ashampoo



Manual

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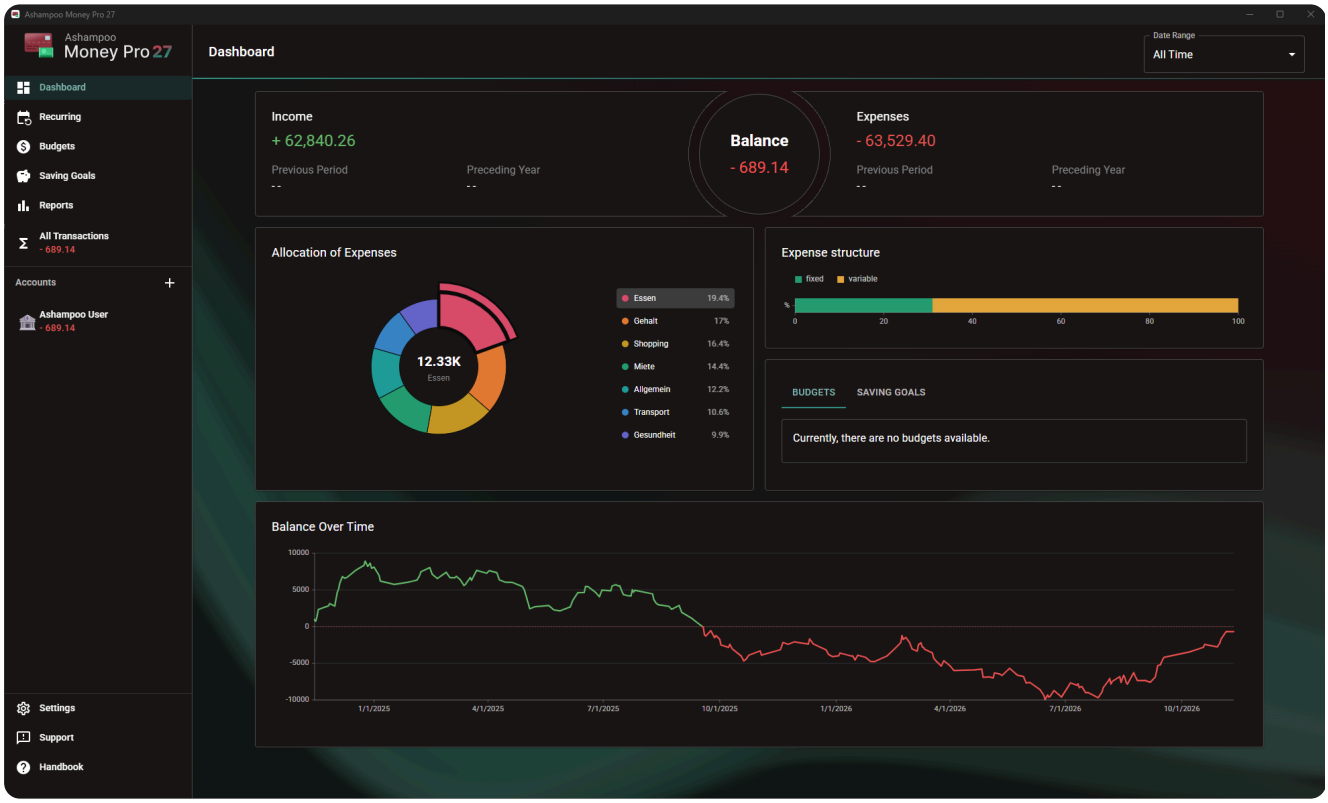
> Ashampoo Money Pro relies on you to input your transactions, e.g. grocery purchases, manually. We encourage you to make it a habit to add them as soon as possible to keep your data up to date. This practice will also further raise your awareness of your finances and spending habits.

1. Dashboard

The dashboard gives you an at-a-glance overview of your finances. If you haven't added an account yet, click the plus button next to "Accounts" in the left sidebar to add one now.



