BillManager <u>Introduction</u>

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Due Now command

This command when selected will display the next bill which is due and make it the selected bill.

Documentation for BillManager

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This is the documentation for the Bill Managing software.   Please select one of the following sub-topics for additional information:

Overview of the software
Additional Software
Help Strategy
Revision History

Dedications:
  Corinne, who thought I'd invented the software equivalent of a Tinker Toy.
  Ron, who volunteered to be 'one of the first'.
  David, who was right in line behind Ron.

In addition to the prescribed methods of contacting me, I may be contacted through a Bulletin Board known as **Companion and Friends** 1-714-521-9598, my account number there is 282.

Overview of Bill Manager software

BillManager is a software product which keeps track of all of your regular bills in a cardfile type fashion. You may select a bill to pay, or have the software prompt you when a bill is due.   It will cause the updating of the Checkbook and print the check using the CheckPrint products.   The BillManager software makes extensive use of DDE (Dynamic Data Exchange) to obtain information regarding the check from cooperating software.   A brief description of this software is described under the heading of Additional Software.

Additional Software

The BilManager program represents only a piece of a much larger software product.   Additional programs are available which intercommunicate with the BillManager program.   For additional information select one of the following:

CheckBook
CheckWrite
CheckPrint
Disburse

Help Strategy

Throughout the checkbook program every attempt has been made to document each and every field which the user can either view or modify.   Often times, this appears to be overkill, but it is done in keeping with the general design concept of the help system.

 Contextual Help is available from anywhere within the program.   By pressing SHIFT+F1 or by selecting the Help Contextcommand Contextual Help mode is enabled.   A context Cursor is displayed to indicate that you are in Context Help mode, additionally, the Caption Bar is changed to reflect this information.   While in Context Help you may position the cursor on any field and click the left button for detailed information regarding that field.   You may also click on the Caption Bar for general information about the specific window that the Caption is for.

Revision History

Version 1.0   Initial Release, March 19, 1991
Version 2.0   Released April 4, 1991
Version 2.1   Released April 12, 1991
Version 2.2   Released April 19, 1991
Version 3.0   Beta Release for **Disburse** May 8, 1991
Version 3.1   Released June 5, 1991

Checkbook

The Checkbook software assists in the management of a checking account.   It allows you to enter Credits and Debits, and to get an updated running Balance as well as a monthly Statement Balance. This program works in conjunction with the <u>CheckWrite</u> and <u>BillManager</u>.

CheckPrint

The CheckPrint software allows the user to print checks on a variety of printers.   Currently, I am using an Hewlett Packard LaserJet IIP to print my checks on.   this software works in conjunction with the BillManager and CheckWrite software.

CheckWrite

The CheckWrite software allows the user to write 'hand checks' updating the <u>Checkbook</u> and printing the check using <u>CheckPrint</u>.   Hand checks are any checks which are not generated by the <u>BillManager</u>.

Disburse

The Disburse program allows you to disburse a single payment into several different catagories.   This would, for instance, allow you to catagorize a credit card bill based upon the types of purchases.

<p style="color:red; text-align:center">Note</p>
<p style="color:red">Currently, Disburse allows you to only disburse debits, either from the Checkbook, BillManager, or CheckWrite software.   In later version it will allow for the disbursal of credits.</p>

Version 1.0, March 19, 1991

This is the first release of the software.   Although extensively tested, it is the first release.   I've been using it for about 2 months without any problem, so it is basically stable.   While I do anticipate revisions to the software, it appears to be complete.   If you have any suggestions for changes, enhancements, or if you find any problems you may contact me at the address or phone number specified in the <u>Software Registration</u>HELPID_DIALOG_REGISTER form.

Version 2.0, April 4, 1991

- I've changed the DDE interface a bit.   Now, if/when the checkbook or checkprint program goes away, you are notified.

- The background color now conforms to the windows background application color setting.

- The DueNow feature now works.   Additionally, all of the past due bills have a RED index.

- The Bills are now sorted alphabetically.   Pressing any alpha-numeric key will position you to the next bill with the same first letter in its index as the key you pressed.

- Cut/Copy/Paste are implemented and working.

Version 2.1, April 12, 1991

- I've tightened up the program security a bit.   Maybe this will make it less prone to being crock'd.

- I've Changed the ICONs such that they reflect if there are any past due bills.   If there are the ICON will be RED, otherwise it is the old, yellow thing.

