

checkout

COLLABORATORS

	<i>TITLE :</i> checkout		
<i>ACTION</i>	<i>NAME</i>	<i>DATE</i>	<i>SIGNATURE</i>
WRITTEN BY		July 22, 2024	

REVISION HISTORY

NUMBER	DATE	DESCRIPTION	NAME

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Chapter 1

checkitout

1.1 CheckItOut! V1.02a Help

(c) Copyright 1994,1995 Bug Free Development

CheckItOut! is a powerful personal finance management tool used for tracking your assets and liabilities. You can configure the program to manage and balance single checking account or many accounts including checking, savings, credit cards, cash, other liabilities and assets.

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- License Agreement
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- Bug Free Development

1.2 CheckItOut!: Copyright, License and Disclaimer

The CheckItOut! program and its documentation are (c) Copyright 1994, 1995 Bug Free Development All rights reserved.

A demonstration version of the CheckItOut! program is made available through the form of electronic distribution known as "Shareware". Shareware allows you to evaluate the demonstration version of this software prior to purchasing it.

A limited, 30 day license is granted to single users for the express purpose of evaluating the demonstration version of the CheckItOut! program. Registration is required for any use after the expiration of this limited license.

No warranties are implied or expressed with regard to the fitness or merchantability of the CheckItOut! program for any particular purpose. All risks and damages, incidental or otherwise, arising through the use or misuse of the CheckItOut! program are entirely at the responsibility of the user. In no event shall Bug Free Development or the author of the CheckItOut! program be liable for direct, indirect, special or consequential damages.

While considerable effort has been made to provide a reliable product, this software is not guaranteed to be 100% "bug-free". Nor does this disclaimer entitle the user to any future release. Any problems that do arise will be corrected when and if feasible at the author's discretion.

Distribution is limited to the original shareware distribution archive file only. None of the member files may be omitted or distributed separately. No profit or other material gain may be realized while distributing the demonstration version of the CheckItOut! program other than the cost for media and postage incurred while distributing this program.

The limited distribution right granted above is for the demonstration archive only! No distribution rights are granted for the registered versions of the CheckItOut! program. All rights to the CheckItOut! program software are retained by the author and only a license to use the software on a single computer are granted.

This software is protected by federal copyright law. Copying software for any reason other than to make a personal backup is a violation of law. Individuals who make unauthorized copies of software may be subject to civil and criminal penalties. Registered copies of the CheckItOut! program are serialized and tracked to the original licensee who is liable for any infringements of copyright.

Registration

1.3 CheckItOut!: Features

The CheckItOut! program is extremely fast while supporting an extensive feature list:

- * Multiple account types: Checking, Savings, Credit Card, Cash, Asset, Liability.

- * Many accounts can be managed simultaneously.
- * Flexible categorization of spending and income, including multi-level categories.
- * Extremely fast data entry using SmartType.
- * Fast fund transfers from one account to another.
- * Very convenient account reconciliation with bank statements using intuitive windows.
- * Simple balance adjustment feature.
- * Numerous reports are available analyzing personal finances, including budget, net worth, transaction itemization by account, transaction breakdown by category and category summaries.
- * Sophisticated budget capabilities including monthly values for each category and reports comparing actual spending against budgeted amount.
- * Powerful search and search/replace functions.
- * On-Line HyperText Help with Context Sensitive Help
- * Imports/Exports transactions and categories in .qif format, a defacto industry standard compatible with Quicken and Microsoft Money programs.

1.4 CheckItOut!: Introduction

The CheckItOut! program monitors the state of your entire personal finances. You can create accounts to track your real life accounts like checking, savings, and credit card. Fund transfers between accounts are very simple and can be handled with a few simple keys. You can also create extensive transaction categories to classify your spending and investing. Powerful reporting features allow you to closely monitor your finances.

The CheckItOut! program uses a number of different windows to allow you to manage your accounts:

registers

categories & transfers

reconcile

modify account information,

modify categories

transaction search/ query

reports

CheckItOut! processes personal finance data formatted as transactions. Transactions are quickly entered into an account register using SmartType. The SmartType feature recognizes previous transactions and quickly fills in other transaction fields. The CheckItOut! program may be invoked from the WorkBench or by using the CLI by specifying a finance database file.

For example:

CheckItOut Finances.cio

would instruct the CheckItOut! program to open the Finances.cio database. See the section Command Line Options for a complete description of all the command line options.

1.5 CheckItOut!: Installation

To use the CheckItOut! program your system must have the following minimum system requirements:

an Amiga 500,600,1200,2000,2500,3000,4000 with a color display.

AmigaDos 2.0+

1024 Kilobytes Memory

1 Floppy Disk

Installation instructions:

Copy the program (CheckItOut!), the default category list (DefaultCategories.qif) and the optional sample database Finances.cio to the desired directory.

copy #?.guide#? help texts to a directory specified by the environmental variable AmigaGuide/Path.

1.6 CheckItOut!: Command Line Options

If the CheckItOut! program is executed from the CLI. The format for the command is:

CheckItOut! [options] [data file]

The data file name is optional, if no name is specified, the default of Finances.cio in the current working directory is opened/created.

The following values are supported:

Option	Description
-----	-----

There are no options in this release.

1.7 CheckItOut!: Menus

The CheckItOut! program sports a standard Amiga menu interface. Holding the right mouse button while the pointer is in the CheckItOut! display window changes the title bar to a menu strip.

The following table describes the menu structure for the CheckItOut! program:

Program	
About...	Amiga-A
Close Window	Amiga-C

New Account...	
Open Account...	
Change Account...	
Delete Account	

New File...	
Open File...	

Import...	
Export...	
Print...	Amiga-P

Quit	Amiga-Q
Edit	
New Entry	Amiga-E
Delete Entry	Amiga-D
Void Entry	

Find Entry	Amiga-F
Find Next	Amiga-N
Replace Entry	
View	
Register	Amiga-R
Categories & Transfers	Amiga-L
Activities	
Go To Transfer	Amiga-G

Reconcile...	
Adjust Balance...	
Reports	
Budget	

```
-----  
Net Worth  
Itemize Transactions  
-----  
Itemize By Category  
Summary By Category  
  
Set Up  
Budget  
-----  
Preferences...  
Printer...
```

1.8 CheckItOut!: Menu/ Program/ About...

Selecting the About menu choice brings up a dialog box containing the version of the CheckItOut! program, a copyright notice and registration information.

If you are using the evaluation version of the program, that fact is stated in the dialog box along with the following gadgets: AGREE, REGISTRATION, and CANCEL. If you don't agree to the license and warranty information outlined in this document, press CANCEL and don't use the program. If you do agree with the license and warranty press AGREE to continue.

If you have registered and need to enter the registration information, select REGISTRATION. This will open another dialog box containing a form to enter the registration information. Registration requires that you agree to the license and warranty and that you pay a software license fee. See the section on Registration for more information on how to register.

If you are a registered user, the dialog box registration information contains your name and serial number.

The keyboard shortcut key for About... is to press <Right-Amiga-A>.

1.9 CheckItOut!: Menu/ Program/ Close Window

Selecting the Close Window menu performs the same action as pressing the Close-Window-Gadget, that is it closes the currently active account or category list.

To exit the program, select Quit from the Program menu.

The keyboard shortcut key for Close Window is to press <Right-Amiga-C>.

1.10 CheckItOut!: Menu/ Program/ New Account...

This menu choice allows you to create a new account. When you select New Account, a fill-in form is displayed. Choose the appropriate account type:

- Bank -- Use this type for accounts that you get regular statements for. For example, a checking account or mutual fund account.
- Cash -- Use the cash type for passbook bank accounts and for other simple cash monitoring. This type is useful for a business petty cash account.
- Asset -- Use asset accounts to manage things of value such as property.
- Credit Card -- This type of account is for a charge card account like a MasterCard or Visa.
- Liability -- Use this account to monitor liabilities like a home mortgage or car loan.

After you have chosen the account type, enter a name for the account. Names can be up to 15 characters long. You may also enter an optional description for the account. Account descriptions can be 49 characters long. When the account information entry is complete, press <Enter> or select [Record] to actually create the account.

A number of Shortcut Keys can be used to modify the name and description text fields in this form.

When you create an account, CheckItOut! automatically creates a transfer category using the account name surrounded by brackets (e.g. an account named Checking has a corresponding transfer category [Checking]). CheckItOut! also adds the account name to the Open Account menu list.