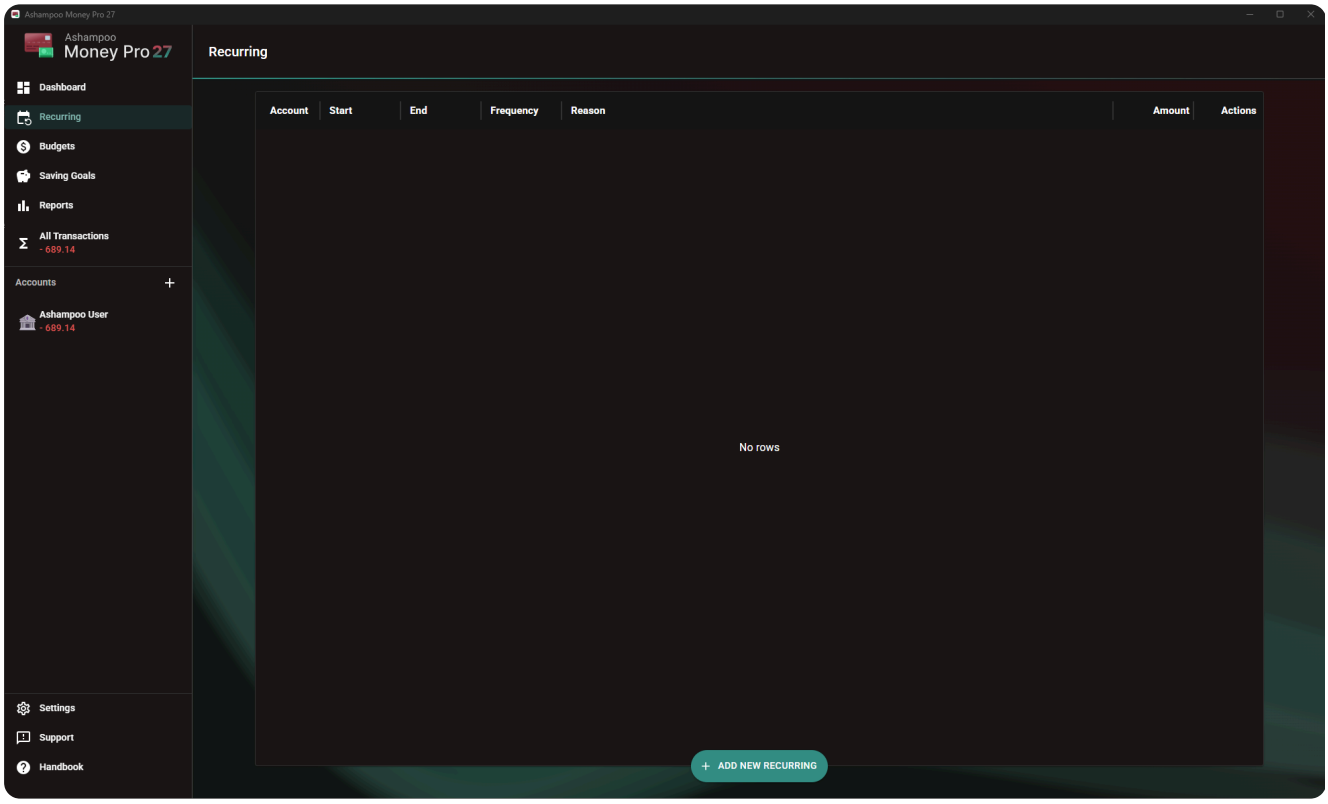
Use "Date Range" in the top right corner to choose the timespan to be analyzed. The dashboard consists of the following sections:

- **Income, Balance and Expenses**: The totals of your income and expenses as well as the resulting balance. "Previous Period" and "Preceding Year" show the

corresponding values of the previous period and the preceding year for comparison.

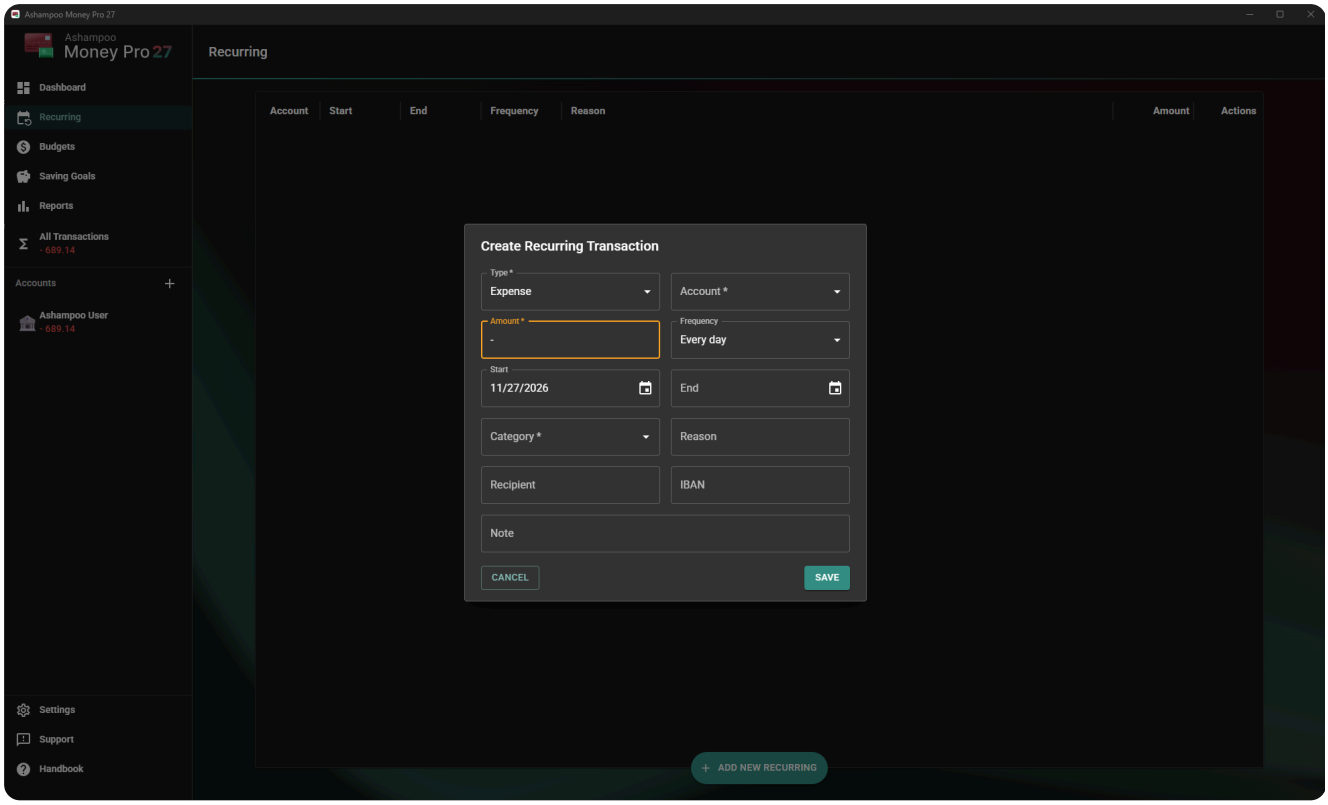
- **Allocation of Expenses**: Shows how your expenses are distributed across categories. Hover your mouse over a segment or list entry to view the corresponding amount.
- **Expense structure**: Shows the share of fixed and variable costs in your expenses.
- **Budgets / Saving Goals**: Use the two tabs to view the current status of your budgets and saving goals.
- **Balance Over Time**: Displays the development of your balance as a graph. Hover your mouse over the curve to display the balance for a given point in time.