Version 2.2, April 19, 1991

▪ I've corrected a visual problem with the ICON.

▪ Opps...   Seems that if you click on the arrows when there aren't any bills things go wrong.   Well, this should fix it.

▪ I've changed the DLL that manages all of the File Dialogs.   It now provides some information about the type of file being manipulated in the Caption.

▪ There was a problem in the initial display of bills, whereby a bill would end up in the window above the bills.   This has now been corrected so that it doesn't occur.

Version 3.0 (Beta), May 8, 1991

- I've added code to support **DISBURSE**, the bill disbursal program.   Complete docs are forthcomming.

Version 3.1 , June 5, 1991

- HELP Documentation for the interface to Disburse has been added.
- The "Pay for it" annoyance box was a bit too annoying!!!   Now, it only comes up when you are at the top-level.   This means you can save files, and register the software without being hit by this beast.

Menu:File

The File menu includes commands that enable you to open and save bill files, establish a new bill file, print a check.   Additionally, to register the software.

For more information, select the File menu command name.

New
Open
Save
SaveAs
Print Check
Registration
Exit

File New Command

Initializes a new bill file.   If there are changes to the current bill file the <u>Save Current Changes</u> message will be invoked.

File Open Command

Opens an existing bill file.   If there are changes to the current bill file the <u>Save Current Changes</u> message will be invoked.   A file open dialog box is presented to the user to assist in the selection of the file.

File Save Command

Saves the current bill file back into the file that it came from, overwriting the previous contents.

File SaveAs Command

Presents the user with a SaveAs file dialog box allowing for the specification of the file that the bill file is to be saved into.

File Register Command

Activates the <u>Software Registration</u> dialog box.   By completing this dialog and mailing it, along with the registration fee you are provided a registered copy of this application.

File Print Check Command

File Exit Command

Exits the BillManager application.   If there are changes to the current bill file the <u>Save Current Changes</u> message will be invoked.

Menu:Edit

The edit menu allows you to create, modify and delete bills.
For more information, select the Edit menu command name.

Modify
Add
Remove
Cut
Copy
Paste
Check Info

Edit Modify Command

Allows you to modify the currently selected Bill.   This presents a <u>Bill</u> dialog box.

Edit Add Command

Allows you to create a new Bill.   This presents a <u>Bill</u> dialog box.

Edit Remove Command

This command allows you to delete the currently selected bill.

Edit Cut Command

This command deletes the currently selected bill, saving the information in the clipboard.

Edit Copy Command

This command copies the currently selected bill into the clipboard.

Edit Paste Command

This command creates a new bill from the information saved in the <u>clipboard</u>.

Edit Check Info Command

this command allows you to modify the amount and checknumber of the selected bill.   It persents an Check Information dialog box.

Options menu

The optiosn menu allows you to select which options are to be enabled or disabled.   For further information select one of the following:

Update Checkbook
Print Check
Disburse

Update Checkbook

When this option is enabled the checkbook register will be updated to reflect any checks that were either written or voided.   This requires the Checkbook software to be running.

Print Check

When this option is enabled the checks are printed when they are written.   This requires the CheckPrint software to be running.

Options Disburse Command

This enables the ability to disburse checks to the <u>Disburse</u> program.   When enabled, each bill that is paid is also sent to the Disburse program.

Menu: **Help**

The Help menu includes commands that enable you to obtain help regarding various features of the checkbook.

For more information, select the Help menu command name.

Context
Overview
Keyboard
Index
Using Checkbook
About

Help:Context Toggle

Selecting this item has the effect of toggling contextual help on and off.   When Contextual help is on the Context Help Cursor is displayed.   When it is off the normal cursor for the field is displayed.   By positioning the cursor and clicking the left mouse button you can receive detailed information regarding the particular item.

Help:Overview Command

Presents an overview of the CheckWrite program.

Help:Index Command

Presents a Help index for the CheckWrite program.

Help:Keyboard Command

Provides a description of the keys available at a given point.

Keyboard commands

Help:Using Help Command

Provides the user with information on how to use the help system.

Help:About Command

Displays the <u>About</u> dialog box.

Dialog:About

This dialog box presents general information to the user regarding the software being run.   For further information select one of the following commands:

Actions:
OK

Action:OK

Select this action button once you have reviewed the <u>About</u> dialog box to remove it and return to the application.

