

**Guide to importing Microsoft Money® files into  
Personal Accountz®**

# Part 1 - This section describes how to export your accounts from Microsoft Money.

## 1. Run Microsoft Money

The screenshot displays the Microsoft Money application window. The title bar reads "sample - Microsoft Money". The menu bar includes "File", "Edit", "Favourites", "Tools", and "Help". The toolbar contains navigation arrows, a dropdown menu set to "My Money", and icons for undo, redo, and refresh. The main navigation bar includes "Home", "Accounts", "Bills", "Reports", "Budget", "My Money", "Investing", and "Banking". Below this is a "Money" section with a link to "MSN Money News".

The left sidebar shows the date "7 October 2008" and the Microsoft Money logo. It lists several sections with "More" links: "Account List" (Account Register, Cash Flow, Manage Online Services), "Bills Summary" (Bill Calendar, Bill History), "Budget Summary" (Budget vs. Spending), "Reports Home" (Favourite Reports, Monthly Reports), "Investing Home" (Portfolio Manager, Markets, Stocks), and "Planning Home" (Debt Reduction Planner, Lifetime Planner).

The main content area is titled "My Money" and features a "Choose a task:" dropdown menu with "Enter a transaction" selected and a "Go" button.

Below this is the "Favourite Accounts" section, which contains a table of account balances:

Account	Updated	Balance
County Bank Savings		£16,100.00
National Bank Current		£21,299.38

Below the table are three links: "Go to the list of accounts", "Add accounts to my favourites", and "Set up a new account".

The next section is "Bills & Deposits", which includes an "Auto-Entered" table of transactions:

Date	Description	Amount
30/09/2008	Transfer To : County Bank Savings	-£200.00
30/09/2008	Northern	£1,870.00
03/10/2008	Mersey Council	-£220.36

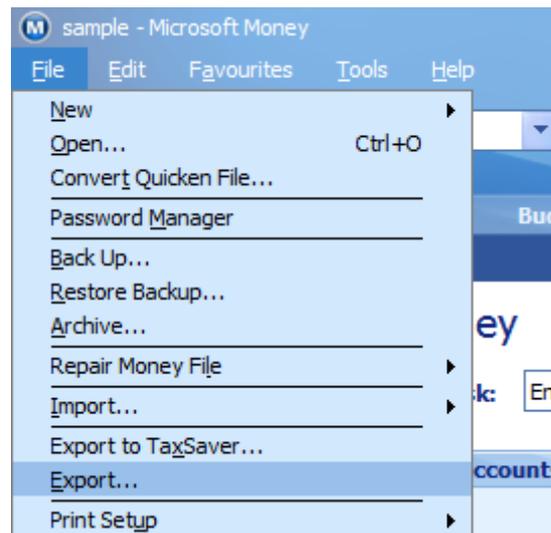
Below the table is a link: "See more bills and deposits".

The final section is "What's New in Microsoft Money", which includes links for "Announcements" and "New Features". It also contains a sub-section titled "MSN Money update and related issues" with the following text:

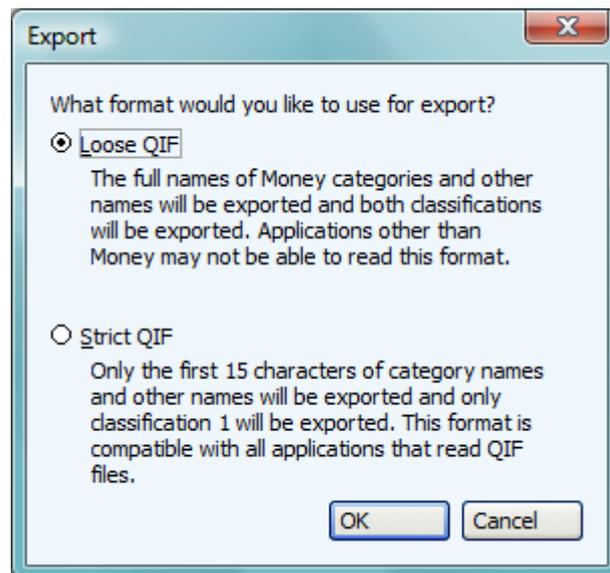
On Thursday 19th January a new version of [MSN Money](#) was released. Unfortunately, this has affected Money in two ways:

As the top navigation in Money is integrated with that of MSN Money,

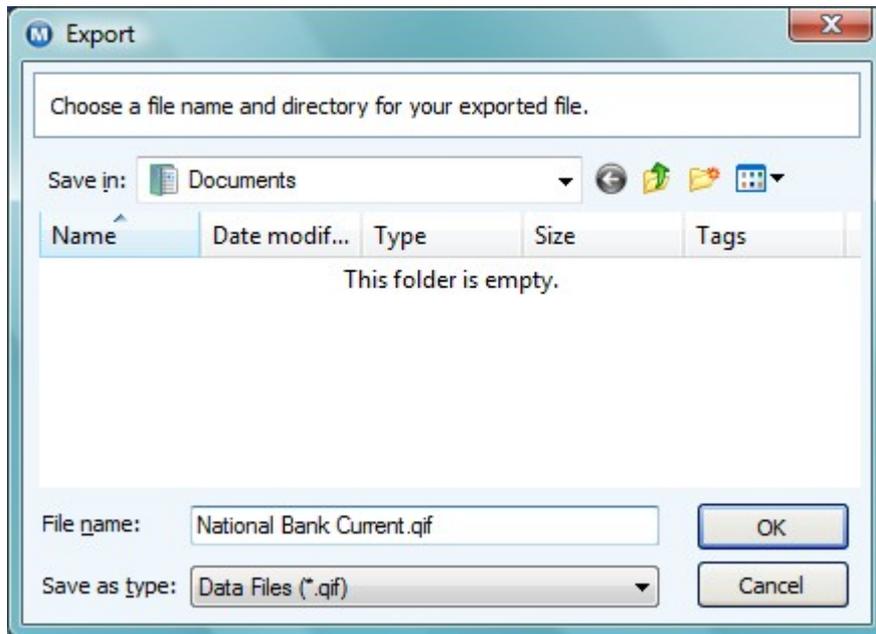
## 2. File > Export



## 3. Select 'Loose QIF'



4. Name the file to represent the account you are exporting (e.g. 'National Bank Current'). Select the file type as 'Data Files (.qif)' and save it in your 'Documents' folder



5. Select the account type to export



7. Select the account you wish to export (e.g. National Bank Current) and click 'Continue'



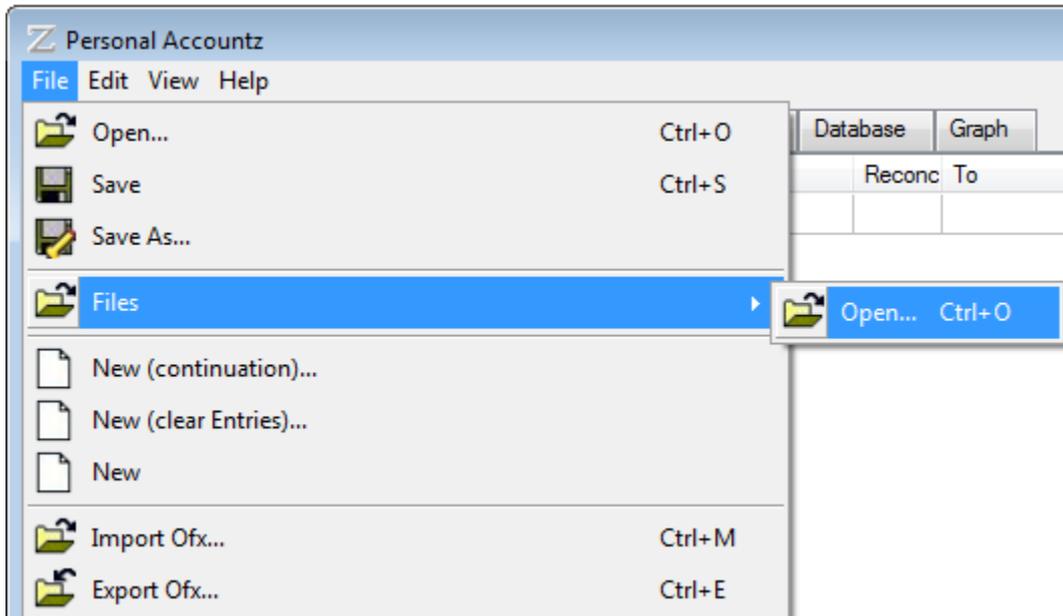
8. When the export is complete the following pop-up will appear:



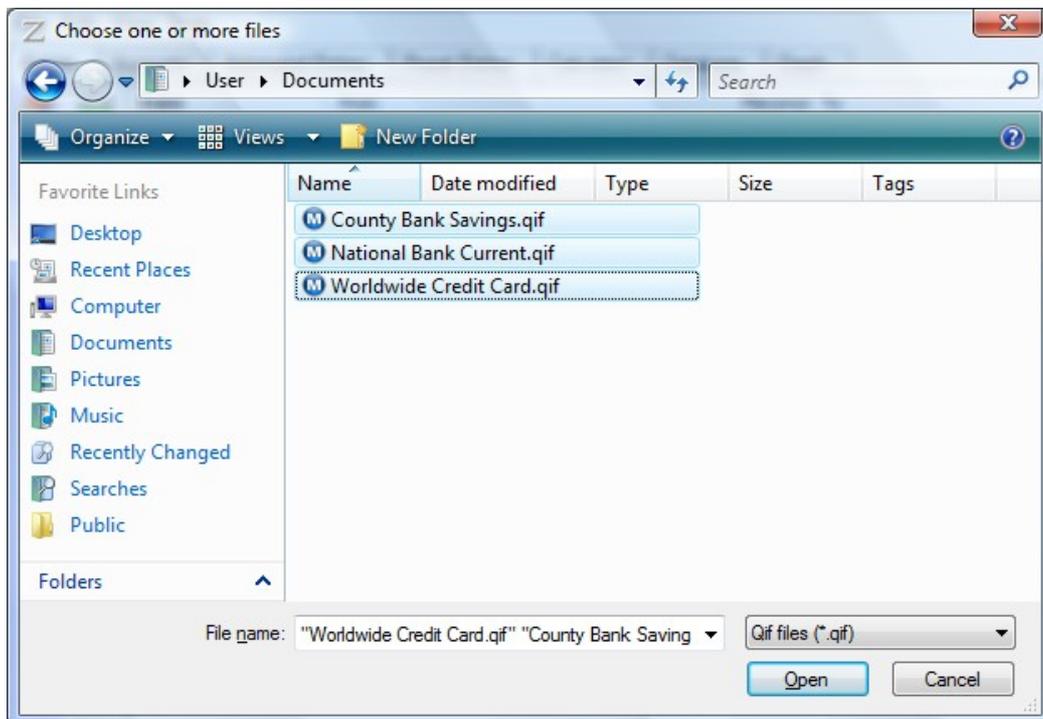
9. Repeat steps 2-7 to export your other accounts

## Part 2 - Import your QIF file(s) into Personal Accountz

1. Run Personal Accountz and select File > Files > Open



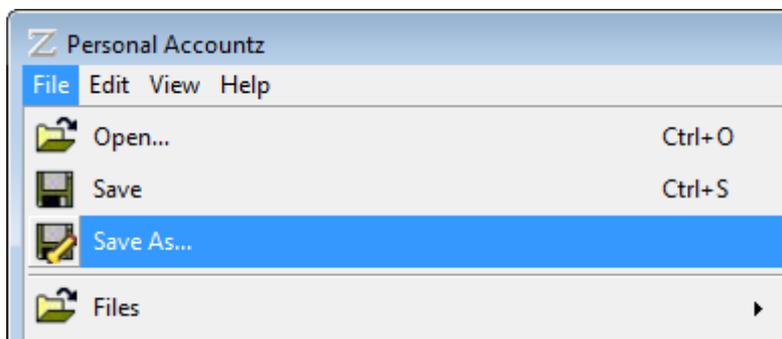
2. Locate the folder where you saved your .qif files, CTRL+click on each of the files you wish to import (so they are all selected), then click 'Open'



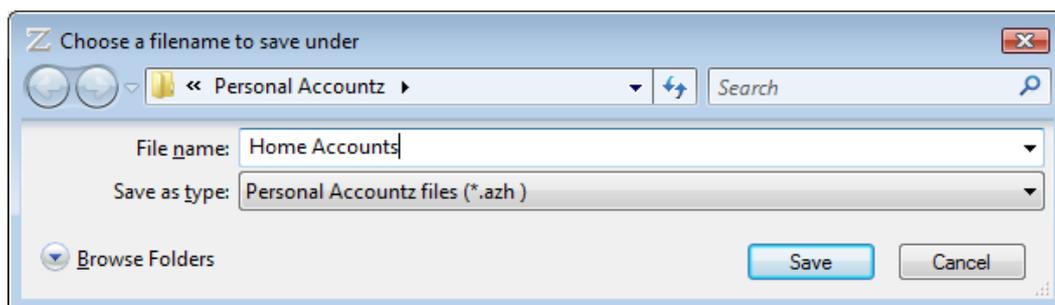
3. Your .qif files will now load into Personal Accountz



