



Family Activity & Expense Tracker

Personal Contacts, Schedules, Tasks, Income and Expenses, plus The Universal Calculator



Tips for getting started with Family Activity & Expense Tracker

Here are step-by-step directions for:



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- Reports
- **Expense Tracker**
- **Income Tracker**
- **Contact Tracker**
- **Schedule Tracker**
- **Task or Goal Tracker**
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Navigation & Common buttons

Use the **Family A & E Tracker Menu** button on the Welcome screen, and in the lower left corner of all the main windows, to access all the components of Family Activity and Expense Tracker.

Each component of Family Activity and Expense Tracker has a **New** button (for creating new records), a **Delete** button (for deleting one or more records), a **Find** button (for searching for text on another record), a **Sort** button (for sorting the records by predetermined fields), an **Import** button (for importing sample or archived records) and an **Export** button (for backing up your data).

You will find a **Help** button on most of the windows in Family Activity and Expense Tracker. Included in the Help system is a **Tutorial**, which will introduce you to the most important features of that component. Just click the Tutorial button near the top of the Help window. More detailed explanations can be found by clicking the other buttons found near the top of the Help window.

There is also a **Quit** button and a Save button on each main window. Although records are normally saved when going to another record or closing the component, it is often a good idea to click the **Save** button after making changes, just to be safe.

Reports

Each component has its own report feature. In some cases you will use an intermediate screen to select options and sort orders for your report or invoice. In many cases you will go directly to the report. There is a **Help** button on each option window with more information about the report options.

On the output window you will find the following buttons: **Save As...** (saves the output as a text file for archiving or exporting to a word processor for formatting, etc.); **Font** (allows you to specify the size and font of the text in the report output); **Print** (usually just prints the output - you may need to print some reports in landscape mode); and **Edit Report** (allows you to make changes to the report before printing or exporting - when this button is unchecked (its normal position) you can click the main line of each record's output to go directly to that record).

There is also a row of buttons, just above the report's output field, that allows you to change the width of the columns (the tab stops) in the report. Just drag any of the little rectangles left or right to make the report more readable.

If you have any questions or comments about the software, feel free to write us at support@productivity-software.com

Tips on using Expense Tracker

You can keep track of all your expenses and easily generate **Tax Form Reports** in **Expense Tracker**. This component comes with a built in list of expense types which you can add to if necessary.

1) Start by clicking **New**. You will be asked if you want to **Duplicate** the current record or transfer just the **Payee/Expense** or **Account** information. Or you can start with a blank record.

- If you choose **Duplicate** you will be asked for the new expense **Amount**.
- If you choose **Payee/Expense** you will be asked to choose an **Account**, and then a new expense **Amount**.
- If you choose **Account** you will be asked to choose an **Expense** type, a **Payee**, and then a new expense **Amount**.
- If you create a new blank record you will be asked to choose an **Expense** type, a **Payee**, an **Account**, and then a new expense **Amount**.

You can either add an expense amount directly into the field provided or you can create a list in the **Notes** field and then click the **Add to Expense Amount** button. Any numbers not preceded by the # sign

will be added to the expense **Amount**.

If you use the standard mileage rate on your tax forms, then you can use the handy **Travel Deduction** calculator to enter the Miles (or Kilometers) and rate. This information will then be available for the **Tax Form Reports**.

Account Register

The **Account Register** button takes you to the **Account Register** window where all the debits you've entered into **Expense Tracker** and credits (Payments or Deposits) in **Income Tracker** for that account are listed.

At the top of the window you can choose another **Account**, **Add Deposits & Payments** (creates a new **Income Tracker** record), add a **New Expense/Debit** (creates a new **Expense Tracker** record), a **Dates** range (or a **Start Date** and **End Date**) and whether to display **Descriptions** or not. You can also add **Daily Separators**.

After clicking the **Add/Select Account** button in the **Account Register**, **Expense Tracker**, or **Income Tracker** window you are presented with an **Account** management window. There you will find fields where you can record the **Account #**, **Account Type**, **Starting Balance**, and the **Last Check # Used** for each Account and buttons to **Create**, **Modify** or **Delete Accounts**. A **Current Balance** for the account is automatically calculated.