2. Recurring



You can review and create recurring transactions, e.g. rental payments or salary, here. The table shows the account, start, end, frequency, reason and amount of each entry. Use the buttons under "Actions" to edit or delete an entry.

To create a new recurring transaction, click "Add New Recurring".



Then, fill in the required information. Fields marked with an asterisk are mandatory:

- **Type**: Specify whether the transaction is an expense or income.
- **Account**: The account the transaction is assigned to.
- **Amount** and **Frequency**: The amount and how often the transaction occurs, e.g. every day or every month.
- **Start** and **End**: The period during which the transaction recurs. If you leave "End" empty, the transaction will recur indefinitely.
- **Category**, **Reason**, **Recipient**, **IBAN** and **Note**: Additional details for the transaction.

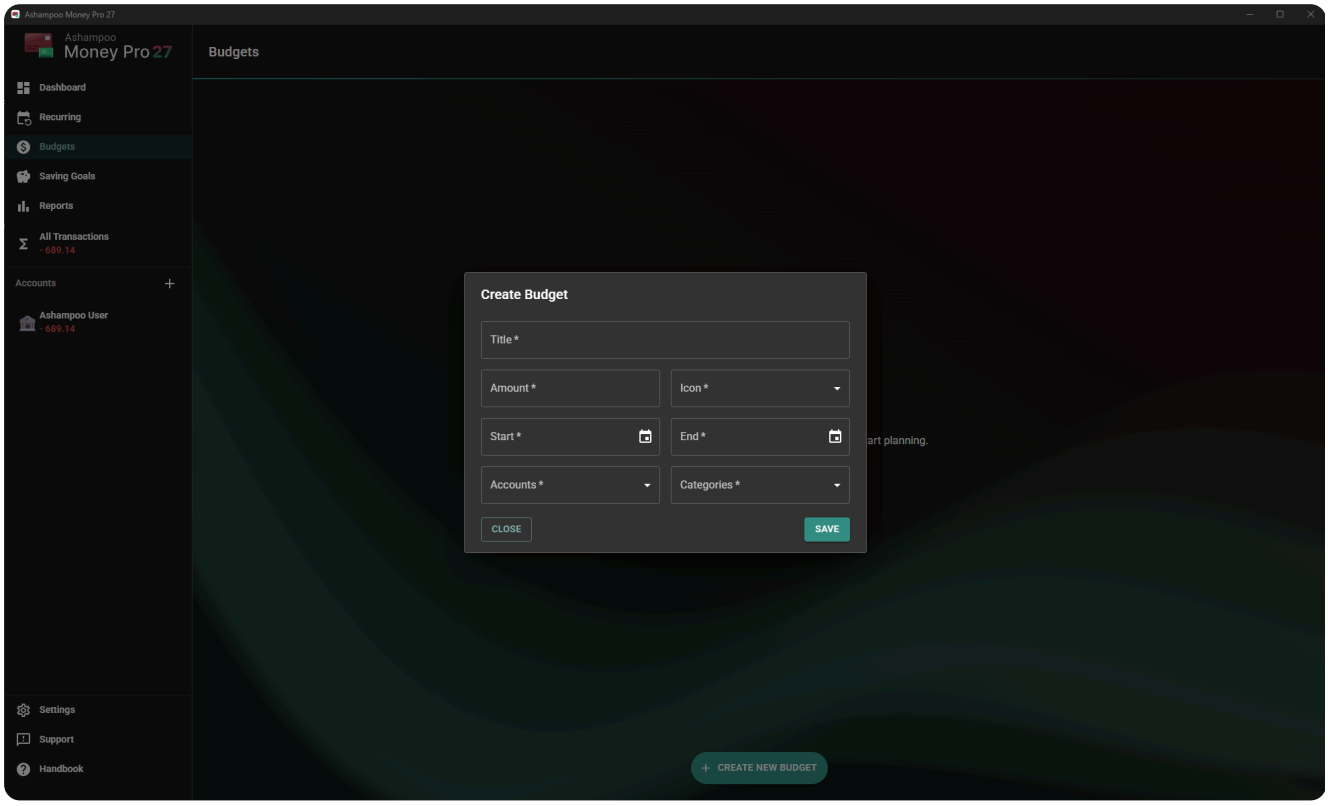
Finally, click "Save".