Note: The account list is ordered alphabetically and the first ten accounts are assigned shortcut keys. If you change the name of an account, it may change the assignment of the shortcut keys.

After the account is created, a new register window will open for the account with a pre-filled transaction waiting for you to enter an opening balance. Bank, cash and asset accounts default to an initial deposit. Credit card and liability accounts expect an initial debit to be entered. You can change this by <Tab> or <Shift-Tab> to the other field. You can also change any of the other fields in the transaction. When the opening balance entry is complete, press <Enter> or select [Record] to complete account creation. Below is an example of a opening balance transaction.

```
+-----+
|DATE | NUMBER | DESCRIPTION | PAYMENT | DEPOSIT | '/' | BALANCE |
|      |-----+
+-----+
```

	CATEGORY	MEMO	
12/01	Opening Balance	0.00	0.00
1994	[Account Name]		

1.11 CheckItOut!: Menu/ Program/ Open Account...

Once you have created some accounts, the Open Account menu contains a sub-menu item for each account. Choosing one of the account names in the sub-menu causes the register window for that account to be displayed. The first ten accounts also contain shortcut key selections. For example, you can quickly open first account by pressing <Right-Amiga-1> The tenth account can be opened by pressing <Right-Amiga-0>.

Program

About...	
Close Window	
New Account...	
Open Account...	
Change Account...	Cash A 1
Delete Account	Checking A 2
	IRA A 3
New File...	Property A 4
Open File...	Saving A 5
	Visa A 6
Import...	
Export...	
Print...	
Quit	

1.12 CheckItOut!: Menu/ Program/ Change Account...

This menu choice allows you to modify account information. When you select Change Account, a fill-in form is displayed. You can choose the account type from the following choices:

- Bank -- Use this type for accounts that you get regular statements for. For example, a checking account or mutual fund account.
- Cash -- Use the cash type for passbook bank accounts and for other simple cash monitoring. This type is useful for a business petty cash account.

Asset -- Use asset accounts to manage things of value such as property.

Credit Card -- This type of account is for a charge card account like a MasterCard or Visa.

Liability -- Use this account to monitor liabilities like a home mortgage or car loan.

Account names can be up to 15 characters long. You may also change the optional description for the account. Account descriptions can be 49 characters long. When the account information modification is complete, press <Enter> or select [Record] to store the changes.

A number of Shortcut Keys can be used to modify the name and description text fields in this form.

If you change the account name, CheckItOut! automatically changes the transfer category for the account and all transfers to the account are updated to reflect the new category. The account name will also be changed in the Open Account menu list.

Note: The account list is ordered alphabetically and the first ten accounts are assigned shortcut keys. If you change the name of an account, it may change the assignment of the shortcut keys.

1.13 CheckItOut!: Menu/ Program/ Delete Account

Use this menu choice if you need to delete an entire account. This function is very destructive and can not be undone. You should only delete an account when you are confident you will not need the transaction history any more. The following Program Alert is displayed prior to the delete function to give you a last chance to cancel the operation.

Make SURE the account name displayed in the requester is the account you want to delete!

```
+-----+
|      |
|      |
| Deleting an Account is Permanent |
|      and Irreversible.          |
|      |
| All Transactions in Account [Name] |
| Will be Deleted and any Transfers |
| to the Account Will be Converted |
| to No Category Transactions.      |
|      |
|      |
|      |
| [Ok]                               [Cancel] |
|      |
```

+-----+

1.14 CheckItOut!: Menu/ Program/ New File...

You can create a new set of accounts by selecting this menu item. A file requester is displayed prompting you to enter a new name for your accounts database. The default file extensions for CheckItOut! database files are .cio. When a new database file is created, a set of default categories is created as well. CheckItOut! looks for the default category file named DefaultCategories.qif in the same directory as the program. After the new database is created, you can begin creating your accounts.

Normally, you don't need to create a new file, instead use the New Account... menu choice to add new accounts to an existing database. Instances where you may want to create separate database file include when you run a business that maintains separate account information or if you manage bank accounts for others (like your kids).

1.15 CheckItOut!: Menu/ Program/ Open File...

You can change to a different set of accounts by selecting this menu item. A file requester is displayed prompting you to choose a database file. The default file extension is .cio for CheckItOut! database files. Select the desired directory and database file name.

1.16 CheckItOut!: Menu/ Program/ Import...

By selecting this menu item, you can import account transactions or categories created by CheckItOut! or other personal finance programs like Quicken or Microsoft Money. You must first select the destination account using Open Account the Program menu. If you want to import categories, select Categories & Transfers from the View menu.

A file requester is displayed prompting you to choose the import file. The default file extension is .qif for CheckItOut! and Quicken import files. Select the desired directory and file name.

If you import transactions that include transfers to accounts that don't exist, the transfer category is changed from [Name] to *[Name]. By doing this, you can quickly recognize that an account needs to be created to receive these transfers. After you have created the account, you must go back and change the *[Name] to [Name] in the transfer transactions.

If you import transactions that duplicate an existing transaction in the account, a warning is displayed in the register information box and the transaction is ignored.

1.17 CheckItOut!: Menu/ Program/ Export...

By selecting this menu item, you can export account transactions or categories created by CheckItOut! in a format that is compatible with other personal finance programs like Quicken or Microsoft Money. You must first select the source account using Open Account from the Program menu. If you want to export categories, select Categories & Transfers from the View menu.

A file requester is displayed prompting you to enter an export file name. The default file extension is .qif for CheckItOut! and Quicken import files. Select the desired directory and file name. press <Enter> or select [Ok] create the export file.

Make sure you do not use the same file name as your database file. If you do, you will corrupt your transaction database!

1.18 CheckItOut!: Menu/ Program/ Print

The action performed by selecting this item depends on the current activity. If you are displaying one of the reports generated by CheckItOut!, that report will be printed. When you select Print, the following form containing the page size and the destination for the report is displayed:

```

+-----+
|               +-----+ |
| [o] Device |@|      PRT:  | |
|               +-----+ |
|               |         | |
|               +---+ +-----+ |
| [_] File   |fr| |PRT:  | |
|               +---+ +-----+ |
|               |         | |
|               --- Page --- |
|               |         | |
|           +-----+       +-----+ |
|   Width |   |   Length |   | |
|           +-----+       +-----+ |
|               |         | |
| [ Ok ]               [ Cancel ] |
+-----+

```

Choices for the device are:

```

+-----+
|@|      SER:  | -- The serial device.
+-----+

+-----+
|@|      PAR:  | -- The parallel device.
+-----+

+-----+

```

```
|@|      PRT:      | -- The printer device (Recommended).
+-----+

+-----+
|@|T:CheckItOut.txt| -- A disk file named 'T:CheckItOut.txt'
+-----+
```

If you choose File, the [fr] button brings up the standard file requester. From the requester you can choose the destination text file for the report. Make sure you do not use the same file name as your database file. If you do, you will DESTROY your transaction database!

Below the device choice is the page size information. CheckItOut fills in a default page width based on the report being displayed. You can customize the size of the page by entering a new page width and page length.

The keyboard shortcut key for Print is to press <Right-Amiga-P>.

Note: The following print activities are NOT supported at this time.

If the active window is an account register, the contents of the account register will be printed. If the active window is the category & transfer list, the list will be printed.

1.19 CheckItOut!: Menu/ Program/ Quit

Selecting the Quit menu choice causes the CheckItOut! program to exit.

The keyboard shortcut key for Quit is to press <Right-Amiga-Q>.

1.20 CheckItOut!: Menu/ Edit/ New Entry

CheckItOut! always provides a blank transaction at the end of the register display. This register entry is used to add new transaction entries to the account. When you fill in a blank transaction and select [Record], the transaction is added to the account database and a new blank entry is created to allow you to add additional entries.

This menu selection allows you to quickly get to the blank register entry to add new transactions. More information is available on Data Entry.

The keyboard shortcut key for New Entry is to press <Right-Amiga-E>.

1.21 CheckItOut!: Menu/ Edit/ Delete Entry

This menu selection causes the currently selected transaction in the active account to be deleted. If the current transaction is a transfer, both the current transaction and the parallel entry in the other account are deleted. More information is available on Fund Transfers Between Accounts. Deleted transactions can not be restored so use caution when you select this action.

The keyboard shortcut key for Delete Entry is to press <Right-Amiga-D>.