Beside the Check # field is a **CI** option which signifies that the check has cleared the bank. The **Account Register** report lists checks that have cleared (the **CI** checkbox has been clicked on the Expenses record) as [C] and not cleared as []. You can use this feature to reconcile your checkbook or account statement.

Other Features

Above the **Check #** field is a **Print** button. When clicked a new **Check Printer** window opens where you can print your checks on any blank check. For more information click **Help** in this window.

Assign a **Vehicle** to the expense record. This is optional and you can keep track of any number of vehicles. Click the **Service** button to open a window where you keep track of when and where the Last Oil Change, Last Tune Up, Brake Service, Automatic Transmission Service and Tire Rotation was performed. You can also keep notes about your vehicle in this window.

Clicking the **Shopping List** button above the **Notes** field opens the **Shopping List**

window. At the bottom of this window there are buttons that allow you to **Add Items** to the list, **Remove All** the items in the list, **Print** the list (so you can take it with you to the store), **Sort** the list and **Close** the window.

You can save up to four different shopping lists by clicking **Save Default List** and then retrieve them by clicking **Restore Default List**. These can be used as starter lists for different stores and then modified as needed.

Expense Reports

Click **Expense Report** to generate a regular expense report or a Tax Form Report, or a 1099-MISC form. With **Expense Report** selected, you have many choices and can select one or more **Expense** types, **Payees** and **Accounts**. With **Tax Form Report** selected you have fewer options, but you can choose and range of **Dates** by using the menu or the **Start Date** and **End Date** fields.

Tips on using Income Tracker

Income Tracker is used to keep track of income or deposits to accounts and works with **Expense Tracker** to create **Account Registers**.

1) Click **New** to begin. You will be asked if you want to **Duplicate** the current record or transfer just the **Source/Account** information. Or you can start with a blank record.

- If you choose **Duplicate** or **Source/Account** you will be asked for the new income **Amount**.
- If you create a new blank record you will be asked to choose a **Source** of the income, an **Account**, and then a new income **Amount**.

Click **Add/Select Source** and then **Create Source** to add a new source to the list.

2) Choose a **Source** and an **Account** from the lists or create new ones.

3) Enter the **Income Amount**. You can enter the **Tax Type** and the amount of **Tax Collected**.

There are two miscellaneous fields you can use for any purpose. One is in the upper right hand corner and the other is below the **Source** field. Click the **Change** button above either of these fields to modify the label for the field on all the records.

You can specify the type of income and record a check number if appropriate by clicking the **How** button. The choices of **Cash**, **Credit Card**, **Check** or **Other** will appear. Click the **How** button again to hide these options.

Use the **Account Register** button to view income and expenses for any **Account**. An identical button is provided in **Expense Tracker**. See the **Account Register** section above.

Click **Income Report** to generate a list of **Income Tracker** records to print or save.

Tips on using Contact Tracker

You can use **Contact Tracker** to keep track of information about customers, vendors, family and friends. This component contains several useful tools, such as a **Mailing List** (form letter generator), a **World Time Map**, an **Area Code Locator**, and a **Best Friends Forever List**.

1) Begin (as usual) by clicking **New**. The fill in the **First Name**, **Last Name** and **Company Name** (if appropriate). There are two sets of address fields accessed by clicking **Mailing** or **Shipping**.

The **Address Format for this Contact** menu determines the order and format of the City, State, Province, and Zip or Postal Code when printed. There is a similar menu in the **Formats** section of **Prefs** window that becomes the Default, but you can specify a different format for each contact if you wish. The **Address Format** settings

format for each contact if you wish. The **Address Format** settings apply to Contact Lists, Envelopes, and Mailing Lists.

2) Enter other information such as: **E-mail, Phone Numbers, and Family or Associates**. Choose a contact **Type** from the menu provided. Choices include: Client, Customer, Guest, Friend, Family, Vendor, Owner, Employee, Sales Rep, or Other). A **TaxID#** field appears for Owners and Employees, and an **Employee #** field appears for Employees. A **Customer #** field appears on Contacts with the **Type** of Customer. You can **Sort** records by Contact Type.

3) Contact Tracker has four **Miscellaneous** fields that you can use for any purpose. These are accessed by clicking the **Show Misc. Fields** button. To change the label, just click on the **Change** buttons above them. The labels on all records will be changed to the new names. You can **Sort** your contact list by these fields.

