

AccountMaster3.doc

COLLABORATORS

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| | <i>TITLE :</i> AccountMaster3.doc | | |
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| WRITTEN BY | | November 28, 2024 | |

REVISION HISTORY

| NUMBER | DATE | DESCRIPTION | NAME |
|--------|------|-------------|------|
| | | | |

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Chapter 1

AccountMaster3.doc

1.1 AccounMaster3.doc

Account Master version 3

Martin C. Platt

| | |
|---------------------|----------------------------|
| Copyright | Who owns what? |
| Legalities | It's not my fault! |
| Introduction | This is the way it is. |
| Features | Can it REALLY do that?! |
| Requirements | What about my Spectrum? |
| Setting Up | Back to school |
| HD Installation | Back to school II |
| History | Bothered? |
| Operation | It's all HERE! |
| Keyboard Short-cuts | Let your fingers do the... |
| Environment | Keep it green |
| Upgrade | Get the FULL version |
| Contact | Chocks away... |

1.2 Copyright

Account Master version 3

Account Master version 3.0 software, subsequent releases and accompanying documentation are copyright MCP Products 1993. All rights reserved. No part may be reproduced, transmitted or distributed electronically or by any other means without prior written permission of the author Martin Platt.

AmigaGuide

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Installer and Installer project icon

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1.3 Legalities

Account Master software is provided "as-is" and subject to change;
no warranties are made. All use is at your own risk. No liability
or responsibility is assumed.

AmigaGuide software is provided "as-is" and subject to change;
no warranties are made. All use is at your own risk. No liability
or responsibility is assumed.

Installer software is provided "as-is" and subject to change;
no warranties are made. All use is at your own risk. No liability
or responsibility is assumed.

1.4 Introduction

ACCOUNT MASTER

Account Master version 3 is a fully integrated home finance application. Users are presented with a pleasant Workbench 2/3 screen and all the features associated with a modern user-friendly program. The program's greatest strength is in its ability to maintain a continuous record of all transactions on any account using the Amiga's internal clock as a date reference. When AM first runs, all accounts are checked for direct debit and/or credit transfer transactions and automatically updated as required. The program also contains comprehensive reporting capabilities which include 3 dimensional code related bar graphs, balance charts and a wide range of printing options.

AMIGAGUIDE

AmigaGuide implements hypertext concepts to provide a standard method of displaying and providing information and support for applications.

INSTALLER

Installation of applications from floppy disks onto a hard disk has proven to be a very inconsistent and often frustrating endeavour for most end-users. Commodore have remedied this situation by developing a tool which provides the user with a standard way to install applications - Installer.

1.5 Features

Automatic date recognition using the Amiga's internal clock
Automatic Credit and Debit Updates - weekly, monthly, quarterly and
yearly frequencies
Chronologically ordered direct debits and direct credits
Fully multi-tasking and doesn't grab all the processor time!
Date alter facility allowing financial projections

3 dimensional code related bar graphs and balance charts
Fully supported printing - part account; full account; direct debits;
direct credits; deferred entries; codes and definitions
Permanently displayed quick access buttons for regularly used features
3-d bar and balance graph printing
Budgeted codes and over 80 definable codes
Account password protection
Full search facility - account item; code; debit; credit; defer
Redefinable palette and screen position
{ " Keyboard short-cuts " link keys} for most buttons
Fast, alphabetically organising ASL clone File Requester
Workbench 2/3 look - even on 1.3 machines!
Automatic account back-ups
Up to 1000 transactions per account

1.6 Requirements

Account Master 3 has been tested on:
Amiga 500, 500+, 600, 1200, 1500, 2000, 3000
and requires at least 1MB of RAM.
The system must be running Kickstart/Workbench version 1.3 or later.

1.7 Setting Up

Account Master 3 can be run directly from the supplied disk with no further set-up. To copy to another floppy disk, the following files must be copied:

```
Account_Master3
Account_Master3.info
S:AM3.config
Account_Master3.guide
Account_Master3.guide.info
LIBS:amigaguide.library
utilities/AmigaGuide
```

AccountMaster3 resides in the root directory of the supplied disk. AM3.config is present in the s directory. This file must be copied to the assigned volume S:

If you want Account Master to search for accounts in the same subdirectory each time you run the application, you must change to that directory prior to running AM. For example:

The disk in drive DF0: contains AccountMaster3 at the root level and a subdirectory named accounts which contains an account named Example.acc.

```
DF0: ---|- AccountMaster3
      |
      |- Accounts
         |
```

```
| - Example.acc
```

```
At the shell, type:  
cd df0:accounts  
run df0:accountmaster3
```

When Open is selected, AM will search immediately in the accounts subdirectory.