1.22 CheckItOut!: Menu/ Edit/ Void Entry

Voiding a transaction is very easy with CheckItOut!. You simply select this menu choice and the transaction will be voided. Voided transactions can be recognized because CheckItOut! inserts the text Void -- at the beginning of the transaction. Other modifications made to voided transactions are that the transaction amount is moved to the end of the memo field and surrounded by []. Also, the transaction is marked as cleared.

1.23 CheckItOut!: Menu/ Edit/ Find Entry

This menu option allows you to search the current account for transactions that match particular values. You can choose the search criteria based on any of the transaction fields using the Find Transaction form. Filling in fields in the displayed query form will define the search criteria. The search is conducted from the currently selected transaction. When the last transaction of the account is reached, an alert is displayed asking you if you want continue the search from the first transaction.

You can use the keyboard shortcut <Right-Amiga-N> to continue searching.

Note: The account choice is predefined to the active account in the query form. Changing the account list is disabled.

The keyboard shortcut key for Find Entry is to press <Right-Amiga-F>.

1.24 CheckItOut!: Menu/ Edit/ Find Next

This menu option allows you to continue a search for transactions that match the active query form. The search is conducted from the currently selected transaction to the last transaction. When the last transaction of the account is reached, an alert is displayed asking you if you want continue the search from the first transaction.

If you have not entered any search criteria, an alert is displayed. You should use the Find Entry to enter the search criteria and begin a

search.

The keyboard shortcut key for Find Next is to press <Right-Amiga-N>.

1.25 CheckItOut!: Menu/ Edit/ Replace Entry

This menu option allows you to search accounts for transactions that match particular fields. You can choose to search for any of the transaction fields. The matching transactions are displayed in the following window:

+-----+-----+-----+-----+-----+-----+-----+-----+							
M	Date	Number	Description	Memo	Category	C	Amount
+-----+-----+-----+-----+-----+-----+-----+-----+							
	Checking						
x	07/31/94	2325	Nation...		[Visa]	x	-221.18
	09/20/94	2338	Brown ... 27	School...	House:Mortgage	x	-447.53
x	10/25/94	2366	Brown ... 27	School...	House:Mortgage	x	-447.53

	Total Checking						-1116.24
	Savings						0.00
	Visa						
x	07/31/94	2325	Nation...		[Checking]	x	221.18

	Total Visa						221.18
	Total						-895.06
[Clear All]				+-----+-----+-----+-----+			
[Set All]				+-----+-----+-----+-----+			
[Replace ...]				+-----+-----+-----+-----+			
+-----+-----+-----+-----+-----+-----+-----+-----+							

You must select the transactions that you want to perform the global replace on. To select these transactions, press the <Left-Mouse> button with the pointer over the desired transactions. Selected transactions are marked with an 'x' on the left side of the window. There are shortcut buttons to [Clear All] and [Set All] transactions.

You can change the field being replaced by pressing the <Left-Mouse> button on the column heading of the field you want to replace. Doing so will change the [Replace ...] button to indicate the selected replacement field. Next to the [Replace ...] button is a fill-in field that contains the new value. The regular SmartType shortcuts are available (including the special date and category shortcuts when those fields are the chosen replacement fields). Valid values for the 'C'leared field are 'x', '*' and ' '. These represent Reconciled,

Cleared, and not cleared respectively.

When you press [Replace ...] the changes are made to the selected transactions. The selection 'x' is removed from all transactions that have been successfully updated. If errors occur during a replace, the transactions that had errors are still selected with the 'x'. This allows you to correct problems and continue the replace.

You can also double click on a transaction to activate that account register and select the transaction.

1.26 CheckItOut!: Menu/ View/ Register

Choosing this menu selection is a shortcut to open the active account register window.

The keyboard shortcut key for Register is to press <Right-Amiga-R>.

1.27 CheckItOut!: Menu/ View/ Categories & Transfers

CheckItOut! provides a powerful set of category functions that allow you to classify your income and expenses. This menu choice opens the category/ transfer window. Using the functions provided by this window, you can create, modify, or delete categories and subcategories.

The following is an example of the category window:

+-----+			
CATEGORY/TRANSFER	TYPE	TAX	
=====			
Auto	Expense	T	
Gas			
Insurance			
Miscellaneous			
Repairs			
Ford			
Mazda			
Bank Charges	Expense		
Bonus	Income	T	
Business		T	
Advertising			
[Use]	[New]	[Edit]	[Delete]
[New Subcategory]
+-----+			

The three columns in the window contain the category description, the type (Expense, Income, Transfer, Unspecified), and the tax related flag. Near the bottom of the window are some select buttons. The

following table presents the buttons in the window and their functions:

[Use]	-----	Copy the category to the selected transaction in the active account.
[New]	-----	Create a new category. This button opens the category modification form.
[Edit]	-----	Modify an existing category. This button opens the category modification form.
[Delete]	-----	Delete the currently selected category.
[New Subcategory]	--	Create a new subcategory. This button opens the category modification form.

The currently selected category is displayed in a raised bevel box. You can move the selection box up and down by pressing the <Up-Arrow> and <Down-Arrow> keys. Pressing <Enter> is the same as selecting the [Use] button. Double clicking on an entry is another shortcut for the [Use] button.

You can make categories into subcategories quickly by selecting the category you want to make a subcategory. Release then press and hold the <Left-Mouse> button down while you move the mouse up or down, the pointer will change to an up/down arrow and a transparent horizontal line will appear. Drag the mouse to the category you want to be a parent category and release the <Left-Mouse> button. For example, select Bank Charges, then hold the <Left-Mouse> button down while you drag the mouse up to the Auto category. When you release the mouse, Bank Charges will be a subcategory of Auto.

You can also move a subcategory from one parent category to another. Suppose you made the change in the above example then decided that you wanted Bank Charges to be a subcategory of the Business category. You would select Bank Charges, release then press the <Left-Mouse> button again this time dragging the mouse (and horizontal line) to Business.

You are not limited to nesting only two levels deep. You can actually create an unlimited nesting of subcategories. For example, under Auto:Repairs you could create a third level of subcategories for Mazda and Ford

When you enter category information in a transaction, separate the category and subcategory using : as a delimiter. For example if you were categorizing a check to the auto repair man who worked on your Mazda, you would enter the category information as Auto:Repairs:Mazda.

More information is available about Data Entry -- Category.

You can also promote a subcategory to a parent category or make a more nested subcategory less nested. To do this, select the subcategory you

want to make a category. Release then press and hold the <Left-Mouse> button down while dragging the mouse to the left, the pointer will change to an left arrow and a transparent vertical line will appear. Drag the mouse to the left the number of levels you wish to promote the subcategory. The vertical line will show you what level you would get if you release the <Left-Mouse> button. For example, if Bank Charges were nested under Auto and you wanted to make it a category of its own, select the Bank Charges subcategory, release then hold the <Left-Mouse> button down while you drag the mouse to the left. The vertical line will move to somewhere in the Auto of the Auto category. When you release the mouse, Bank Charges will be at the same category level as Auto.

If you modify a category, all the transactions in all the accounts that contain that category are immediately changed. If you delete a category, any transactions that contain that category will be edited such that the category field is removed from the transaction. This is a significant loss of information about your finances and you should use caution when deleting categories!

Transfer categories are rendered as [Account Name]. You can not modify or delete a transfer category or create subcategories below a transfer category. To change a transfer category, you must use the Change Account... selection from the Program menu to change a transfer category.

The keyboard shortcut key for Categories & Transfers is to press <Right-Amiga-L>.

1.28 CheckItOut!: Menu/ Activities/ Go To Transfer

This menu choice allows you to quickly get to the parallel transaction created by a fund transfer. If the currently selected transaction is a transfer, the destination account's register window is opened and the parallel transaction is selected. If the currently selected transaction is not a transfer, an error message is displayed in the information box at the bottom of the register window. More information is available about Fund Transfers.

The keyboard shortcut key for Go To Transfer is to press <Right-Amiga-G>.

1.29 CheckItOut!: Menu/ Activities/ Reconcile...

CheckItOut! provides a simple to use yet powerful account balancing feature. When you choose the Reconcile... menu option, a window is opened containing the following account statement form:

```
+-----+
|                                             |
```

Enter Information from Your Bank Statement			
	Date	Balance	
Previous	MM/DD/YYYY	0.00	
	+-----+	+-----+	
Current	MM/DD/YYYY		
	+-----+	+-----+	
Charges or Interest Will be Added to Your Account			
	Date	Amount	Category
	+-----+	+-----+	+-----+
Interest	MM/DD/YYYY		Interest Income
	+-----+	+-----+	+-----+
Service Charge	MM/DD/YYYY		Service Charge
	+-----+	+-----+	+-----+
	[Ok]	[Cancel]	

You enter information from your bank statement to begin the reconciliation process. Fill in the statement date and the ending balance on the statement.