3. Budgets / Saving Goals

These features allow you to create financial goals limited in time and amount, e.g. to keep your spending on a category in check or to save up a fixed amount every month.

> Transactions that use the accounts and categories associated with a budget or saving goal will be applied automatically.

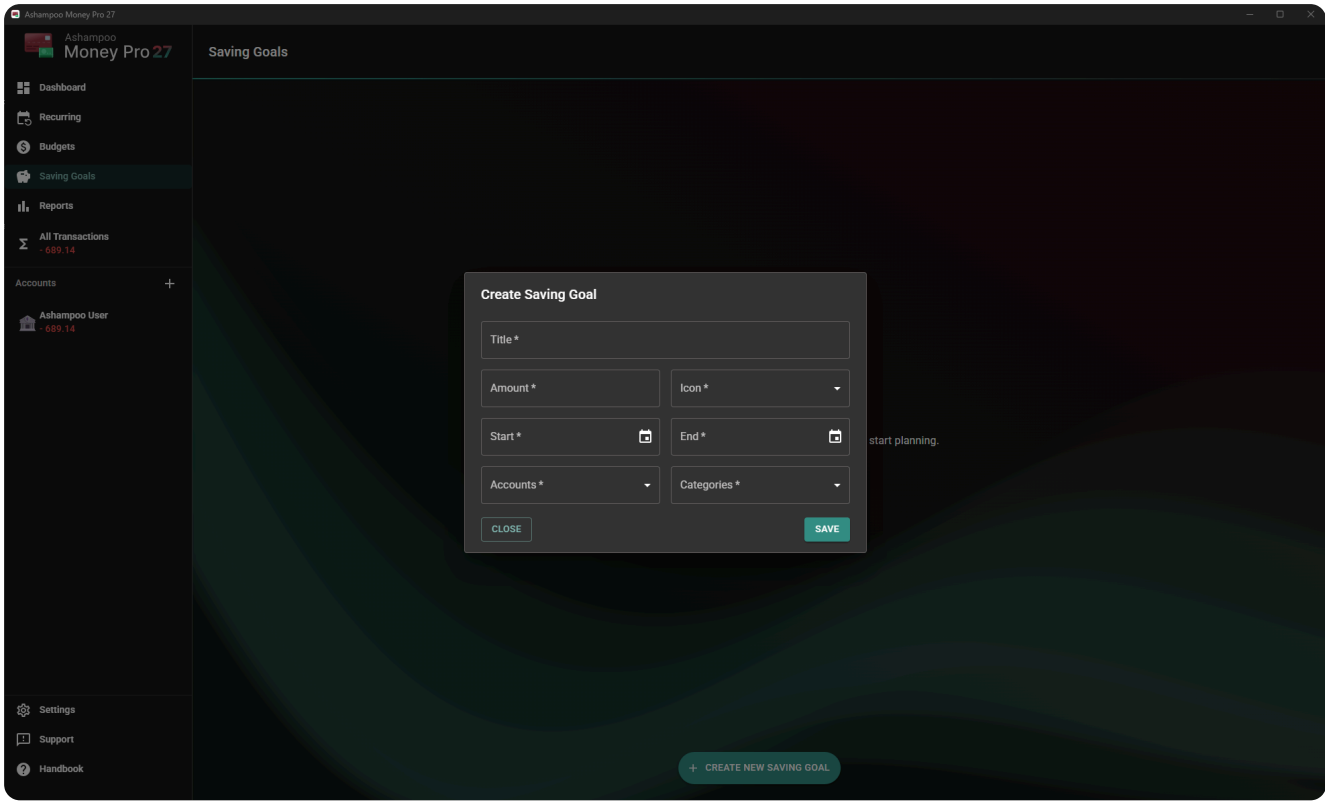
Budgets



Use this feature to create time- and purpose-limited budgets. Click "Create New Budget" and specify a title, amount, icon, start and end date as well as the affected accounts and categories. Then, click "Save".

The elapsed/remaining time will be displayed as a timeline with a marker for the current date.