4. Save your new file by clicking File > Save as

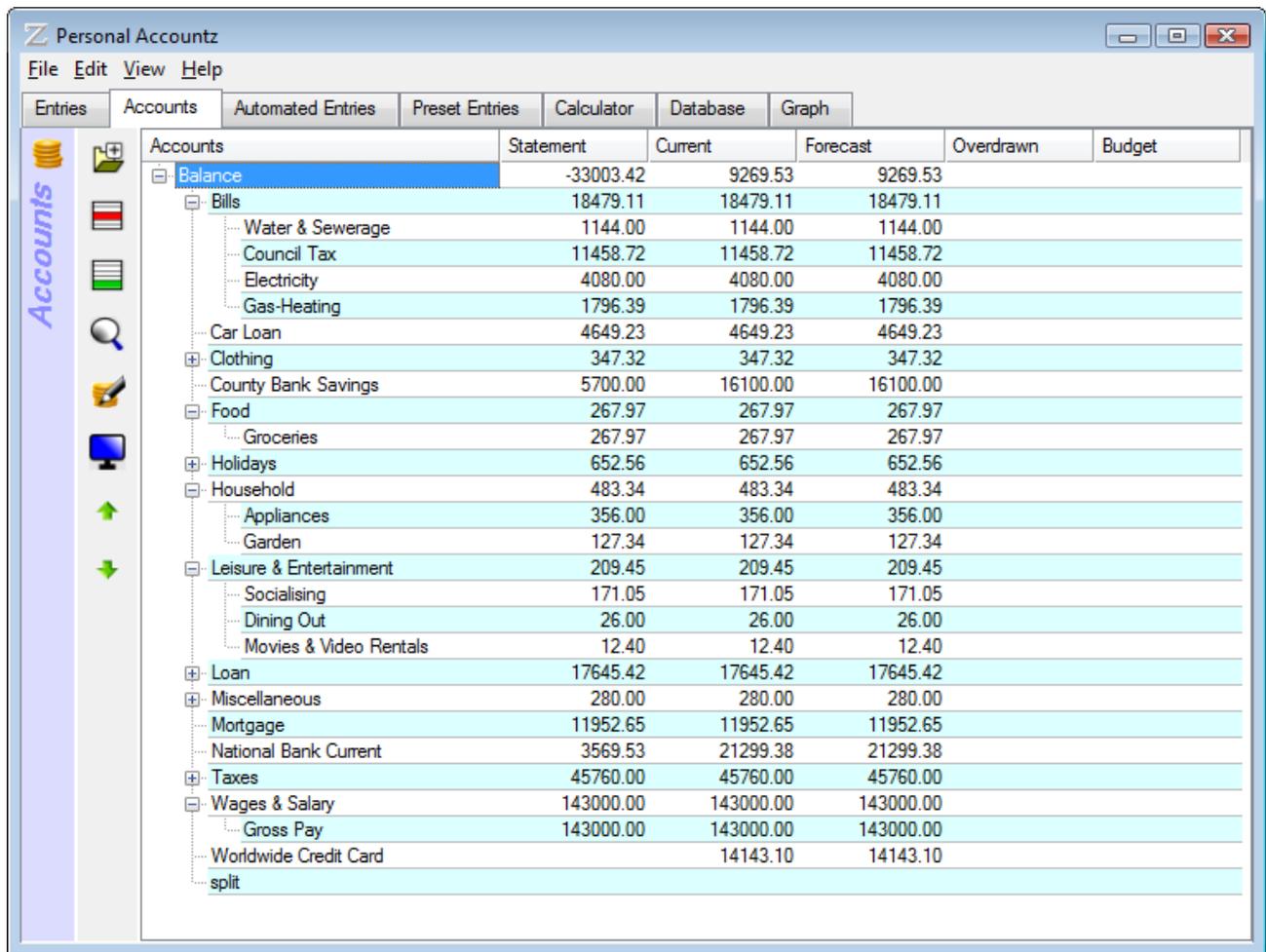


5. Choose an appropriate name for your accounts



### Part 3 – How your Money data looks in Personal Accountz

The Accounts tab now contains the categories and sub-categories relating to the imported accounts.



