

Contents:

Getting Started	2
Extra Features	14
Reporting	17
How It Works	21
Note To Users Outside America	23
How You Can Reach The Auther	24

Getting Started:

The first time you start Account Manager 1.1, you will be greeted with a screen that looks like the following:

To view an account register, press one of the buttons displayed below.

Edit/View Register		<input type="text" value="Empty"/>	<input type="text" value="Empty"/>
Edit/View Register		<input type="text" value="Empty"/>	<input type="text" value="Empty"/>
Edit/View Register		<input type="text" value="Empty"/>	<input type="text" value="Empty"/>
Edit/View Register		<input type="text" value="Empty"/>	<input type="text" value="Empty"/>
Edit/View Register		<input type="text" value="Empty"/>	<input type="text" value="Empty"/>

Generate Reports


Change Account Titles


For simple transactions, use the buttons displayed here on the right.

Transfer Money


Withdraw Money


Deposit Money


The first action you will want to take is to change the account titles in Account Manager to match your own accounts. To do this simply press the <Change Accounts> button found on the bottom left part of the screen.



The following screen will appear:

	Account Name	Financial Institution
Account 1	Empty	Empty
Account 2	Empty	Empty
Account 3	Empty	Empty
Account 4	Empty	Empty
Account 5	Empty	Empty

Press the [OK] button when you have finished making changes to your account titles



Click on the "Empty" fields and make all the changes you like. When you are happy with the account titles you have chosen, press the <OK> button found at the bottom right part of the screen.

Account 1 | **Checking** | **Bank of America**

I called my account 'Checking' at 'Bank of America'

Now all of the buttons and registers will show exactly what account they correspond to. For example, now your Menu screen may look like the following:

To view an account register, press one of the buttons displayed below.

Edit/View Register		Checking	Bank of America
Edit/View Register		Empty	Empty
Edit/View Register		Empty	Empty
Edit/View Register		Empty	Empty
Edit/View Register		Empty	Empty



For simple transactions, use the buttons displayed here on the right.



Notice that the button for the first account shows the account title and the institution.

The next step in setting up an account is to enter a starting balance for the account. There are two ways to do this with Account Manager; you can use the transaction buttons on the Menu screen, or you can edit the register directly.

First lets use the transaction buttons found on the bottom right portion of the Menu screen (the Menu screen is the screen that you see when you start Account Manager). Press the <Deposit> Button.



Account Manager asks you to select the account that you want to deposit the money into.

Select Account To Depository Money Into

To Account	->		Checking	Bank of America
To Account	->		Empty	Empty
To Account	->		Empty	Empty
To Account	->		Empty	Empty
To Account	->		Empty	Empty

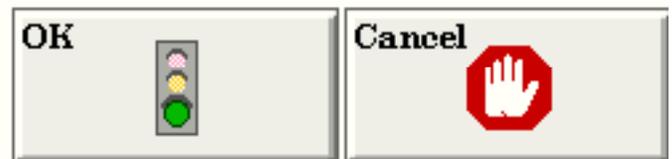


Press the button for the first account found at the top of the screen. For this introduction we would press the button marked for the checking account.

Account Manager now wants to know how much you would like to deposit into that account.

Enter Amount To Deposit

500.00



Here we entered 500.00. When you have finished entering the deposit amount, press the <OK> button found at the bottom of the screen. If at any time you want to cancel the operation, press the <Cancel> button to return to the Menu screen with no changes to any accounts.

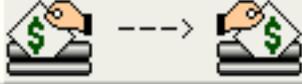
When you press the <OK> button, Account Manager updates your account accordingly, and then returns you to the Menu screen.

To view an account register, press one of the buttons displayed below.

Edit/View Register		Checking	Bank of America
Edit/View Register		Empty	Empty
Edit/View Register		Empty	Empty
Edit/View Register		Empty	Empty
Edit/View Register		Empty	Empty

Generate Reports 
Change Account Titles 

For simple transactions, use the buttons displayed here on the right.