Saving Goals

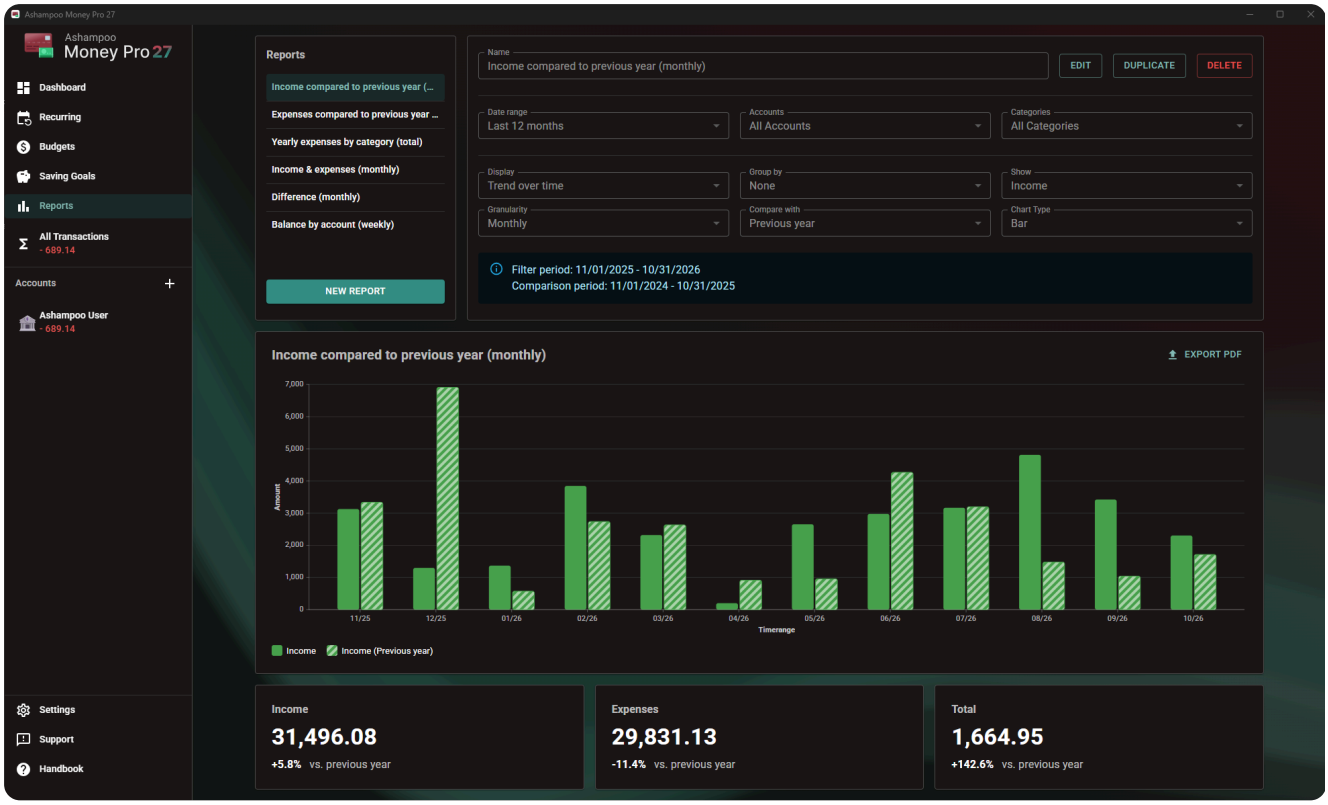


Use this feature to create time- and purpose-limited saving goals. Click "Create New Saving Goal" and specify a title, amount, icon, start and end date as well as the affected accounts and categories. Then, click "Save".

Here, too, the elapsed/remaining time will be displayed as a timeline with a marker for the current date.

4. Reports

"Reports" lets you analyze your finances using charts. The list on the left contains predefined reports, e.g. income compared to the previous year, expenses by category or the balance by account. Click an entry to display the report.

