When prompted by iBank, drag and drop the QIF file from your desktop to the box in the setup assistant.
2. Name your document, choose a location in which to save it, and choose a default currency.
3. iBank will import your Quicken data, after which you will be able to verify or select the correct account types (such as checking, credit card, loan, etc.) for each account.



*Note that *Quicken Essentials for Mac (2010)* can't export its data to QIF.

Import from Quicken for Windows

To prepare for this process, first launch Quicken, open any closed accounts, then export to QIF. Save data to a single file if possible, and transfer it to your Mac's desktop. Then choose this option in the setup assistant to import account data.

1. When prompted by iBank, drag and drop your Quicken QIF file from your desktop to the box in the setup assistant.
2. Name your document, choose a location in which to save it, and choose a default currency.
3. iBank will import your Quicken data, after which you will be able to verify or select the correct account types (such as checking, credit card, loan, etc.) for each account.



Import from MS Money (or Other)

To prepare for this process, first launch MS Money or another finance program that can export data to QIF. Open any closed or hidden accounts, export to a single QIF file if possible*, and if necessary, transfer it to your Mac's desktop. Next use the appropriate option (Money, or Other) in the setup assistant to import account data.

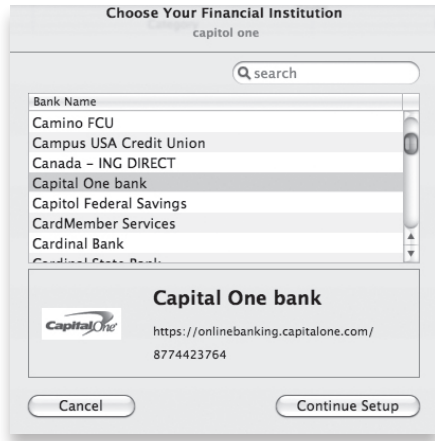
1. When prompted by iBank, drag and drop your QIF file from your desktop to the box in the setup assistant.
2. Name your document, choose a location in which to save it, and choose a default currency.
3. iBank will import your previous data, after which you will be able to verify or select the correct account types (such as checking, credit card, loan, etc.) for each account.



**MS Money exports accounts to multiple QIF files. See detailed documentation in iBank's built-in help.*

Configuring Direct Downloads

First, check http://www.iggsoftware.com/ibank/ofx_info.php to see if your financial institution is on our direct download list. If your bank is supported, you will need to contact them to find out if enrollment is required to use “Direct Connect” with your accounts. Once you have enrolled (if necessary), your bank will provide you with a username and password to connect to its download server. (These may differ from your usual online banking username and password.)



To add a new account to iBank, click the Add Account button in the toolbar and iBank will guide you through the download configuration process automatically. For an account already in your iBank source list, select it, be sure you are connected to the Internet, and choose *Account > Setup Online Account Access*.

If multiple accounts are available for download, select the one that corresponds to the iBank account you wish to configure. After establishing a successful connection, iBank will give you the option to “Download Transactions Now.” Click this button to update your account.

Transactions are downloaded using the Open Financial Exchange (OFX) protocol, which is not supported by all banks (and some may charge a fee for this service).

Configuring Web Downloads

For those banks that don't support direct downloads of your transactions, iBank offers a built-in web browser to streamline the process of updating your accounts manually. It takes a few extra steps, but once you know the process, downloading your most recent transactions into iBank is fast and simple.

1. Start by adding a web address (URL) for the online account. Double-click the account in your source list and enter the URL for that bank's log-in page. Then click "save."
2. In the source list, select the account you want to update and click the "Web Download" button on the toolbar. iBank will load the web page in a browser to the right, where you normally see the account register.
3. Log into your personal account by typing in your user ID and password, then navigate to the page within your account where you can download transactions.
4. Select the account from which to download the transactions, enter start and end dates for the download, and choose a file format. If possible, choose the OFX or QFX file format. If neither of those are available, choose QIF format.
5. Choose which iBank account to save the transactions into, and initiate the download.

Because each financial institution handles web downloads a little differently, there are a few things to take note of when going through this process:

- Some banks don't offer downloads from their websites at all.
- iBank's browser doesn't accept pop-up windows, so if your financial institution utilizes popups, download the data using another browser (such as Safari), then import it into iBank using *File > Import*.
- Some banks indicate download file formats by their most common corresponding software. So "Microsoft Money" usually indicates OFX, "Quicken Web Connect" usually indicates QFX, and "Quicken" format usually indicates QIF.
- If you chose the QIF format and iBank cannot recognize the dates in the file, you will be asked to choose a date format before proceeding.



Adding and Editing Transactions

To record a new transaction in iBank, select an account in the source list and click the plus (+) button below the account register. The transaction editor will appear at the bottom of the register. Different fields are shown in the editor depending on the account type and the type of transaction.