To print out the information for a particular record, click the **Prepare Envelope** button. You can print just the name and address or all the information from the record by clicking the **Show Email, Phone & Notes** option. You can also add a **Return Address** to your envelope by using the option provided.

You can print out some or all the information on every record by clicking **List Contacts** in the main window and then choosing the various options provided. You can also choose a sort order for your list. To generate a list of just email addresses, select only the E-mail option. You can also add the Name option if you wish.

Click the **Area Codes & WTM button** to access either the **Area Code** lookup tool or the **World Time Map** where you can see at a glance what time it is in any part of the world.

Clicking the **Area Code Locator** option brings up a window where you can enter an area code. After clicking the **Search** button, several major cities within that area code will be listed. Or if you know the city's name and want to know the area code, you can enter the first few letters of the name into the field near the center of the window.

You can also just scroll through the bottom field to find a city name. You can add cities or change area codes in the bottom field by typing the city name, a tab and then the area code on a new line. (The tab is very important and if you add a line, you should put it into the correct alphabetical order.) A list of international codes is available on request.

The **Mailing List** button allows you to create a form letter for any or all of your contacts. First you will see a **Contact Chooser** window where you can specify which contacts to send the letter to. Then click **Create Form Letter** and then **Edit Form Letter Template** in the **Send Form Letters** window to create your letter.

You can add a logo and create a letterhead by clicking the **Edit Header** button. You can also print envelopes by clicking **Prepare Envelope** in the **Send Form Letters** window. Click **Help** in that window for more info about modifying the header. Click **Help** in the **Contact Chooser** window for more info about the Mailing List feature.

The **BFF List** button brings up the **Best Friends Forever List** window where you can add friends that you want easy access to. Click **Help** in that window for more info.

Tips on using Schedule Tracker

Use **Schedule Tracker** to keep track of appointments and print calendars.

- 1) Start by clicking **New** and choosing a date for the event.
- 2) Next enter an **Event Description**. You can also enter a Location and a Purpose, but these fields are optional.
- 3) Enter the **Start Time** and **End Time** by using the **Edit** or **Choose** buttons be

each field. These fields are also optional. If neither is filled in the event will be scheduled for the entire day.

4) If the event is a repeating event, choose one of the following from the **Click to repeat** menu: **Daily, Weekly, Weekdays, Day of Month, Monthly, and Yearly**.

If you choose **Daily or Weekly**, you will next have the option of specifying if the event repeats every day or week or every other day or week.

Next you need to enter a date to stop repeating the event by clicking the **Edit** or **Choose** button that appears above the **Until** field near the middle of the window.

If the **Until** date you choose does not match the logical last date for the event (for instance, if you have a repeating event for the same day every month, and the **Until** date you choose is not the correct day of the month) then the correct day will be entered.

You can edit the list of repeating dates by clicking the **Show Repeat Dates** button that appears below the **Until** date field. If you make changes to this list, make sure you have only one date per line, don't leave any blank lines or use a different date format.

Use the **View Schedule** button to create a text file that you can print or export to another program. You can choose the current **Day, Week or Month** or specify a **Start Date**. If you click **Other** you will be asked for an end date.

Click the **Month, Week or Day** button below the **Notes** field in the **Schedule Tracker** window to view a table view of your schedule.

In the **Weekly View** and **Daily View** window there is a **Table Options** button that allows you to specify the **Start and End Times** for the table as well as the time increments (:05, :10 or :15 minutes).

In the **Daily View** window you can also choose what to display in the three columns. The choices are **Single Booking** (conflicting appointments will be shown in red and the Location and Purpose of the appointment will be displayed), **Single Booking & Tasks** (the Purpose column is replaced by your current Task List from Task Tracker), **Double Booking & Tasks** (conflicting appointments are shown in the second column instead of the Location) and **Triple Booking** (appointments that conflict with the first column are shown in the second and appointments conflicting with those in the second column are shown in the third).

In the **Monthly View** window there are two small arrows at the top left corner which toggle a **Month** menu with a **Start Date** field. Click the **Choose** button to select a date in the week you want to be the first week of the monthly calendar.

Clicking the **Add to Schedule** button in **Task Tracker** will automatically add the task to **Schedule Tracker**. You will need to choose a date and perhaps a time for the event. You can also specify a location and purpose for the event.