PRINTER SETUP

Account Master requires access to your printer driver to carry-out printing functions. If this driver is not installed in the devs directory of your boot disk, it will need to be added. See your workbench manual for details.

See HD Install for information on hard disk setup.

1.8 Hard Disk Installation

Hard Disk Installation is simple and straightforward using the supplied HD Install Program. Boot as normal from your hard-disk, insert the floppy disk MCP_Products93: in any drive. From Workbench, double click on the MCP icon and then double click on the AM3Install icon. You will then be presented with 3 options:

```
Novice User  
Intermediate  
Advanced
```

Select Advanced and then 'Install for real'. From there, simply follow the application prompts.

NOTE.

AM3Install can also be used to copy all the required files to another floppy disk.

1.9 Account Master History

Account Master started as a PD home finance program originally released in July 1992. Many people requested additional features and further improvements were made cumulating in the release of version 2. Version 2 was very well received and gained a large following and many favourable press reviews. Users still wanted more...:

```
Account Password protection  
More keyboard short-cuts  
Quarterly direct debits  
Direct Credits (Credit Transfers)  
Graphic Reporting  
More code definitions  
Full mouse independence  
Workbench2/3 style requesters and screens
```

User defined screen positioning
 Date alter facility
 The list seemed endless...

Work began incorporating these into the existing program but it soon became evident that a complete re-write would be needed - Account Master version 3.

- v0.98 released to beta testers June 1992.
- v1.00 released July 1992.
- v2.0 released 20th October 1992. New look Workbench2 style front end. Checked/Deferred option added. Speed increased. Palette control added.
- v2.1 released January 1993. Environment editor re-written.

January - October 1993. Development of Account Master version 3.0.

- v3.0b beta test release October 1993.
- v3.0 released 5th November 1993.

1.10 Keyboard Short-cuts

KEYBOARD SHORT-CUTS

All buttons containing an underscored character can be accessed by holding down the right Amiga key and pressing the underscored character.

Buttons with bold text can be selected with the mouse key, a right Amiga key combination or by pressing the RETURN key.

All scrolling lists (main screen, file requester, view window) can be scrolled using the mouse or the cursor up/down keys.

NOTE.

Caps Lock must be OFF to access keyboard short-cuts.

GADGETS

The close gadget functions on every window. Re-size gadgets and window depth gadgets are still to be implemented.

1.11 Operation

Menu Options

| | |
|-----------|--------------------------|
| File | It's in the bin! |
| Update | What's happenin' man? |
| Search | The meaning of life... |
| Report | What's happenin' man II? |
| Utilities | Gimme more! |

Useage

| | |
|-------------|-----------------|
| Main Screen | The big show... |
|-------------|-----------------|

File Requester
Update Window
Code Window
Search Window
Viewing Window
AM Requester
Environment
Graphic Window
Creating a New account

1.12 Menu Option - File

Option

| | |
|-----------------|---|
| Open Account | Keyboard Short-cut = Right Amiga O Allows a previously saved account to be retrieved. |
| New Account | Keyboard Short-cut = none Clears the loaded account from memory and sets the default account name to Untitled.acc. All Automatic Transactions and code definitions are cleared. |
| Clear Account | Keyboard Short-cut = none Clears the loaded account from memory and sets the default account name to Untitled.acc. All Automatic Transactions and code definitions are left intact. |
| Save Account | Keyboard Short-cut = Right Amiga S Saves the loaded account. |
| Save Account As | Keyboard Short-cut = none Prompts for a new account name to save the loaded account as. |
| About | Keyboard Short-cut = Right Amiga A Displays a window containing information on: The amount of free chip and fast memory Total number of transactions Total number of Automatic transactions Copyright details. |
| Environment | Keyboard Short-cut = none Allows the user to configure AM's environment as they wish. |
| Quit | Keyboard Short-cut = none Quits Account Master. Users will be prompted before quitting an unsaved account. |