	+-----+	+-----+	
Current	MM/DD/YYYY		
	+-----+	+-----+	

If you earned interest during the statement period, enter the interest paid date, the interest amount and a category in the appropriate fields.

	Date	Amount	Category
	+-----+	+-----+	+-----+
Interest	MM/DD/YYYY		Interest Income
	+-----+	+-----+	+-----+

If you had to pay charges (including interest paid on a credit card account) during the statement period, enter the charge information in those fields.

	+-----+	+-----+	+-----+
Service Charge	MM/DD/YYYY		Service Charge
	+-----+	+-----+	+-----+

You can use the same SmartType shortcut keys for modifying the Date and Category fields. You must enter a valid date, if you don't, an alert is displayed and you must correct the field. If you enter a nonexistent category, you are prompted to Set Up a new category, Select from the category list, or Cancel and return to editing the field.

When you have completed entering the statement information, press <Enter> or select [Ok]. If you change your mind, you can cancel the

reconcile operation by pressing <Esc> or [Cancel].

Assuming you are continuing, another window will open showing the uncleared checks. More information is available on Continuing Reconciliation.

1.30 CheckItOut!: Reconciling an Account

Before getting to this step, you have entered account information in a Statement Information window. Now you are ready to complete the reconciliation. Displayed in the reconciliation window are all the transactions that have not been cleared. The information listed includes cleared status (a checkmark), the transaction reference number, date, description, and amount. All the debits (checks, charges, etc.) are listed first, then credits (deposits, payments, etc.). Within the debit/credit ordering, transactions are ordered by reference number and date. Also displayed in the window are some The following is a sample of the reconciliation window.

+-----+-----+-----+-----+			
		+-----+-----+	
		Debit Credit	
	+-----+-----+	+-----+-----+	
	Total Cleared	0.00 0.00	
	+-----+-----+	+-----+-----+	
	Total Not Cleared	0.00 0.00	
	+-----+-----+	+-----+-----+	
	Difference	0.00	
	+-----+-----+	+-----+-----+	
	Num Date Description	Amount	
	=====		
	100 MM/DD/YY xxxxxxxxxxxxxxxx	##.##	
	101 MM/DD/YY xxxxxxxxxxxxxxxx	##.##	
	'/ MM/DD/YY Interest Income	##.##	
	'/ MM/DD/YY Service Charge	##.##	
	[Ok] [Cancel]		
+-----+-----+-----+-----+			

Interest income, service charges, and transactions that you cleared manually in the account register are displayed with a bold checkmark. The bold checkmark indicates that these transactions are not included in the totals at the top of the window.

To continue with the reconcile process, move the cursor above each transaction that appears as cleared on your statement. The cursor changes to a checkmark. When you press the <Left-Mouse> button the transaction below the cursor will be marked with a light checkmark. Repeat this procedure for all the cleared transactions on the

statement. If you make a mistake, you can click on the transaction again to clear the checkmark. Use the scroll bar to move the transaction list up or down. If you need to correct a transaction, you can double click on it activate the register window and select the transaction.

As a convenience, you can press and hold the <Left-Mouse> button while you drag the mouse up or down. All the transactions will toggle as the mouse passes over them. If you continue to press the mouse button with the cursor below the last transaction displayed, the list will automatically scroll up, toggling the checkmarks as it scrolls. The same is true if you move the mouse above the top transaction except that the list scrolls down.

As you are checking or clearing the checkmark of the displayed transactions, the totals at the top of the window will update. When you have checked all the transactions on the statement, the difference field should be zero.

```
| +-----+-----+-----+ |
| |      Difference |      0.00      | |
| +-----+-----+-----+ |
```

If it is not, there is something wrong with your account register or bank statement. Usually some transactions weren't entered. You can select the account register window and add transactions during the reconcile process. The new transactions are added to the reconcile window when you press [Record] in the register window. You can also modify transactions in the register if there is a discrepancy with the transaction. Select the transaction in the register window, make your changes and press <Enter> or [Record]. The changes will be reflected in the reconcile window.

When you are done balancing the account, press <Enter> or select [Ok]. If the difference is zero, great you are done. The Debit and Credit Total Cleared values at the top of the window should equal the debit and credit totals on your statement.

If the difference field in the totals section is not zero, there is a discrepancy between your register and the statement. You are asked if you want CheckItOut! to add an adjustment transaction to the account. If you don't say [Ok], you must go back and fix the account yourself.

CheckItOut! will not let you exit the reconcile process with a balance difference from your statement. You can abort the reconcile by pressing <Esc> or selecting [Cancel]. If you do cancel, the account will be returned to its original state before the reconciliation began. Interest and service charges will be deleted from the account.

1.31 CheckItOut!: Menu/ Activities/ Adjust Balance...

CheckItOut! provides a quick mechanism for adjusting an account balance. If you select the Adjust Balance... menu selection, the following window appears.


```

+-----+
|
|      Date
| +-----+ Mark All Previous
| | mm/dd/yyyy | Transactions as
| +-----+      Cleared
|
|      New Balance      +--+
| +-----+      |'/'|
| |          |      +--+
| +-----+
|
|      Category
| +-----+
| | [AccountName] |
| +-----+
|
|      [Ok]      [Cancel]
|
+-----+

```

Enter the date that you want the balance set to the new balance value, the value itself, and a category where the funds should come from. If you leave the default category of [AccountName] CheckItOut! assumes the funds came from an account not managed by the program.

Since you are telling CheckItOut! exactly what the balance is in the account on a particular day, you can have all prior transactions marked as cleared. If you don't want the transactions cleared, remove the checkmark from the box.

You can use the same SmartType shortcut keys for modifying the Date and Category fields. You must enter a valid date, if you don't, an alert is displayed and you must correct the field. If you enter a nonexistent category, you are prompted to Set Up a new category, Select from the category list, or Cancel and return to editing the field.

When you have completed entering the balance adjustment information, press <Enter> or select [Ok]. If you change your mind, you can cancel the balance adjustment operation by pressing <Esc> or selecting [Cancel]. If you specified [Ok], a transaction is added to the account with the appropriate amount to make the balance after the adjustment the value you specified.

1.32 CheckItOut!: Menu/ Reports/ Budget

When you select the Budget report, the Find Transaction form is displayed. Filling in fields in the displayed query form will limit which transactions are included in the budget report.

CheckItOut! provides the capability to compare your budgeted spending against actual spending. Use the Budget report to view this

comparison. The information contained are rows for each category you have set up and columns containing values. Each month uses three columns to display the data:

- o Monthly total of actual income/ spending
- o Budgeted values
- o The difference between the actual and budgeted amounts

The first column labeled with the name of the month (January, February, etc.) is the total actual income/ spending for the month. Next to the month is a column labeled Budget, this column represents what you entered in the budget for that month. The final column contains the Difference between actual and budgeted amounts.

Use the arrow keys or scroll bars to move around in the report display. You can use <Right-Amiga-P> to output the report to the printer or a file. Resizing the window will cause more columns to be displayed. There is more information about Setting Up Budgets.

Sample Report:

01/03/1995

Page: 1

Budget By Category
01/01/1994 through 12/31/1994

Category	January	Budget	Difference

Income			
Bonus	0.00	0.00	0.00
Dividend Inc	0.00	0.00	0.00
Gifts Received	0.00	0.00	0.00
Interest Earned	3.08	0.00	3.08
Investment Inc	0.00	0.00	0.00
Payment	0.00	0.00	0.00
Salary	0.00	0.00	0.00
Other Income	0.00	0.00	0.00

Total Income	3.08	0.00	3.08
Expenses			
Auto			
Gas	0.00	0.00	0.00
Insurance	0.00	0.00	0.00
Miscellaneous	0.00	0.00	0.00
Repairs	0.00	0.00	0.00

Total Auto	0.00	0.00	0.00
Bank Charges	0.00	0.00	0.00

Account	Balance
-----	-----
Assets	
Bank	
Checking	124.23
Savings	1137.69

Total Bank	1261.92
Cash	0.00
Other	0.00

Total Assets	1261.92
Liabilities	
Credit Cards	
Visa	-467.91

Total Credit Cards	-467.91
Other	0.00

Total Liabilities	-467.91

Total	794.01

1.34 CheckItOut!: Menu/ Reports/ Itemize Transactions

When you select the Itemize Transaction report, the Find Transaction form is displayed. Filling in fields in the displayed query form will limit which transactions are included in the report.