Tips on using Task or Goal Tracker

Keep track of all your things to do and assign priorities, deadlines and notes with this simple tool.

- 1) Click **New** and enter the **Task or Goal Description**.
- 2) Choose a **Deadline** and enter any **Notes** you want to reference.
- 3) Set a **Priority** for the task. Records and reports can be sorted by **Date, Priority, Deadline or Task**.
- 4) When each task is done, just enter the date in the **Completed** field.

Click **Tasks To Do Lists** to see a list of all your tasks. You can show **All Tasks, Uncompleted Tasks, Completed Tasks** or **Completed Tasks**.

urgent tasks, Uncompleted or just **Completed** tasks.

You can also use the **Add to Schedule** button to open **Schedule Tracker** and create a new record. Then you will have two ways to help remind you to get the task done.

Tasks can be added to the **Daily View** (or **Daily Briefing**) by clicking the **Table Options** button.

Tips on using the Universal Calculator

The **Universal Calculator** has several tools you will want to explore. In addition to a simple **Numbers** calculator, it will also add or subtract **Dates** that are some number of days before or after a date you specify. You can also find out what **Time** it is anywhere in the world and compute time differences.

The **Measurement** calculator easily converts just about any US or British length, volume or weight to its metric equivalent or the other way around.

The **Currency** calculator is divided into three sections. Click the three tabs to access the following options. The **Discounts & Sales Tax** option easily computes discounts and sales tax on any amount. The **Money Exchange** option computes the amount of foreign currency that a number of dollars is worth (or the other way around) given the current exchange rate. The **Payments** option lets you compute loan payments, amortizations (months to pay for something) or the **Amount** an investment will be worth in the future.

Preferences

Click **Prefs** in any main component window to access the **Preferences** window. There are four sections, **General**, **Colors**, **Formats** and **Translations**.

In the **General** section you will find **Monetary Symbol & Format** controls, along with **Tax Type** and other preferences. Click the **Help** button for more information.

Most users will want to have certain windows open all the time, and others open only when needed. You can open and arrange any number of windows on your screen, as long as the **Open Components in a New Window** option in the **Preferences** window is enabled. If you would rather have only one window open at a time, disable this option.

In the **Colors** section, you can change the button and background colors of each component. Click the **Background Colors** option to show a list to choose from. Click the **Button Colors** option to show another list to choose from. You can **Use these colors in all windows** or choose different colors for each window.

To set different colors for each component, start by clicking the **Prefs** button in that component and then selecting new colors from the two lists in the **Preferences** window. If you want to return to the original colors just click the **Default Settings** button in the **Preferences** window. To save your new colors, close the **Preferences** window and then click the **Save** button in the component's window.

In the **Formats** section you can change the **Time Format**, **Distance Format**, **Date Format** and the **Liquid Format**. You can also add **International Version** features. Click **Address Preferences** to change the **Address Format** used for printing.

Backing Up and Recovering Missing Data

It is always a good idea to backup your data on a daily or weekly basis.

There is an **Auto Backup** feature that will create a backup file whenever you click the **Quit** button in any main window. After creating a backup file, it is a good idea to open it in a text editor and make sure the most current records are included. Then close the file (without saving any changes) and **copy the .bak file to another disk** (floppy, cd, etc.)

You can also click the **Export** button in any component and then choose to create a **Backup** file or an **Export** file of just the records in that component. You will need a current backup file whenever you update the software. You can also use the **Backup Records** button on the **Welcome** screen for this purpose.

Occasionally during a save or a crash, a database will get corrupted. If this happens the name of the component will not appear in the main **Menu** button. Fortunately the file is always saved with an .rev~ extension first. So if you ever have problems opening a component, look for a file with the .rev~ extension in the application's folder. (In Windows look in your Documents folder.) If you see one, delete the file with the same name (but without the .rev~ extension) and then rename the .rev~ file to just .rev. For example, if contacts.rev were to get corrupted, you will find an contacts.rev~ file. Just delete the contacts.rev file and change the name of contacts.rev~ to contacts.rev.

By backing up your records frequently, and copying the backup file to another disk, you can be sure your data can be easily restored to a new copy of the software, in case something goes wrong with your computer.

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PO Box 655, McMinnville, OR 97128
e-mail: [info \(at\) SpiritWorks-software.com](mailto:info@spiritworks-software.com)
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