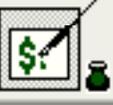
Transfer Money 
Withdraw Money 
Deposit Money 

Lets take a better look at the account. Press the View/Edit Register button for the checking account (or whatever account you are working on).

Edit/View Register		Checking	Bank of America
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You now see the register for the checking account.

Return To Menu


New Transaction


Automated Transactions
Edit/View


Auto Transfer


Date	✓ No.	Description of Transaction	Category	Debit	Credit	Balance
			1 2			(x)Tax
		Checking	Bank of America			
9/22/94		Deposit			500.00	500.00

Account Manager automatically enters the date of transactions and keeps a running balance for the accounts. The entries are not set in stone though. You can click on any field (except the Balance field) and change it.

Lets change the 'Date' to the 20th, change the 'Description of Transaction' to pay check, change 'Category 1' to D, and change 'Category 2' to Pay ✓'s.

Date	✓ No.	Description of Transaction	Category	Debit	Credit	Balance
			1 2			(x)Tax
		Checking	Bank of America			
9/20/94		pay check	D Pay ✓'s		500.00	500.00

Now the register for that transaction looks something like the above.

Now lets create a starting balance by editing the register without using the Transaction buttons on the Menu screen

Lets go back to the Menu screen. Press the <Return To Menu> button found at the top left part of the screen.



you are now back in the Menu screen.

To view an account register, press one of the buttons displayed below.

Edit/View Register		Checking	Bank of America
Edit/View Register		Empty	Empty
Edit/View Register		Empty	Empty
Edit/View Register		Empty	Empty
Edit/View Register		Empty	Empty

Generate Reports


Change Account Titles


For simple transactions, use the buttons displayed here on the right.

Transfer Money


Withdraw Money


Deposit Money


Change the account titles again so that you have a second account to work with. I am going to call my second account 'Savings'.

We are going to edit the register directly. Press the <View/Edit Register> button for the second account.

Edit/View Register		Savings	Bank of America
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Once again, you are looking at the register for an account. However, this account is empty.

		Automated Transactions						
Return To Menu 		New Transaction 		Edit/View 		Auto Transfer  		
Date	✓ No.	Description of Transaction	Category	Debit	Credit	Balance		
			1 2			(x) Tax		
Savings			Bank of America					
1/31/04		Press <New Transaction>	The Pan	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	0.00

When an account register has no entries, it looks like the account register shown above. Account Manager displays one void record so that the user can use the buttons found at the top of the screen.

Do as the record says and press the <New Transaction> button.



This creates a new record in your register that you can enter data into.

		Automated Transactions						
Return To Menu 		New Transaction 		Edit/View 		Auto Transfer  		
Date	✓ No.	Description of Transaction	Category	Debit	Credit	Balance		
			1 2			(x) Tax		
Savings			Bank of America					
1/31/04		Press <New Transaction>	The Pan	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	0.00
9/22/91						<input type="checkbox"/>	<input type="checkbox"/>	

In this example we will make the 'Description of Transaction' a pay check deposit and give a credit of 500.00.

Automated Transactions



Date	✓ No.	Description of Transaction	Category		Debit	Credit	Balance		
			1	2			(x) Tax		
1/31/04		Press <New Transaction>		The Pan	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	0.00
9/22/94		pay check deposit	D	Pay /'s		500.00	<input type="checkbox"/>	<input type="checkbox"/>	500.00

Once again we have a starting balance of 500.00.

Now lets go even further. Press the <New Transaction> button again to add records to the register

Automated Transactions



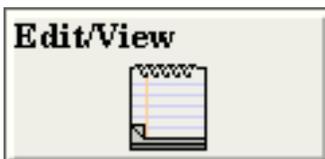
Date	✓ No.	Description of Transaction	Category	Debit	Credit	Balance		
			1	2		(x)Tax		
1/31/04		Press <New Transaction>		The Pan	0.00	0.00	<input type="checkbox"/> <input type="checkbox"/>	0.00
9/22/94		pay check deposit	D	Pay ✓'s		500.00	<input type="checkbox"/> <input type="checkbox"/>	500.00
9/22/94	3456	Mortgage Co.	✓	Bill	456.78		<input type="checkbox"/> <input type="checkbox"/>	43.22

Account Manager will let you add as many records to each of your registers as you want, keeping track of the balance as you go.