Included in the Itemized Transaction report is a combined opening balance for the selected accounts, followed by a detailed list of all the transactions that met the search criteria you entered in the find transaction query form. There are subtotals for each account, for all accounts in the query period, and a total ending balance that combines the opening balance and all the transactions.

Also included at the end of the report is a net result that shows the amounts of all debits (Outflows) and credits (Inflows).

You can double click on a transaction to activate that account register and select the transaction.

Use the arrow keys or scroll bars to move around in the report window. You can use <Right-Amiga-P> to output the report to the printer or a

file. Resizing the window will cause more information to be displayed in the description, memo, and category fields.

Sample Report:

01/03/1995

Page: 1

Itemized Transaction List By Account
01/01/1994 through 12/31/1994

Date	Number	Description	Memo	Category	C	Amount
Beginning Balance 01/01/1994						945.22
01/01/1994 - 12/31/1994						
Checking						
07/30/94		Opening Balance		[Checking]	x	737.79
07/31/94	2325	Nations Bank		[Visa]	x	221.18
08/31/94		Transfer		[Savings]	x	200.00
09/01/94		Paycheck		Salary	x	498.31
09/02/94	2324	Cash		Cash	x	350.00
09/07/94	2327	PSNH		Utilities:Ele...	x	-50.87
09/07/94	2329	Energy North		Utilities:Gas	x	-17.32
09/07/94	2330	Mutual Fund...	IRA Fees	Investment Exp	x	-30.00
09/07/94	2331	Nashua Herald		Business:Adve...	x	-22.68
09/08/94		Interest Ea...		Interest Earned	x	1.91
09/09/94		Transfer		[Savings]	x	-70.00
09/14/94	2332	PTO		School	x	-10.00
09/14/94	2333	Sew America	Video	Miscellaneous		-2.50
09/16/94		Paycheck		Salary	x	426.04
09/19/94	2334	Exxon		Auto:Gas	x	-49.00
09/19/94	2335	JCPenney		Miscellaneous	x	-39.47
09/19/94	2337	Dentist	Check-up	Miscellaneous	x	-6.00
09/20/94	2338	Brown Bank		House:Mortgage	x	447.53
09/20/94	2339	PSNH		Utilities:Ele...	x	-19.45
09/20/94	2340	NYNEX		Utilities:Tel...	x	-25.34
09/20/94	2341	Classic Foods		School	x	-20.00
09/22/94	2343	School Trips		School		-10.00
09/23/94	2208	Passport		Miscellaneous	x	-55.00
09/26/94	2345	Girl Scouts		Miscellaneous	x	-6.00
09/30/94		Paycheck		Salary	x	426.04
10/06/94	2346	Postmaster	PO Box Rental	Business:Offi...		-35.00
10/07/94	2354	Transfer	Payment	[Savings]	x	200.00
10/08/94	2355	Continental...		Miscellaneous		-7.50
10/11/94	2356	Cash		Cash		-50.00
10/13/94	2357	Ralston Pic...		Miscellaneous		-14.00
10/16/94		Paycheck		Salary		426.04
10/20/94	2364	Classic Foods		School		-10.00
10/25/94	2366	Brown Bank	27 School ...	House:Mortgage		447.53
12/07/94		transfer		[Savings]	x	100.00
Total Checking						124.23

Visa

01/25/94	Radio Shack	Miscellaneous	x	-27.55
06/01/94	Lechmere	Miscellaneous	x	-8.95
06/01/94	Home Depot	Shelves - ...	House:Improve...	x -39.00
06/07/94	Home Depot	Sprinklers	House:Repairs	x -44.06
07/01/94	Wallet Works	Miscellaneous	x	-14.55
07/05/94	Home Depot	Sprinklers	House:Repairs	x 2.70
07/06/94	Snow Goose ...	Entertainment	x	-37.89
07/11/94	Barnes & No...	Miscellaneous	x	-17.95
07/19/94	Shell	Auto:Gas	x	-6.00
07/31/94	2325 Nations Bank	[Checking]	x	221.18
08/10/94	Photograph...	Miscellaneous	x	-8.39
08/16/94	Performanc...	Hobbies	x	32.99

Total Visa				-387.62

Total 01/01/1994 - 12/31/1994				-151.21

Total Ending Balance 12/31/1994				794.01
Net				
Total Inflows				3890.56
Total Outflows				-4041.77

Total Net				-151.21

1.35 CheckItOut!: Menu/ Reports/ Itemize By Category

When you select the Itemize by Category report, the Find Transaction form is displayed. Filling in fields in the displayed query form will limit which transactions are included in the report.

The Itemize by Category report shows a detailed list of all the transactions that met the search criteria you entered in the find transaction query form. There are subtotals for each category. There are totals for income, expenses, transfers, and categories that have no type specified. There is a grand total at the end of the report.

You can double click on a transaction to activate that account register and select the transaction.

Use the arrow keys or scroll bars to move around in the report window. You can use <Right-Amiga-P> to output the report to the printer or a file. Resizing the window will cause more information to be displayed in the account, description, and memo fields.

Sample Report:

01/03/1995

Page: 1

Transaction List By Category

01/01/1993 through 12/31/1994

Date	Account Number	Description	Memo	C	Amount
Income					
		Bonus			0.00
Salary					
09/01/94	Checking	Paycheck		x	498.31
09/16/94	Checking	Paycheck		x	426.04
09/30/94	Checking	Paycheck		x	426.04
10/16/94	Checking	Paycheck			426.04
Total Salary					1776.43
Other Income					0.00
Total Income					1776.43
Expenses					
Auto					
Gas					
09/19/94	Checking 2334	Exxon		x	-49.00
10/20/94	Checking 2361	Exxon			-36.35
06/13/94	Visa	Shell		x	-5.80
07/19/94	Visa	Shell		x	-6.00
Total Gas					-97.15
Insurance					
10/06/94	Checking 2347	Foyal Insurance			-67.60
Total Insurance					-67.60
Miscellaneous					
02/07/94	Visa	AAA		x	-15.00
Total Miscellaneous					-15.00
Repairs					
02/01/94	Visa	Northern Foreign Auto		x	-64.17
04/13/94	Visa	Bob's Tire Service		x	-60.75
Total Repairs					-124.92
Total Auto					-304.67
Utilities					

Electric		
09/07/94	Checking 2327 PSNH	x -50.87
09/20/94	Checking 2339 PSNH	x -19.45
10/20/94	Checking 2358 PSNH	-18.18

	Total Electric	-88.50
Gas		
09/07/94	Checking 2329 Energy North	x -17.32
10/06/94	Checking 2350 Energy North	-24.48

	Total Gas	-41.80
Telephone		
09/20/94	Checking 2340 NYNEX	x -25.34
10/20/94	Checking 2359 NYNEX	-21.50

	Total Telephone	-46.84

	Total Utilities	-177.14

	Other Expenses	0.00

	Total Expenses	-1835.43

	Transfers	0.00
	Adjustments	0.00
	Unspecified	0.00

	Total	-59.00

1.36 CheckItOut!: Menu/ Reports/ Summary By Category

When you select the Summary by Category report, the Find Transaction form is displayed. Filling in fields in the displayed query form will limit which transactions are included in the report.

The Summary by Category report is similar to the Itemize by Category report except that the detailed list of all the transactions are not included. Only the category totals for the transactions that met the search criteria you entered in the find transaction query form are displayed. There are totals for each category that contains subcategories and totals for income, expenses, transfers, and categories that have no type specified. There is a grand total at the end of the report.

Use the arrow keys or scroll bars to move around in the report window. You can use <Right-Amiga-P> to output the report to the printer or a file.