1.13 Update

| | |
|----------------|--|
| Update Account | Keyboard Short-cut = Right Amiga U Add entries via the standard Update Window |
| Direct Debit | Keyboard Short-cut = none Add DD entries via the Update Window |
| Direct Credit | Keyboard Short-cut = none Add DC entries via the Update Window |
| Add Code | Keyboard Short-cut = none Add Code Definitions via the Code Window |

1.14 Search

These Options display the Search Window and wait for user input.

| | |
|---------------|--|
| Account Item | Keyboard Short-cut = none Search the loaded account for matching account items. Case INDEPENDENT. |
| Account Code | Keyboard Short-cut = none Search the loaded account for matching code letters. Case DEPENDANT. |
| Bit Amount | Keyboard Short-cut = none Search the loaded account for matching debit amounts. |
| Credit Amount | Keyboard Short-cut = none Search the loaded account for matching credit amounts. |

1.15 Report

| | |
|-------------------|--|
| Auto Transactions | Keyboard Short-cut = none This option opens the View Window and displays details of the loaded account's direct debit and direct credit transactions. |
| Code Definitions | Keyboard Short-cut = none Displays Codes, Definitions and budget levels in the View Window. |
| Deferred Entries | Keyboard Short-cut = none Displays deferred entry transactions of the loaded account in the View Window. |
| Plot Bar Graph | Keyboard Short-cut = none Opens the Graphic window and draws a 3 dimensional graph of the first eight code definitions. |

| | |
|--------------------|--|
| Balance Graph | Keyboard Short-cut = none Opens the Graphic Window and draws a line graph of the first 65 account transaction balances. |
| Plot Pie Chart | Keyboard Short-cut = none Not implemented. |
| Print Full Account | Keyboard Short-cut = Right Amiga P Prints the full account. |
| Print Part Acc. | Keyboard Short-cut = none Prints from and to the specified dates. |

1.16 Utilities

| | |
|------------------------------------|---|
| Alter Date | Keyboard Short-cut = Right Amiga D Alters Account Master date (not the system date). |
| Reconcile Account | Keyboard Short-cut = Right Amiga R Clears ALL deferred entries. |
| Set Password | Keyboard Short-cut = none Sets or alters the loaded account password. Password accounts will not be loaded until the correct password has been supplied. Forgotten passwords cannot be retrieved although a 'Magic' word is available. See Contact if you need the 'Magic' password! Before altering existing passwords, the old one must be entered correctly. |
| Print Part Acc. Calculate Autos | Keyboard Short-cut = none Re-calculate Automatic Transactions (direct debits and direct credits) following a date change. This feature allows you to project your finances! |

1.17 Main Screen

The Main Screen features fourteen buttons to aid in the running of regularly used options. All can be accessed by the mouse or a range of Keyboard Short-cuts

A slider bar to the right of the screen allows easy manoeuvring throughout the account and can be operated by mouse or cursor keys.

The close gadget will quit Account Master and the screen to back gadget will send AM to the back while you work with another application.

Transactions can be edited directly from the main screen by double clicking on the required item or clicking once and selecting the

EDIT button. Transactions can also be deleted - the delete must be followed by a confirm or a cancel.

Items can be deferred (these will be shown in blue) or checked using the appropriate keys. Reconcile will clear all deferred items.

The application date can be altered by selecting the DATE button and an instant graphic representation of the account balance trend can be accessed via the Report button.

1.18 File Requester

Account Master features an improved version of the standard Workbench 2.0 ASL requester. Files and directories are alphabetically organised as they are read. A file can be selected from the file/directory list or entered directly into one of the two dialogue boxes. Keyboard short-cuts are accessed by holding the Right Amiga key and pressing the underscored character of the required button. The Up/Down cursor keys will scroll the file/directory list.

The .acc button by default is selected and the list will only display files with that extension. This can be deselected allowing all files to be displayed.

The Erase button will delete ANY selected files (i.e.. not just AM specific files). Be careful!

NOTE.

Keyboard short-cuts in this window can only be made when the cursor is NOT in either of the two dialogue boxes.

1.19 Update Window

Adding to an account.