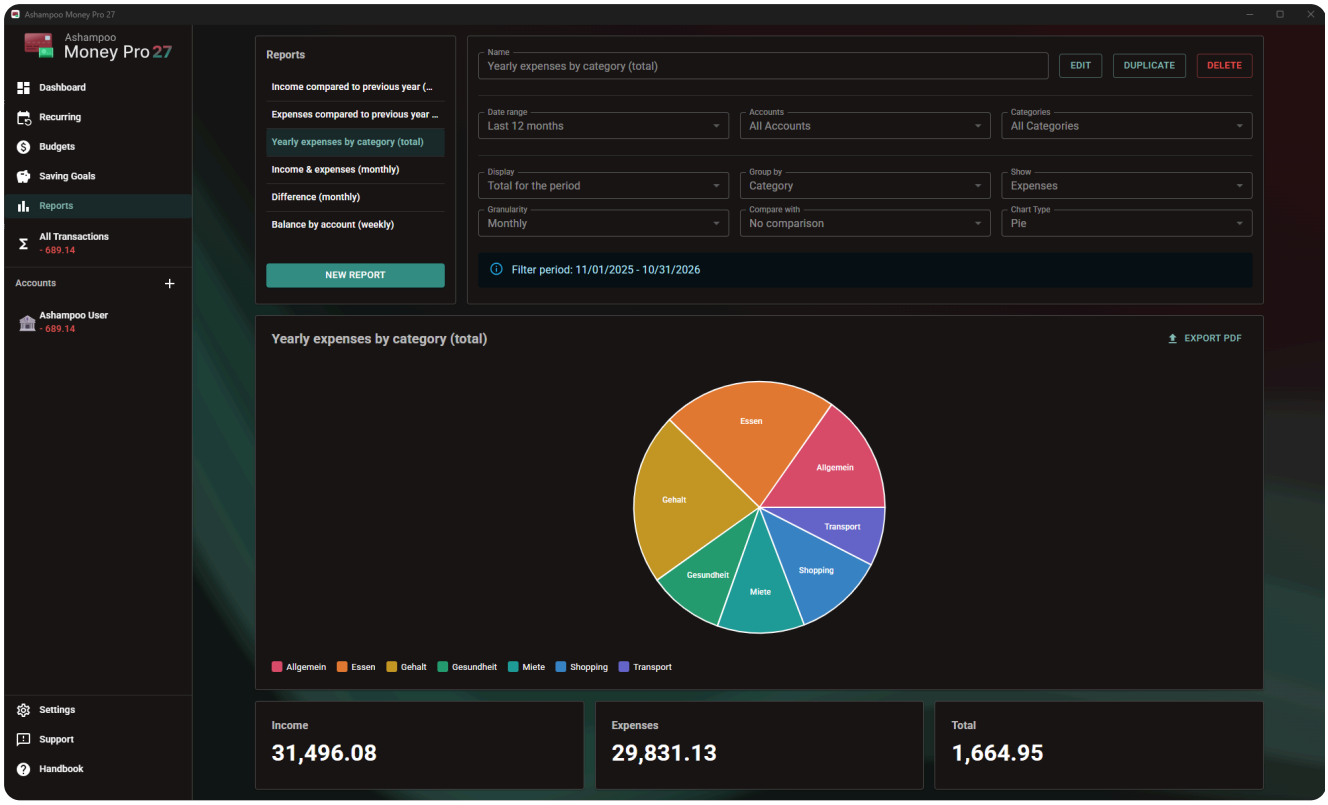


Click "New Report" to create your own report. Use the buttons next to the name to edit, duplicate (e.g. as a template for a similar report) or delete the selected report.