Sample Report:

01/03/1995

Page: 1

Transaction Summary By Category
01/01/1993 through 12/31/1994

Category	Amount

Income	
Bonus	0.00
Salary	1776.43
Other Income	0.00

Total Income	1776.43
Expenses	
Auto	
Gas	-97.15
Insurance	-67.60
Miscellaneous	-15.00
Repairs	-124.92

Total Auto	-304.67
Entertainment	-252.48
House	
Improvements	-164.72
Insurance	0.00
Miscellaneous	0.00
Mortgage	-895.06
Repairs	-41.36
Taxes	0.00

Total House	-1101.14
Utilities	
Cable TV	0.00
Electric	-88.50
Gas	-41.80
Sewer	0.00
Telephone	-46.84
Water	0.00

Total Utilities	-177.14
Other Expenses	0.00

Total Expenses	-1835.43

Transfers	0.00
Adjustments	0.00
Unspecified	0.00

Total	-59.00

1.37 CheckItOut!: Menu/ Set Up/ Budget

CheckItOut! provides powerful budget capabilities. You can categorically specify the total amount you expect to spend each month. At any point you can compare your planned spending to the actual values using the Budget Report menu choice.

There are shortcut keys for zeroing an entire category row and copying a value to all later months in the year.

Use <Up-Arrow>, <Down-Arrow>, <Tab>, and <Shift-Tab> to move the entry box around in the display. You can also use scroll bars to move around in the window. When you are done select [Save] to record all the budget values. If you change your mind you can discard your changes by selecting [Restore].

You can use <Right-Amiga-P> to output the budget to the printer or a file. Resizing the window will cause more columns to be displayed.

Category	January	February	March	#
Income				#
BFINcome				=
Interest	0.00	0.00	0.00	=
Reg Stocks	0.00	0.00	0.00	=
Total BFINcome	0.00	0.00	0.00	=
Bonus	0.00	0.00	0.00	=
Dividend Inc	0.00	0.00	0.00	=
Gifts Received	0.00	0.00	0.00	=
Interest Earned	0.00	0.00	0.00	=
Investment Inc	0.00	0.00	0.00	=
Salary	0.00	0.00	0.00	=
Other Income	0.00	0.00	0.00	=
Total Income	0.00	0.00	0.00	=
Expenses				=
Auto				=
Gas	-100.00	-100.00	-100.00	=
Insurance	-85.00	-85.00	-85.00	=

```

| [Save]  [Restore]  [Copy Right]  [Zero Row]                                | - |
|                                                                                   | * |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| #####=====|<|>|=|
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

Sample Report:

01/06/1995

Page: 1

Set Up Budget
01/01/1995 through 12/31/1995

Category	January	February	March
<hr/>			
Income			
BFIncome			
Interest	0.00	0.00	0.00
Reg Stocks	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>
Total BFIncome	0.00	0.00	0.00
Bonus	0.00	0.00	0.00
Dividend Inc	0.00	0.00	0.00
Gifts Received	0.00	0.00	0.00
Interest Earned	0.00	0.00	0.00
Investment Inc	0.00	0.00	0.00
Salary	0.00	0.00	0.00
Other Income	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>
Total Income	0.00	0.00	0.00
Expenses			
Auto			
Gas	-100.00	-100.00	-100.00
Insurance	-85.00	-85.00	-85.00
Miscellaneous	0.00	0.00	0.00
Repairs	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>
Total Auto	-185.00	-185.00	-185.00
Bank Charges	0.00	0.00	0.00
Cash	-300.00	-300.00	-300.00
Charity	-100.00	-100.00	-100.00
Child Care	0.00	0.00	0.00

Clothing	-80.00	-80.00	-80.00
School	-90.00	-90.00	-90.00
Service Charge	0.00	0.00	0.00
Taxes			
Federal	-540.61	-1.00	-1.00
FICA	-230.54	-461.08	-461.08
Medicare	-53.91	-107.82	-107.82
Other	0.00	0.00	0.00
State	-156.15	-312.30	-312.30
Total Taxes	-981.21	-882.20	-882.20
Utilities			
Cable TV	0.00	0.00	0.00
Electric	-70.00	-70.00	-70.00
Gas	-150.00	-150.00	-150.00
Sewer	-12.00	-12.00	-12.00
Telephone	-40.00	-40.00	-40.00
Water	-12.00	-12.00	-12.00
Total Utilities	-303.75	-303.75	-303.75
Vacation	-50.00	-50.00	-50.00
Other Expenses	0.00	0.00	0.00
Total Expenses	-4664.56	-4695.15	-4045.15
Transfers			
[Checking]	0.00	0.00	0.00
[Savings]	0.00	0.00	0.00
[Visa]	0.00	0.00	0.00
Total Transfers	0.00	0.00	0.00
Adjustments	0.00	0.00	0.00
Unspecified	0.00	0.00	0.00
Total	-3761.56	-3788.15	-3138.15

1.38 CheckItOut!: Menu/ Set Up/ Preferences...

Note: This feature is not available in this version of the program.

1.39 CheckItOut!: Menu/ Set Up/ Printer...

Note: This feature is not available in this version of the program.

1.40 CheckItOut!: Reports

CheckItOut! provides a number of query/ reports. These reports allow you to analyze your personal finances against your budget, your total net worth, and income/ spending categorically. The following reports are supported:

```
Budget
Net Worth
Itemize Transactions
Itemize By Category
Summary By Category
```

1.41 CheckItOut!: Transaction Queries

CheckItOut! provides an extremely powerful query/ search capability. You can define a number of search criteria that are applied to the transactions used to build reports, find entries, and global replace functions. The following form is displayed allowing you to enter the filter criteria used when selecting transactions:

```
+-----+
|                                     |
|   +-----+   +-----+   +-----+   |
| Date   |@| >= |   and   |@| <= |   Select Accounts   |
|   +-----+   +-----+   +-----+   +-----+   |
| +-----+   +-----+   |x Checking   |#| | | | | |
| |           | |           |x Savings   |#| |
| +-----+   +-----+   |x Visa       |#| |
| |           | |           |           |#| |
|   +-----+   +-----+   |           |#| |
| Number  |@| N/A|   and   |@| N/A|   |           +-+ |
|   +-----+   +-----+   |           |^| |
| +-----+   +-----+   +-----+   +-----+   +-+ |
| |           | |           | [Clear All] [Set Al]|. |
| +-----+   +-----+   +-----+   +-----+   |
|                                     |
|   +-----+   +-----+   +-----+   |
| Description |@| N/A|   and   |@| N/A|   Select Categories   |
|   +-----+   +-----+   +-----+   +-----+   +-+ |
| +-----+   +-----+   |x (empty)   |#| | | | | | | |
| |           | |           |x Auto     |#| |
| +-----+   +-----+   |x Gas       |#| |
| |           | |           |x Insurance|#| |
|   +-----+   +-----+   |x Miscellaneous|#| |
| Amount    |@| N/A|   and   |@| N/A|   |x Repairs   |#| |
|   +-----+   +-----+   +-----+   |x Bank Charges|#| |
| +-----+   +-----+   +-----+   |x Bonus     |#| |
```



```
+-----+
|@| <> | -- Allow entries that are not equal to this value
+-----+
```

Next to the selection box are the word and and another selection box. This second entry allows you to combine two conditions for each field.

```
and      +-----+
         |@| N/A|
         +-----+
```

This is very useful for entering ranges. For example you can include all transactions between to dates, check numbers, or amounts by specifying >= for the first date test and <= for the second test.

Another example is if you wanted to view the checks you wrote to all your banks except the Brown Bank, you could specify in the first description range Bank with the test [.] (contains) and in the second range Brown Bank and a test .[] (doesn't contain).

You can also control the inclusion or exclusion accounts or categories in your search by clicking the mouse in those windows to toggle the selection 'x'. There are shortcut buttons to [Clear All] or [Set All] the choices in the account and category windows.

You can combine many rules for the search. For example you could specify all the transactions within a certain date range that are above a certain value that also contain the word 'Christmas' in the memo field.

Note: You can only have one Find Transaction window open at a time.

1.42 CheckItOut!: Fund Transfers Between Accounts

CheckItOut! provides an easy way to transfer funds from one account to another. Simply go to the source account you want to transfer money from and create a New Transaction. In the Category field of the new transaction, select the destination account for the transfer. This is done by entering [Account Name] in the category field. The transfer transaction must contain a date and amount. It may also include a reference number, description, and memo just like regular payment and deposits. CheckItOut! automatically creates a parallel but opposite transaction in the other account. The program also includes a shortcut Go To method of getting from the source account to the destination and visa-versa.

For example, if in the account Saving you enter the following transaction:

```
+-----+
|DATE | NUMBER | DESCRIPTION | PAYMENT | DEPOSIT | '/' | BALANCE |
|-----+
|      |          | CATEGORY   |          |          |     |         |
+-----+
```

```
|12/25| 1023 |Transfer      | 500.00|      | 1720.00|
|-----+
|1994 | [Checking]      | Pay for gifts      |      |
+-----+
```

The following parallel transaction would be added to the Checking account.