Extra Features:

Account Manager has a feature that allows for 'Automated Transaction' for each register. Each register has a sub-register of 'automatic transactions' that the user can pre-define and automatically paste to the account register with the touch of a button. I personally use the 'Automatic Transactions' to pay the same 12 bills at the end of every month or to show the deposit of my pay check every two weeks. For the bills, all I have to do is go back into the register and change the check numbers.

To use the automatic transactions, you first need to define a group of transactions in the 'Automated Transactions' register for the corresponding account. To do this, we will first press the <Edit/View> button under the automated transaction label found at the top right part of the screen.



You will see an empty register. Press the <New Entry> button and start creating your group (or list) of automated transactions.



Date	✓ No.	Description of Transaction	Category		Debit	Credit	Balance		
			1	2			(x) Tax		
1/31/01		Press <New Transaction>		The Pan	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	0.00
9/22/94		Mortgage Co.	✓	Bill	456.78		<input type="checkbox"/>	<input type="checkbox"/>	-456.78
9/22/94		Phone Bill	✓	Bill (phone)	123.45		<input type="checkbox"/>	<input type="checkbox"/>	-580.23
9/22/94		Cable Bill	✓	Bill	34.56		<input type="checkbox"/>	<input type="checkbox"/>	-614.79

When you are finished entering you list, press the <Exit To Register> button at the top left part of the screen to get back into the register.



Automated Transactions



Date	✓ No.	Description of Transaction	Category	Debit	Credit	Balance
			1 2			(x) Tax

Savings

Bank of America

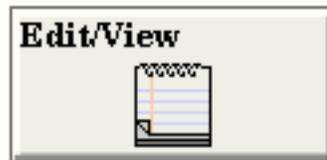
9/22/94		pay check deposit	D	Pay ✓'s	500.00	<input type="checkbox"/> <input type="checkbox"/>	500.00
9/22/94	3456	Mortgage Co.	✓	Bill	156.78	<input type="checkbox"/> <input type="checkbox"/>	13.22

Now that you are back in the register for your account, you can press the <Auto Transfer> button under the Automated Transactions label found at the top right part of the screen to paste the list of automatic transactions into your account register.



Your account register should look something like the following:

Automated Transactions



Date	✓ No.	Description of Transaction	Category	Debit	Credit	Balance
			1 2			(x) Tax

Savings

Bank of America

9/22/94		pay check deposit	D	Pay ✓'s	500.00	<input type="checkbox"/> <input type="checkbox"/>	500.00
9/22/94	3456	Mortgage Co.	✓	Bill	156.78	<input type="checkbox"/> <input type="checkbox"/>	13.22
9/22/94		Cable Bill	✓	Bill	34.56	<input type="checkbox"/> <input type="checkbox"/>	8.66
9/22/94		Phone Bill	✓	Bill (phone)	123.45	<input type="checkbox"/> <input type="checkbox"/>	-114.79
9/22/94		Mortgage Co.	✓	Bill	456.78	<input type="checkbox"/> <input type="checkbox"/>	-571.57

You can now automatically paste your list of automatic transactions into your account register any time it is necessary.

°Each account register has its own automated transaction register. This means that you cannot perform the automated transactions for account 1's register on account 2's register unless both accounts have identical automated transaction registers. (Why you would do this, I don't know)

°You can change an automated transaction register or add to it at any time. It is not set in stone after the first time you edit it.

Reporting On Your Accounts:

Exit back to the Menu screen by pressing the <Return To Menu> button.



Lets look at how we can generate a report for an individual account or for all of the accounts combined. Press the <Generate Reports> button found near the bottom left part of the screen.



You now see the Reports screen.

To view a report, press one of the buttons displayed below.