Bill information

The Bill information dialog box allows you to modify the selected Bill.   For more information select one of the following fields:

Selections:
>   Frequency
>   Weekly
>   Monthly

Edits:
>   Specific
>   Index
>   Payee
>   Memo
>   Control

Action:
>   OK
>   Cancel

Frequency

This combobox allws you to select how frequently the bill is to be paid.   The available choices are: <u>Weekly</u>, <u>Monthly</u>, and <u>Specific</u>.

Weekly

When the frequency is weekly, this combobox will contain the various days of the week.   Select the one that is appropriate for the bill you have selected.

Monthly

When the frequency is monthly, this combobox will contain the various days of the month.   Select the one that is appropriate for the bill you have selected.

Specific

When the frequency is specific, this editbox will allow you to specify the date on which the bill is due. Select the one that is appropriate for the bill you have selected.   The format for the date is MM/DD/YY. an example, 3/19/91 for March 19, 1991.

Index

This is the text that will be displayed on the *index* line of the bill.   Since the bills are presented in a cardfile fashion, only the index line of the bills may be seen onnon-selected bills.

Payee

This is whom the bill is to be paid to.   This field is copied into the "pay to the order" field on the check when it is printed and the "description" field of the checkbook.

Memo

This is the memo, in which I usually put the account number of the bill.   This field is copied into the "memo" field on the check when it is printed and the "memo" field of the checkbook.

Control

This is a control that can be used for programs which make use of Control fields.   This field is copied into the checkbook "control" field and can be output by the checkbook program for use in tax preparation programs.

Action: **OK**

Select this action after you have reviewed your modifications and are satisfied with them.

Action: **Cancel**

Select this action after you have reviewed your modifications and are not satisfied with them.   This will cause them to be discarded.

Check information

The check information dialog box allows you to modify the check information for the selected Bill.   For more information select one of the following fields:

Edit:
>Amount of Bill
>Next check number
>Selected Bill's check number

Information:
>Last check number
>Current Balance

Action:
>OK
>Cancel

Amount of Bill

This is the amount that the check will be written for when the bill is paid.

Next check number

This is the check number that will be assigned when the next bill is paid.

Selected Bill's check number

This is the check number that was assigned the last time that this bill was paid.

Last check number

This is the last check number that was assigned in the checkbook register.   the checkbook software must be running for this value to be valid.

Current Balance

This is the current balance of the checkbook.   The Checkbook software must be running for this value to be valid.

Action: **OK**

Select this action after you have reviewed your modifications and are satisfied with them.

Action: **Cancel**

Select this action after you have reviewed your modifications and are not satisfied with them.   This will cause them to be discarded.

Bill index card

All of the information relevant to a bill is presented on the Bill Index Card.   This information can be modified via the Edit Modify or Edit Check Information command.

Keyboard

The following keys are available:

Key	Function
Enter	Edit Modify
Insert	Edit Add
Delete	Edit Remove
Shift+Del	Edit Cut
Ctrl+Ins	Edit Copy
Shift+Ins	Edit Paste
Tab	Edit CheckInfo
Spacebar	File PrintCheck
Shift+F1	Help Context
Left Arrow	Flip forward to the next bill
Right Arrow	Flip backward to the next bill
AlphaNumberic	Positions to the next card whose index matches the key pressed

Scroll buttons

You may click on either of the scroll buttons to select a different bill.   Clicking the left moves forward, the right backward.

This is the *date* field, the Month and Day will be placed here.

This is the *year* field, the Year will be placed here.

This is the *payee* field, this is where the Pay to the Order goes.

This is the printed amount of the check.   An example is 15.23

This is the written amount of the check. An example is **Fifteen and 23 cents**

This is where the memo is written on the check.

This is the cursor that is displayed when context sensitve help is enabled.

Dialog:Software Registration Form

Completing this form and mailing it to the directed address, along with the amount of money specified allows you continuing use of this software package.

For more details select one of the following fields:

<u>Package Name</u>
<u>Package Price</u>
Mail From
        <u>Name</u>
        <u>Address</u>
        <u>City</u>
        <u>State</u>
        <u>Zip</u>
        <u>Phone</u>
Media
        <u>3 1/2 Disk</u>
        <u>5 1/4 Disk</u>
<u>Add to Mailing List</u>
Obtained From
        <u>BBS</u>
        <u>Friend</u>
        <u>Vendor</u>
        <u>Show</u>
        <u>Name</u>
        <u>Phone</u>
Action
        <u>Print</u>

Text:Package

This is the name of the software package that you are registering for.