```
+-----+
|DATE | NUMBER | DESCRIPTION | PAYMENT | DEPOSIT | '/' | BALANCE |
|-----+
|      | CATEGORY | MEMO      |          |          |      |          |
+-----+
|12/25| 1023 |Transfer      |          | 500.00|      | 1207.00|
|-----+
|1994 | [Saving]      | Pay for gifts      |          |
+-----+
```

If you modify date or amount in either the original or the parallel transaction the other transaction will be changed as well. Changing the other fields in either transaction does not effect the other.

If you set the category field of the original transaction to another account, the parallel transaction will be deleted from the destination account and a parallel transaction will added to the new account. Using the above example, if you decided to transfer the money from your Savings account to your Visa account, the transaction in Checking would be removed and a new entry in Visa would be added.

If you set the category field of the original transaction to a non-transfer category, the parallel transaction will be deleted from the destination account.

Attempts to change the category in the parallel transaction entered in the destination account will result in an error message. The error is displayed in the register information box at the bottom of the window. Using the original example, if you tried to change the category field for the transfer transaction in the Checking account, an error would be generated.

If you delete an entire account, any transfer transactions will be converted to simple transactions. The transfer category will be blanked.

1.43 CheckItOut!: Data Entry

Transaction data is entered in an account window. The account window is broken into a number of sections. At the top is a descriptive transaction that contains the field headings for a transaction. Below the description are the actual transactions. The arrow keys and scroll bar allow you to move around among the account transactions.

```
+-----+
|DATE | NUMBER | DESCRIPTION | PAYMENT | DEPOSIT | '/' | BALANCE |
|-----+
```


	CATEGORY	MEMO	
12/09			0.00
1994			

One transaction per account can be selected for modification at a time. To distinguish the selected transaction from others, the modifiable one is rendered in a raised box. To change the transaction simply type in the fields. You can use <Tab> and <Shift-Tab> to move from one field to another.

DATE	NUMBER	DESCRIPTION	PAYMENT	DEPOSIT	'/	BALANCE
		CATEGORY	MEMO			
12/09						0.00
1994						

Each transaction contains a number of fields. Many of these fields contain SmartType special key sequence. The following is a list of the transaction fields:

Date
 Number
 Description
 Payment
 Deposit
 '/
 Balance
 Category
 Memo

After you enter or modify transaction data, you must press <Return> or <Enter> on the keyboard or select [Record] with the <Left-Mouse> button when you are done. If you do not, the data you entered will not be stored! If you select another transaction either directly with the mouse or indirectly by scrolling the currently selected transaction off the window, any modifications will be lost.

You can use <Esc> or [Restore] to cancel the data entry and return the original data to a transaction.

When you create or modify a transaction, it is placed in the account register according to a defined sort order. The order is ascending dates. If the dates are the same, ascending reference numbers are used. If these are the same, the order is the oldest transaction is at the top and the newest is at the bottom of the order.

You can not record a transaction that contains an invalid date. If you try, a warning is displayed in the register information box and you

must correct the date.

Additionally, if you enter a numeric value in the NUMBER field, CheckItOut! scans the transaction list for previous transactions that contain a duplicate check/reference number. If one is found, you are presented with an alert that shows you the date and description of original. You must then choose an action to the duplicate number. Actions that can be taken on a duplicate are:

```
[Save]      -- Ignore the fact that a duplicate exists and record the
              transaction anyway.

[Discard] -- Restore the transaction to its original state prior to
              any modifications.

[Cancel] -- Cancel the record operation and continue editing the
              transaction
```

1.44 CheckItOut!: Data Entry -- Date

The date field contains a date formatted in two rows. In the first row, MM/DD contains the month (MM) [01,02,...,12] and the day (DD) [01,02,...,31]. The second row contains the year. The </> key performs a special function. If there is no '/' in the MM/DD field, the first '/' will be entered as a separator. If one already has been entered, the </> key will tab data entry between the month/day and year fields.

```
+-----+
|DATE | NUMBER | DESCRIPTION | PAYMENT | DEPOSIT | '/' | BALANCE |
|-----+
|      |          | CATEGORY   |          |          |     |         |
+-----+
|MM/DD|          |            |          |          |     | 0.00 |
|-----+
|YEAR |          |            |          |          |     |      |
+-----+
```

When entering dates with CheckItOut!, a number of SmartType shortcut keys are available. These keys allow you to quickly modify the date field. The following is a table of these special date keys and functions:

```
<B> and <b> -- Sets the date to the beginning of the year (01/01).
<E> and <e> -- Sets the date to the end of the year (12/31).

<F> and <f> -- Sets the date to the first of the month.
<M> and <m> -- Sets the date to the middle of the month.
<L> and <l> -- Sets the date to the llast of the month.

<T> and <t> -- Sets the date to today.
<+> and <=> -- Increases the date by one day.
<-> and <_> -- Decreases the date by one day.
```

In addition to these shortcut keys, a number of Generic Shortcut Keys

can be used to modify this field.

1.45 CheckItOut!: Data Entry -- Number

The number field contains a transaction reference number. You can enter any data you like in this field. Typically, you might enter the check number if this is a checking account or other reference information like ATM or CASH. The maximum number of characters you can enter in this field is 5.

DATE	NUMBER	DESCRIPTION	PAYMENT	DEPOSIT	'/	BALANCE
		CATEGORY		MEMO		
						0.00

When entering check numbers in CheckItOut! a couple of SmartType shortcut keys are available. These keys allow you to quickly modify the number field. The following is a table of these special keys and functions:

<+> and <=> -- Increases the last check number you entered by one.
 <-> and <_> -- Decreases the last check number you entered by one.

In addition to these shortcut keys, a number of Generic Shortcut Keys can be used to modify this field.

1.46 CheckItOut!: Data Entry -- Description

This field contains a description for the transaction. You can enter any data you like in this field. Typically, you might enter a deposit or payee description. The maximum number of characters you can enter in this field is 49.

DATE	NUMBER	DESCRIPTION	PAYMENT	DEPOSIT	'/	BALANCE
		CATEGORY		MEMO		
						0.00

When entering descriptions in CheckItOut! SmartType really makes things go fast. SmartType remembers the transactions you have already

entered for this account and as you type, it automatically fills in the rest of the description with the last transaction that matches what you have entered. As soon as you are satisfied with the description, you can press <Tab>, SmartType automatically copies the amount, category, and memo fields from the previously entered transaction. If the transaction is new and therefore not in the transaction list, SmartType immediately recognizes this and allows you to enter a new description, amount, category, and memo.

You can also use some other SmartType shortcut keys. These keys allow you to quickly search the SmartType transaction list for the one you want. The following is a table of these special keys and functions:

<+> and <=> -- Selects the next transaction in the SmartType list.
 <-> and <_> -- Selects the previous transaction in the SmartType list.

In addition to these shortcut keys, a number of Generic Shortcut Keys can be used to modify this field.

If you need to enter <+>, <=>, <->, or <_> simply hold the <Ctrl> key down and press the desired key.

1.47 CheckItOut!: Data Entry -- Amount

The payment and deposit fields contain the transaction amount. You may enter a value in this field or leave it blank. When a value is entered in the payment field, this amount is deducted from the account balance. Values in the deposit field increase the account balance. The maximum number of characters you can enter in this field is 10.

DATE	NUMBER	DESCRIPTION	PAYMENT	DEPOSIT	'/	BALANCE
		CATEGORY		MEMO		
						0.00

Different account types use different descriptions for the payment and deposit fields. The following table describes these fields:

Bank	-- PAYMENT and DEPOSIT
Cash	-- SPEND and RECEIVE
Asset	-- DECREMENT and INCREMENT
Credit Card	-- CHARGE and PAYMENT
Liability	-- INCREMENT and DECREMENT

1.48 CheckItOut!: Data Entry -- `/ (Cleared)

A transaction can be marked as cleared by moving the mouse into the cleared box. The pointer will change to a checkmark. Pressing the <Left-Mouse> button will mark the transaction as cleared.

This is not the recommended way to clear transactions. Normally, you should use the Reconcile function to clear transactions for bank and credit card accounts when you receive your monthly statement. The Adjust Balance function can be used for other account types.

If you clear a transaction manually using the mouse, the checkmark that is displayed is rendered with a lighter checkmark. Transactions that have been processed using the Reconcile or Adjust Balance functions are rendered with a heavy checkmark to distinguish normal reconciliation verses manual clearing. After the next successful reconcile or adjust balance, manually cleared transactions are converted to normal completed status.

DATE	NUMBER	DESCRIPTION	PAYMENT	DEPOSIT	✓	BALANCE
		CATEGORY		MEMO		
						0.00

1.49 CheckItOut!: Data Entry -- Balance

This field contains account balance after applying the value of this transaction. You can not enter any data in this field, it is for display purposes only. Changes in the amount fields affect the balance field when the transaction is recorded.

DATE	NUMBER	DESCRIPTION	PAYMENT	DEPOSIT	✓	BALANCE
		CATEGORY		MEMO		
						0.00

1.50 CheckItOut!: Data Entry -- Category

This field contains a category for the transaction. If you enter anything in this field, it must be a category from the category/transfer list. If what you have entered is not a valid

category, you are prompted with a requester to [Set Up] a new category, [Select] one from the category list or [Cancel] to return to the category data entry field. The maximum number of characters you can enter in this field is 49.

DATE	NUMBER	DESCRIPTION	PAYMENT	DEPOSIT	`/	BALANCE
		CATEGORY		MEMO		
						0.00

When categorizing transactions in CheckItOut! SmartType speeds things up. SmartType scans the category/transfer list as you type, it automatically fills in the rest of the category with the first one that matches what you have entered. As soon as you are satisfied with the category, you can press <Tab>, SmartType automatically fills in the rest of the category field for you. If the category is new and therefore is not in the category list, SmartType immediately recognizes this and allows you to enter a new category. To separate a category and subcategory use : as a delimiter.

To transfer funds between accounts, select a transfer category. More information is available on Fund Transfers Between Accounts

You can also use some other SmartType shortcut keys. These keys allow you to quickly search the category/transfer list for the one you want. The following is a table of these special keys and functions:

<+> and <=>	-- Selects the next category in the list.
<-> and <_>	-- Selects the previous category in the list.
<:>	-- Allows you to skip to a subcategory.

In addition to these shortcut keys, a number of Generic Shortcut Keys can be used to modify this field.

1.51 CheckItOut!: Data Entry -- Memo

This field contains another description for the transaction. You can enter any data you like in this field. The maximum number of characters you can enter in this field is 39.

DATE	NUMBER	DESCRIPTION	PAYMENT	DEPOSIT	`/	BALANCE
		CATEGORY		MEMO		
						0.00

+-----+

1.52 CheckItOut!: Special Keys

CheckItOut! supports a number of shortcut keys that are useful to edit information you have entered. The following is a table of these special edit keys and functions:

Ctrl <-

Control-Backspace allows you to delete from the cursor to the beginning of the current word.

Ctrl

Control-Delete allows you to delete from the cursor to the beginning of the next word.

Ctrl ->

Control-Right-Arrow allows you to move the cursor to the beginning of the next word.

Ctrl <-

Control-Left-Arrow allows you to move the cursor to the beginning of the current word.

<Enter> or <Return>

These keys are a shortcut for pressing the [Record] button.

<Esc>

This key is a shortcut for pressing the [Restore] or [Cancel] buttons.

1.53 CheckItOut!: Special Date Keys

When entering dates with CheckItOut!, a number of shortcut keys are available. These keys allow you to quickly modify the date field. The following is a table of these special date keys and functions:

 and -- Sets the date to the Beginning of the year (01/01)

<E> and <e> -- Sets the date to the End of the year (12/31)

<F> and <f> -- Sets the date to the First of the month