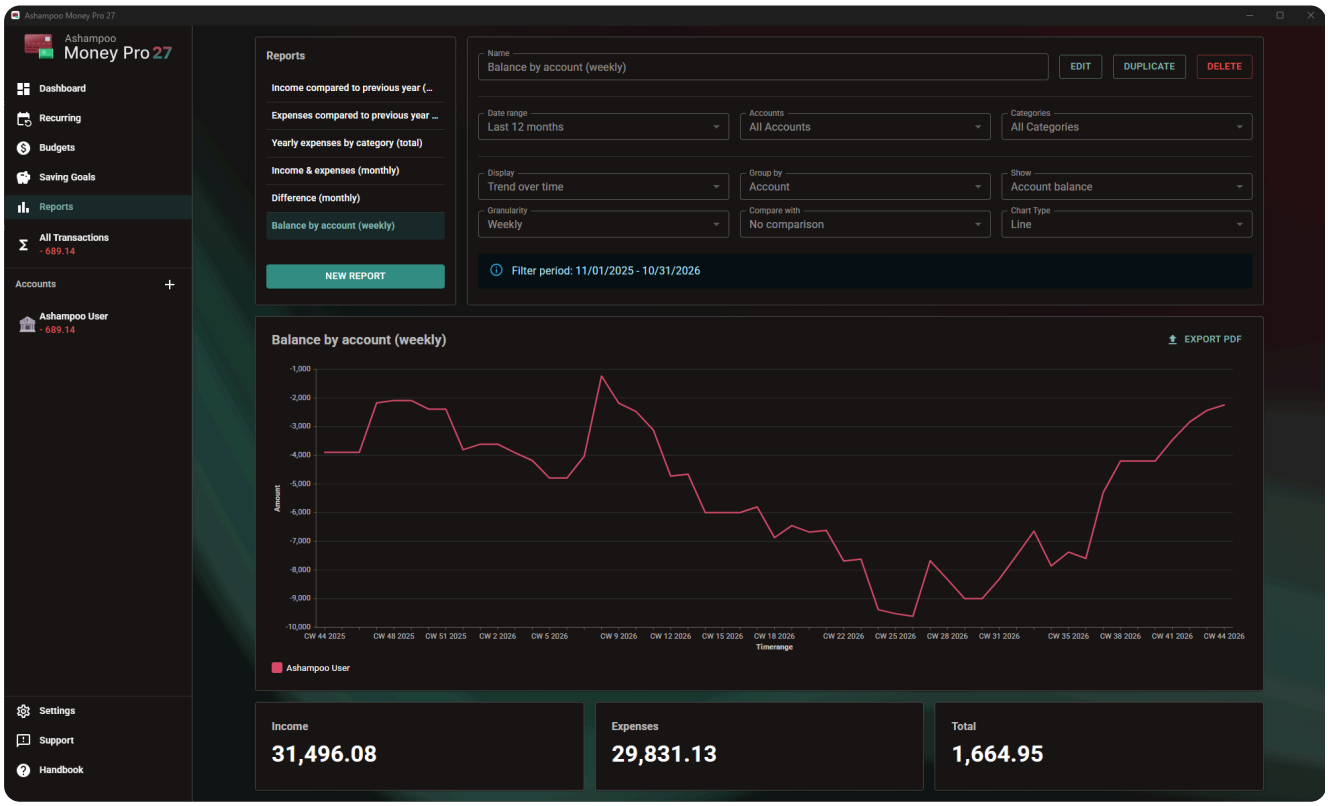
Report settings

- **Date range**, **Accounts** and **Categories**: Determine which transactions are included in the report.
- **Display**: "Trend over time" shows the development, while the sum option shows the totals for the selected period.
- **Group by**: Breaks down the values, e.g. by category or account.
- **Show**: Selects the values to be displayed, e.g. income, expenses, income & expenses, the difference between income and expenses, or the account balance.
- **Granularity**: Determines whether values are grouped e.g. weekly or monthly.
- **Compare with**: Compares the values e.g. with those of the previous year.
- **Chart Type**: Selects the chart type, e.g. bar, line or pie.

The info section below the settings shows the filter period being analyzed and, if applicable, the comparison period.



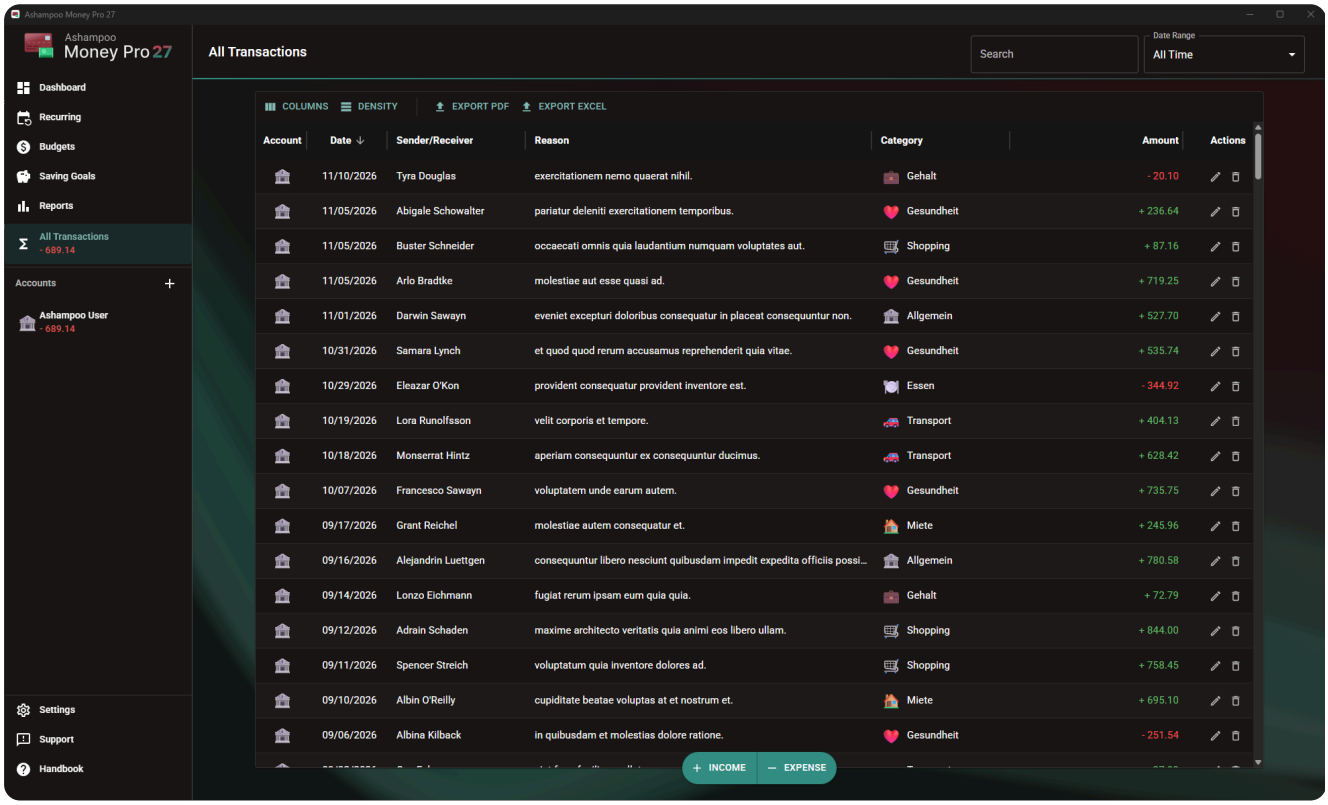
Below the chart, you will find the totals for income, expenses and the resulting total. If a comparison is active, the percentage change compared to the comparison period is also displayed.



Export PDF

Click "Export PDF" to save the current report as a PDF file, e.g. for printing or archiving.