Report For Account		Checking	Bank of America
Report For Account		Savings	Bank of America
Report For Account		Empty	Empty
Report For Account		Empty	Empty
Report For Account		Empty	Empty



This report does not include transfers tagged as transfers in category 2. Therefore, use transfers to avoid duplicated items on the report.



You can generate a report for an individual account by pressing one of the <Report For Account> buttons found at the top of the screen, or you can generate a report for all of the accounts together by pressing the <Report On All Accounts> button found at the bottom left part of the screen.



When you report on all accounts, Account Manager excludes any records that have

the pattern 'transfer' in any part of 'Category 2'. This keeps redundancy from happening when you transfer from one account to another within Account Manager. Therefore, it is important to label transfers from one account to another within Account Manager as 'transfers' of one form or another in 'Category 2' to keep the reports accurate.

Press the <Reports On All Accounts> button now, and we will look at a small report.

Account Manager will want to know by which category or you would like to format the report in. Press the button for 'Category 2' only (this is the most popular format).

Choose the type of report to generate

Category 1

Category 2

Category 1 & 2

Cancel

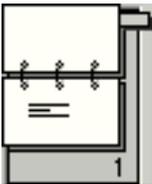


Use the Index Booklet shown to the left to index from month to month

Press <Return> or the Continue button to return back to the reports menu

1994

You will see a title screen that looks similar to this. The 'Index Booklet' referred to here looks like the following.



Press on the bottom page to index through the report by month.

	Total Debits	Total Credits	Difference
September 1994	1,071.57	1,000.00	-71.57
Bill	948.12		
Bill (phone)	123.45		
Pay ✓'s		1,000.00	

A report for each month that you have records for will be generated along with a grand summary for all records at the end of the report.

As you can see from this brief report, we deposited 1000.00 in pay checks and paid out 948.12 and 123.45 in bills putting us in the hole by 71.57.

How Account Manager Works:

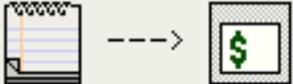
This program utilizes restored finds and restored sorts for most of the algorithms in the scripts.

Basically, each account shares the Date, Check #, Description of Transaction, Category_1, Category_2, and Balance fields. So if you ever tried something fancy like 'Find All' in one of the account registers, you would likely see a lot of records from other accounts. These other records would not have debits or credits though since the accounts do not share these fields.

Each account has its own debit and credit field. For example, account register 4 is in the layout account 4 and has its own debit and credit field called debit4 and credit4. When you press the button for account register 4, Account Manager finds all the records in the data base then checks to see which ones have valid values in either the debit4 or credit4 field. It only displays the records found that have debits or credits ≥ 0.00 for debit4 or credit4 and all other records are omitted.

A similar exercise in book keeping occurs for each of the setups held by the automated transaction registers.

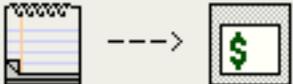
Automated Transactions

Return To Menu 	New Transaction 	Edit/View 	Auto Transfer 
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Date	✓ No.	Description of Transaction	Category 1	Category 2	Debit	Credit	Balance (x) Tax
					≥0		<input type="checkbox"/> <input type="checkbox"/>
						≥0	<input type="checkbox"/> <input type="checkbox"/>

This is basically what the find would look like. Notice the values in the Debit and Credit fields.

Automated Transactions

Return To Menu 	New Transaction 	Edit/View 	Auto Transfer 
--	---	---	---

Date	✓ No.	Description of Transaction	Category 1	Category 2	Debit	Credit	Balance (x) Tax
		account 2 name		Institution 2			
Date	Check	Description of Transaction	Categ	Category 2	Debit 2	Credit 2	<input type="checkbox"/> <input type="checkbox"/> Balance

This is the layout for account 2. Notice that the debit and credit fields are Debit2 and Credit2 respectfully.

Note To Users Outside America:

There is a version of Account Manager 1.1 that allows dates to be entered in in European format. For example, 12/31/94 in the Account Manager European 1.1 would force the date to 31/12/94.

I am new on the internet community and would appreciate any further suggestions, questions, and or comments from the users of Account Manager and File Maker Pro.

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