```
<M> and <m> -- Sets the date to the Middle of the month
<L> and <l> -- Sets the date to the Llast of the month

<T> and <t> -- Sets the date to Today
<+> and <=> -- Increases the date by one day
<-> and <_> -- Decreases the date by one day
```

In addition to these shortcut keys, a number of Generic Shortcut Keys can be used to modify this field.

1.54 CheckItOut!: Special Number Keys

When entering check numbers in CheckItOut! a couple of SmartType shortcut keys are available. These keys allow you to quickly modify the number field. The following is a table of these special keys and functions:

```
<+> and <=> -- Increases the last check number you entered by one.
<-> and <_> -- Decreases the last check number you entered by one.
```

In addition to these shortcut keys, a number of Generic Shortcut Keys can be used to modify this field.

1.55 CheckItOut!: Special Description Keys

You can use a couple of shortcut keys to quickly search the SmartType transaction list for the description you want. The following is a table of these special keys and functions:

```
<+> and <=> -- Selects the next transaction in the SmartType list.
<-> and <_> -- Selects the previous transaction in the SmartType list.
```

If you need to enter <+>, <=>, <->, or <_> simply hold the <Ctrl> key down and press the desired key.

In addition to these shortcut keys, a number of Generic Shortcut Keys can be used to modify this field.

1.56 CheckItOut!: Special Category Keys

When you enter category information in a transaction, separate the category and subcategory using : as a delimiter. For example if you were categorizing a check to the auto repair person who worked on your Mazda, you might enter the category information as Auto:Repairs:Mazda

You can use the following SmartType shortcut keys to quickly search the category/transfer list for the one you want. The following is a table of these special keys and functions:

```
<+> and <=> -- Selects the next category in the list.
```

<-> and <_> -- Selects the previous category in the list.
<:> -- Allows you to skip to a subcategory.

In addition to these shortcut keys, a number of Generic Shortcut Keys can be used to modify this field.

1.57 CheckItOut!: Registering

Upon registering the CheckItOut! program you will receive a key that unlocks the features of the CheckItOut! program. As a registered user, you will receive the latest version of the CheckItOut! program and will be notified when new versions are available.

To register the CheckItOut! program send \$40 to Bug Free Development.

Include a completed copy of the printout the Registration Form. The system configuration information is completely confidential and will only be used by Bug Free Development to tune applications preferences. Use <Right-Amiga-P> while displaying the registration form page in AmigaGuide to print out the registration form.

Your name will be added to our registration database and you will be sent a registration serial number. When you receive the registration information, enter it into the CheckItOut! program by clicking on the Registration gadget. The registration fill-in form is pretty self explanatory. You must be exact when entering the information (even upper/lower case).

When you register, you agree to all terms involved in licensing the CheckItOut! program. This includes agreeing with the copyright notice. Breaking a copyright IS a felony in the eyes of the law.

1.58 CheckItOut!: Registering

Bug Free Development
Registration Form

CheckItOut!
V01.02a

Name: _____

Address: _____

Phone Number: _____

E-Mail Address: _____

AmigaDos: ☐ 2.04 ☐ 2.1 ☐ 3.0 ☐ 3.1 ☐ _____

Computer Type: ☐ A500 ☐ A600 ☐ A1000 ☐ A1200 ☐ _____
 ☐ A2000 ☐ A2500 ☐ A3000 ☐ A4000 ☐ _____

Fast Ram: _____ Chip Ram: _____

Hard Drive: ☐ No / ☐ Yes Total Size: _____ megabytes

Floppy Drive: DF0 ☐ 880K / ☐ 1760K
 DF1 ☐ N/A / 880K / ☐ 1760K
 DF2 ☐ N/A / 880K / ☐ 1760K
 DF3 ☐ N/A / 880K / ☐ 1760K

Monitor Type: _____

Monitor Size: ☐ 15 inch ☐ 16 inch ☐ 17 inch ☐ _____ inch

Preferred Screen Mode: _____ (W) X _____ (H)

Printer Type: _____

Comments

1.59 CheckItOut!: Support

Support for the CheckItOut! Program is available through CompuServe, the Internet, and US Mail.

For the purposes of supporting the CheckItOut! program, communications via CompuServe and Internet Mail are encouraged. Should there be a need to communicate with me (Jim) or Bug Free Development via telephone, please send mail to me at Bug Free Development stating your phone number, the nature, and need to speak voice. If it is felt that a telephone conversation is warranted I will call you.

1.60 CheckItOut!: Bug Free Development

Bug Free Development is a New Hampshire Business. It was formed as a means of marketing and supporting the CheckItOut! program and other computer related business interests.

The US Mail address for Bug Free Development is ...

Bug Free Development
P.O. Box 7042
Nashua, NH 03060

The CompuServe Mail address for Bug Free Development is ...

71171,3015

The Internet Mail address for Bug Free Development is ...

71171.3015@CompuServe.com

Correspondence should be addressed to Jim.

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