5. All Transactions



This section is the core of Ashampoo Money Pro. It lists all transactions across all accounts. Use "Date Range" and the search field in the top right corner to filter the list by period and individual search terms. Click a column label to sort the table accordingly. Use the buttons under "Actions" to edit or delete individual transactions.

Use the "Income" and "Expense" buttons at the bottom to add new transactions.

5.1 Custom table views

The controls above the table allow you to customize the table view and export entries.

Columns

Use the toggle buttons to show/hide individual columns and the text field to search for column labels.

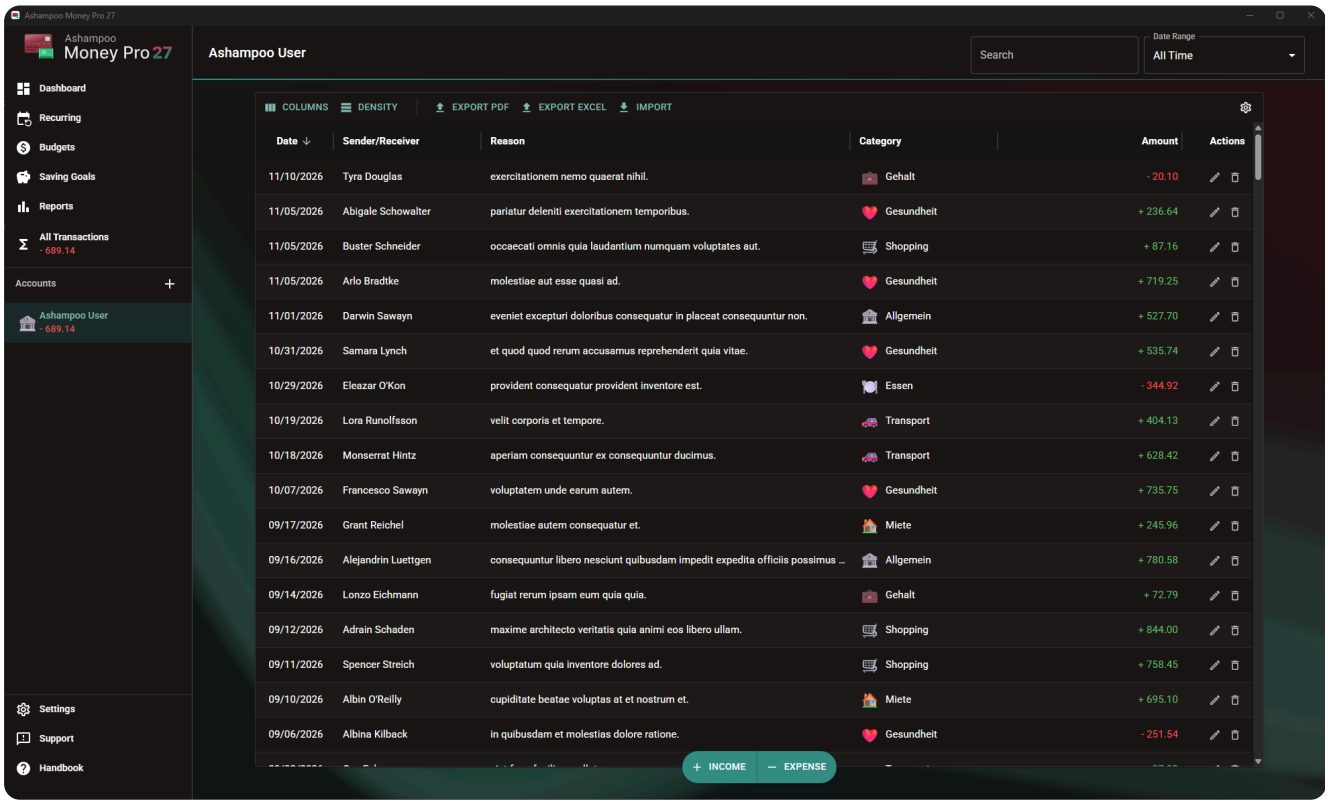
Density

These settings affect the spacing between table rows, e.g. to display as many rows as possible at once.

Export PDF / Export Excel

Use these buttons to save the entries for the selected period locally as a PDF file or Excel spreadsheet.

6. Accounts



Click an account under "Accounts" in the left sidebar to review all transactions for that account. You can customize and filter the view just like in All Transactions. Use the plus button next to "Accounts" to add new accounts. Click the cogwheel icon in the top right corner of the table to modify the settings for the current account or to delete it. Use the "Income" and "Expense" buttons at the bottom to add new transactions.

Export / Import

Use "Export PDF" and "Export Excel" to save the entries for the selected period locally as a PDF file or Excel spreadsheet. Use "Import" to load existing data into the account.

7. Support and Handbook

Click "Support" in the left sidebar to contact our customer support if you have questions or problems with the program. "Handbook" opens this help.

8. Settings

General

The current program version is displayed here. Enable "Send Analytics" to provide us with anonymous data about the way you use the program. Your data will help us to further improve the program.

Categories

Use the bottom button to create new categories and the buttons next to the entries to edit/delete them.

Data backup

You can export your data to a local file here and import existing data files.