The editor is used to record basic details about a transaction, such as the date, payee, amount, check number and so on. It can also be used to categorize transactions, record account transfers, enter investment details, split transactions, track cleared or reconciled status, attach files or record currency information.

To make changes to an existing transaction, select it in the account register to make the transaction editor appear. Click the field you want to edit, or use the Tab key to cycle through the available fields. Make any adjustments that are necessary, and you will see two buttons appear in the editor: “Save” and “Revert.” Click “Save” (or press Return) to keep the changes you entered; click “Revert” (or press Escape) to discard them. If you select a different transaction in the register while unsaved changes are present, iBank will pop up an alert to ask you whether to save or discard the changes.

iBank will also make suggestions to autofill fields such as payee or categories as you type; let you view and modify items that are part of a split transaction; and allow you to delete transactions after confirmation (the warning dialog may also be turned off).

Assigning and Adding Categories

Categories help you track where your money comes from and goes to, and enable you to use reports and budgets to manage your finances more effectively. *Once you have created accounts and added transactions, the real strength of iBank comes in assigning categories to those transactions.* To add a category, create a transaction or edit an existing one, and type a category name in the category field.

To see all of your categories listed in one place, select Categories under the Manage heading in your source list to view categories organized by Name, Description or other criteria. Categories that contain sub-categories will display small disclosure triangles next to their names: click one of these triangles to view that item's sub-categories.

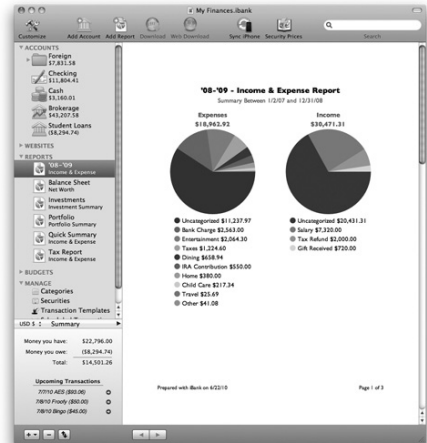
To add categories to this list, click the plus (+) button below the list, and a sheet will appear asking you to enter information about the new category. Type in a name for the category and a description if desired. Choose whether the category is intended for tracking expenses or income by selecting the appropriate item next to "Type," and check "Taxable" if you want to designate the category as being tax-related. Enter a tax code if desired, then click "Create Category" to add the new category to iBank's list. Sub-categories may be added using the "Create a Sub-Category" button found between the plus (+) and minus (-) buttons.

To delete a category, select the category you want to remove and click the minus (-) button at the bottom of category list, or press Delete on your keyboard.

Create an Income & Expense Report

An Income & Expense report analyzes the cash that flows in and out of your accounts based on the categories assigned to your transactions. It is the best way to track trends in specific categories, and to see if you are earning more than you spend in a given period of time. iBank's Income & Expense report includes pie charts that show your income and expenses by category, a bar graph that shows your spending over time (cash flow), and a profit & loss table (also known as an income statement).

1. To create an Income & Expense report, click the plus (+) button at the bottom of the source list and choose Add Report, or go to *Manage > Add New Report*.
2. Name the new report at the top of the sheet that appears, choose the date range the report should cover, and pick which currency its figures should be displayed in.
3. Choose "Income & Expense" from the list, and click "Create Report." A report item will be added to the source list, and the report will be displayed on the right side of the main window.



Each report has a variety of options that you can modify to adjust the displayed information. After creating a report, double-click it in the source list. The report inspector will open to show you the available options. Make any changes necessary, then click “Save” to record the changes or “Cancel” to discard them.

Among the variables you can configure for your reports are whether to include scheduled or uncategorized transactions, or which categories and accounts the report should include or exclude. You can also structure your reports according to various rules: to include or exclude sub-categories; to project income and expenses into the future; using any/all criteria; or by defining other variables.

To interpret your report, note that three charts are displayed: a pie chart showing your expenses by category, a pie chart showing your income by category, and a bar chart showing your spending over time. Mouse over any category or account name below a pie chart to highlight the corresponding slice in the chart above. Click on any pie slice to “drill down” and see more detail.

In the bar chart depicting your cash flow over time, click any bar to see the total income and expenses recorded during that portion of the report’s full date range. Also in your report is a profit & loss table (detailing your income and expenses by category). Click on the name of any category or account to view a detailed transaction list; you may click on any transaction to view or edit it in the account register.

Reports can be printed (in portrait mode only) by going to *File > Print*; you may also click the “PDF” button in the print dialog box and choose “Save As PDF.”

For more information

- 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 greater detail, consult the documentation found under iBank 4's Help menu.
- Video tutorials are at <http://www.iggsoftware.com/ibank/tutorials.php>
- We also maintain online iBank user forums where you can search, read and contribute to discussions at <http://forums.iggsoft.com>.
- More questions? Just ask support@iggsoftware.com