All fields and all buttons are active. If incorrect data is entered (invalid date or amount), AM will not allow you to proceed until corrected. When a code is entered, a check is made to see if a description exists, if so, the item field is updated. Amounts up to £99,999.99 are accepted. Balances up to £9,999,999.99 can be dealt with. Select NEXT for multiple entries, when you're finished, select DONE. CLEAR clears all data entry fields. To quit without entering any data, select DONE.

Adding a Direct Credit or Direct Debit.

The window functions as above. Frequencies are: Weekly; Monthly; Quarterly; Yearly.

Keyboard short-cuts are accessed by holding the Right Amiga key and pressing the underscored character of the required button.

NOTE.

Keyboard short-cuts in this window can only be made when the cursor is

NOT in any of the dialogue boxes.

1.20 Code Window Input/Edit

Add and edit codes, descriptions and budgets. Code duplication is not possible. Entering an existing code will display that code's current definition and budget amount.

Code budgets exist for the period of the account. My own accounts exist for a length of 3 months, after that I carry the balance forward to a new account. In that 3 month period, I budget my ATM withdrawals to 400 pounds. One glance at the 3-d bar graph tells me if I've exceeded my quarterly budget.

Upper and Lower case are treated as different codes.

1.21 Search Window

Depending on the menu item selected, the search window will display: Search on: Item; Code; Debit; Credit. Enter your pattern in the dialogue box. (Codes are case independent, items are not.)

A full search is made, start to finish. If any matches are found, the number will be displayed. Clicking on Ok will then display the View Window which will contain a list of all matches.

1.22 Viewing Window

Matched transactions are displayed in this window and can be edited, deleted and printed as required. Select a transaction by highlighting it in the listing window. Edit it either by double clicking on the transaction or clicking once and selecting the Edit button. Delete must be followed by confirmation or cancel. Print will print all the transactions in the list. The list can be scrolled with the mouse or the up/down cursor keys. All buttons have a keyboard equivalent accessed by holding the right amiga key and pressing the underscored character of the required button.

1.23 AM Requester

This is a general requester displaying a variety of messages depending on the situation. The requester can be OK'd with the mouse, right Amiga O or the RETURN key; cancelling is via mouse or right Amiga C.

1.24 Environment

The environment screen allows Account Master's default configuration to be altered according to your wishes. These alterations allow:

- Complete palette change - Affects AM only, workbench colours are left intact.
- Warning Bell - An audible bell each time AM displays its action requester.
- Make Backups - Back up your account for security.
- Printer Header - displays a copyright header on printed documents.
- Date Order Autos - Provides a chronological listing of all direct debits and direct credits/credit transfers. (Saves you searching through a long list trying to figure out if you can afford that new piece of kit next week!)
- Confirm Quit - Account Master will prompt you before quitting.
- Grey Cross - Re-position the screen to suit your monitor.

All the above can be Saved, Used or Cancelled.

1.25 Graphic Window

The Graphic window is called on to display either 3 dimensional budget related bar graphs or balance line graphs. Calculations on large accounts can take a number of seconds.

You can scroll through the graphs using the Next and Previous buttons. Graph printing is possible and can also be cancelled at any time by holding both mouse buttons down.

1.26 Creating a New account

When AM is first run, a default account is opened with the name Untitled.acc. Transactions can be added directly using either the pull-down menu or the Update button at the bottom of the screen.

When you've finished adding, select Save-As from the first pull-down menu. The ASL clone File Requester will appear.

In the bottom input box type in the name of the account you wish the information to be saved as. Then press the Save button and the account will be saved.

The .acc extension will be added to the account name if you didn't supply it.

1.27 Contact

Comments about this version of Account Master, suggestions for future additions, and bug reports should be addressed to:

Martin Platt
6 Malpas Drive
Northallerton
North Yorkshire
DL7 8TU.

Telephone 0609 778613

If you do have a bug report, PLEASE RETURN YOUR DISK (with an SAE) and it will be updated and returned with a de-bugged copy of AM.

1.28 Upgrade

You can upgrade to the full version of Account Master by sending a cheque or postal order for £6.00 made payable to "MCP Products" to the address below. The cut down version you are currently using will not allow account of greater than 30 transactions to be saved. The price includes a 10 page printed instruction manual.

MCP Products
6 Malpas Drive
NORTHALLERTON
North Yorkshire
DL7 8TU.

1.29 dummy