Text:Price

This is the price of the software package.   In U.S. Dollars, this may be either in the form of a check or money order made payable to the name contained in the 'Mail To' box.

Edit:Name

This is your name, or the name of the company who wishes to register the software.

Edit:Address

This is your address or the address of your company.

+Edit:City

This is the city in which you or your company is located.

Edit:State

This is the state in which you or your company is located.   This is also where the Country is specified for non-US states.

Edit:Zip

This is your ZIP code (Zoning Improvement Plan - for those trivia buffs).

Edit:Phone

This is your phone number, including area code and country code if you are outside the United States.

Button: 3 1/2 Disk

This button is used to indicate that you want software shipped on 3 1/2 inch disks.

Button:5 1/4 Disk

This button is used to indicate that you want software shipped on 5 1/4 inch disks.

Toggle:Add to Mailing List

Check this box if you want to be added to the mailing list.   This is how you find out about new versions of software as well as other additional products.

Button:BBS

This button is used to indicate that you obtained this software from a BBS (Bulletin Board System). Although not required for registration, this information will be helpful in completing this form.

Button:Friend

This button is used to indicate that you obtained this software from a friend.   Although not required for registration, this information will be helpful in completing this form.

Button:Vendor

This button is used to indicate that you obtained this software from a vendor.   Although not required for registration, this information will be helpful in completing this form.

Button:Show
This button is used to indicate that you obtained this software from a show.   Although not required for registration, this information will be helpful in completing this form.

Edit:Name

This is the name of the BBS, Friend, Vendor, or Show that you obtained this software from.   Although not required for registration, this information will be helpful in completing this form.

Edit:Phone

This is the phone number of the BBS, Friend, Vendor, or Show that you obtained your software from. Although not required for registration, this information will be helpful in completing this form.

Action:Print

This action button is selected after you have completed the registration form.   It will print the form on your printer.   If you don't have a printer, then write the information on paper and send it along with your remittance.

Message: **Replace existing *filename***

This message is issued when, as the result of a <u>file saveas</u> command, you would overwrite an existing file.

Actions:

    YES   Causes the file to be overwritten, completing the <u>file saveas</u> command.

    NO   Causes the <u>file saveas</u> command to be aborted without overwriting the existing file.

Message: **Save Current Changes** *filename*

This message is issued when, as the result of a <u>File New</u>, or <u>File Exit</u> command, or any other command that replaces file data, would potentially cause you to lose your modifications.

Actions:
    YES   Causes the file data to be saved, and then completes the requested command.

    NO   Causes the file data to NOT be saved, and then completes the requested command.

    CANCEL   Causes the   requested command to be aborted leaving the file data intact.

Dialog: **File Open**

The File Open dialog box provides the user with a means of specifying the file to be read.   For additional information, select one of the following:

Objects:
>	FileName
>	FilePath
>	FileList

Actions:
>	Open
>	CANCEL

Edit: **File Name**

This is the name of the file to be opened.   It is appended to the <u>File Path</u> to form a full file specification.

Text: **File Path**

This is the path to the file being specified.   It is prepended to the <u>File Name</u> to form a full file specification.

Listbox: **File List**

This listbox contains all of the files and directories which can be selected as the <u>File Name</u> and <u>File Path</u>.

Action: **Open**

Opens the specified file for input into the program, replacing or augmenting the existing file data.

Action: **Cancel**

Cancels the file opening, and returns with the file data still intact.

Dialog: **File SaveAs**

The File SaveAs dialog box provides the user with a means of specifying the filename   that the file data is to be saved under.   For additional information, select one of the following:

Objects:
> FileName
> FilePath

Actions:
> Save
> CANCEL

Edit: **File Name**

This is the filename the file data is to be saved into.   It is appended to the <u>File Path</u> to form a full file specification.

Text: **File Path**

This is the path to the file being specified.   It is prepended to the <u>File Name</u> to form a full file specification.

Action: **Save**

Saves the file data into the specified file.

Action: **Cancel**

Cancels the file SaveAs, and returns with the file data still intact.