The screenshot shows the 'Personal Accountz' application window. The 'Accounts' tab is active, displaying a tree view of account categories on the left and a data table on the right. The table has columns for 'Statement', 'Current', 'Forecast', 'Overdrawn', and 'Budget'. The 'Accounts' column is expanded to show a hierarchy of categories and sub-categories.

Accounts	Statement	Current	Forecast	Overdrawn	Budget
Balance	-33003.42	9269.53	9269.53		
Bills	18479.11	18479.11	18479.11		
Water & Sewerage	1144.00	1144.00	1144.00		
Council Tax	11458.72	11458.72	11458.72		
Electricity	4080.00	4080.00	4080.00		
Gas-Heating	1796.39	1796.39	1796.39		
Car Loan	4649.23	4649.23	4649.23		
Clothing	347.32	347.32	347.32		
County Bank Savings	5700.00	16100.00	16100.00		
Food	267.97	267.97	267.97		
Groceries	267.97	267.97	267.97		
Holidays	652.56	652.56	652.56		
Household	483.34	483.34	483.34		
Appliances	356.00	356.00	356.00		
Garden	127.34	127.34	127.34		
Leisure & Entertainment	209.45	209.45	209.45		
Socialising	171.05	171.05	171.05		
Dining Out	26.00	26.00	26.00		
Movies & Video Rentals	12.40	12.40	12.40		
Loan	17645.42	17645.42	17645.42		
Miscellaneous	280.00	280.00	280.00		
Mortgage	11952.65	11952.65	11952.65		
National Bank Current	3569.53	21299.38	21299.38		
Taxes	45760.00	45760.00	45760.00		
Wages & Salary	143000.00	143000.00	143000.00		
Gross Pay	143000.00	143000.00	143000.00		
Worldwide Credit Card		14143.10	14143.10		
split					

An advantageous feature of Personal Accountz is that you can now see all of your accounts in one window.

The 'Entries' tab now contains all entries for these accounts.

Personal Accountz

File Edit View Help

Entries Accounts Automated Entries Preset Entries Calculator Database Graph

Date	From	Re	To	Re	Reference	Amount	Comments
05.08.2008	split	#	Car Loan	#		97.38	
05.08.2008	split	#	Loan Interest	#		29.90	
05.08.2008	National Bank Current		split	#		127.28	
23.08.2008	split	#	Mortgage	#		247.67	
23.08.2008	split	#	Mortgage Interest	#		294.07	
23.08.2008	National Bank Current		split	#		541.74	
23.08.2008	National Bank Current		Worldwide Credit Card			300.00	
28.08.2008	National Bank Current		Water & Sewerage	#		22.00	
30.08.2008	split	#	Income Tax	#		605.00	
30.08.2008	split	#	National Bank Current			1870.00	
30.08.2008	split	#	National Insurance Conti	#		275.00	
30.08.2008	split	#	Other Taxes	#		0.00	
30.08.2008	Gross Pay	#	split	#		2750.00	
31.08.2008	National Bank Current		County Bank Savings			200.00	
03.09.2008	National Bank Current		Council Tax	#		220.36	
05.09.2008	split	#	Car Loan	#		97.79	
05.09.2008	split	#	Loan Interest	#		29.49	
05.09.2008	National Bank Current		split	#		127.28	
23.09.2008	split	#	Mortgage	#		248.54	
23.09.2008	split	#	Mortgage Interest	#		293.20	
23.09.2008	National Bank Current		split	#		541.74	
23.09.2008	National Bank Current		Worldwide Credit Card			300.00	
28.09.2008	National Bank Current		Water & Sewerage	#		22.00	
30.09.2008	National Bank Current		County Bank Savings			200.00	
30.09.2008	split	#	Income Tax	#		605.00	
30.09.2008	split	#	National Bank Current			1870.00	
30.09.2008	split	#	National Insurance Conti	#		275.00	
30.09.2008	split	#	Other Taxes	#		0.00	
30.09.2008	Gross Pay	#	split	#		2750.00	
03.10.2008	National Bank Current		Council Tax	#		220.36	
05.10.2008	split	#	Car Loan	#		98.19	
05.10.2008	split	#	Loan Interest	#		29.09	
05.10.2008	National Bank Current		split	#		127.28	