

Default

Doug Dyer

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COLLABORATORS

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Chapter 1

Default

1.1 amiCheck Guide

** Welcome ** ~~~~~

to amiCheck on-line help. See the manual.addendum for up-to-date changes. This guide file wordwraps for amigaguide v40 or higher (with a few exceptions). Resize the window as desired.

[Introduction](#) [Getting Started](#) [amiCheck Usage](#) [The Menus](#) [The Windows](#) [Miscellaneous Shortcuts](#)

[Manual Addendum](#)

[Distribution And License Agreement Credits and Contacting the Author Disclaimer](#)

amiCheck Copyright © 1994, 1995, 1996, 1997, 1998 Douglas M. Dyer. All rights reserved Checkbook software for the Amiga® computer

Keyfile registration was removed by Hans Guijt (hguijt@inter.nl.net).

This application is free to use. The source code should have come with this this distribution. Read the distribution.readme file for details.

1.2 AREXX Suport

ARexx and amiCheck ~~~~~

amiCheck now has an extensive full-featured AREXX port. I added this in the hopes that you can create your own features when I cannot (such as exporting to pagestream3.0 or generating a report in final writer). A common request from users is some generic "search and replace" type of feature, which works very well in this case.

There is a new AREXX menu title as well where you may assign your favorite macros to menu items. To do this, use the "Arexx/Assign Macros" menu item. The resulting panel is fairly self-explanatory. The AREXX feature is optional, though. If you do not wish arexx, remove your LIBS:easyrexx.library file. amiCheck will respond by ghosting out the arexx menu items.

The Command Shell

An unusual AREXX feature here is the ability to open up an interactive AREXX shell using the "Arexx/Open CommandShell" menu item. You may close the shell by clicking on its close box of the window or by selecting "Arexx/Close CommandShell". I like using it to learn functions or to test things out.

AREXX Command Summary

For a list of functions and a brief tutorial on how to use them, see the Arexx.readme file.

There are some sample macros in the Macros directory for you to try (and to study). ARexx is surprisingly easy. Give it a try! If you create something interesting, document it (including your name and information) and I would really appreciate being able to include it in the Macro directory of future releases .

1.3 Disclaimer

Disclaimer ~~~~~

The author is in no way responsible for any damage resulting from the use of amiCheck. Please ensure that you make occasional backups for added safety. A large effort went into providing a reliable package, but problems may be present.

To report a bug or problems, see [Contacting the Author](#) .

Thanks.

1.4 Introduction

Introduction ~~~~~

[About amiCheck](#) [amiCheck's Future](#)

1.5 About amiCheck

About amiCheck ~~~~~

amiCheck was written with three goals in mind: To improve on existing Amiga checkbook management software, to design an intuitive yet powerful interface, and to provide a software package that is highly user configurable and style guide compliant. Users of other checkbook software packages were consulted during the design and development. The result is (hopefully) a more useable application.

amiCheck allows the user to view the register as he/she would view the ordinary checkbook register, however **filters** may be applied with a point and click interface to reduce unwanted entries. The user may then view and edit items unaware of the other entries, helping to reduce clutter when attempting to isolate information or analyze problems. Sorting may also be done - up to 6 levels (for example the name field or the memo field or both) , each item of a transaction which may be selected in any priority and with each item either ascending or descending in sort order. This provides the user with a very sophisticated tool.

Apart from the improvements to filtering and sorting, stored transactions referred to as **templates** may be easily created. They are made more powerful with the notion of **scripts** using the **script builder** . A script is a type of batch entry involving any combination of template names stored as a text file. These are played back to the user who may then change items necessary, skip a particular template, or cancel the batch operation. Scripts are for automating payrolls, monthly bills, or any mundane yet expected collection of transactions.

1.6 What's in store for the future?

What's in store for the future? ~~~~~

Currently in the future is to improve this documentation! Also, more advanced budgeting and graphing features are high on the list. If you have created a useful arexx script that involves amiCheck, please share it with me by documenting your name and the script instructions at the top and sending it to me. I will put it in the amiCheck/Utilities directory.

1.7 Getting Started

Getting Started ~~~~~

[Installing amiCheck](#) [Configuring amiCheck](#) [Troubleshooting](#) [Installation](#)

1.8 Installing amiCheck

Installing amiCheck ~~~~~

amiCheck installation consists of two parts: installing the libraries and then installing amiCheck itself. The install script will ensure all libraries required are installed into your LIBS: directory. Then simply drag the amiCheck drawer to the desired location. If you are upgrading, drag your accounts into the new amiCheck drawer. Thats it.

Now try running amiCheck by double-clicking on the example.ac icon. If amiCheck does not come up with the example account, see the section on [troubleshooting](#) .

1.9 Configuring amiCheck

Configuring amiCheck ~~~~~

amiCheck is highly configurable, from fine details of the interface to the number of transaction rows in the register window. The items below detail how configurations will affect amiCheck.

Tooltypes / command line parameters

amiCheck does not distinguish between CLI parameters or tooltypes, therefore each of these may be listed on the command-line. For example, "amiCheck USEMEMO myaccount.ac" is perfectly legal. To install these as tooltypes for workbench users, select the main amicheck icon, then select the workbench menu item "icon/information".

There are currently several tooltypes supported. Tooltypes are a simple way to configure the application by placing information into the application's icon. Click the amiCheck icon, and then select "information..." under the icon menu item. The icon information window opens up, displaying the current amiCheck tooltypes. To comment out a tooltype (have amiCheck ignore it), place "()"s around it. Likewise, to uncomment it out, remove the "()"s.

"NUMROWS=xx" provides the user with a method of setting the desired number of transaction rows. Note though that the rows requested is an approximation. NUMROWS=10 may give 8 or 9 rows.

"AUTOSORT", if uncommented, maintains the sort preferences during the session. Reconciling, changing the filter, etc. will now re-assert the sorting algorithm. amiCheck will NOT re-sort after new data is entered or an entry is modified. This is so the user need not search the register to verify the changes. To re-sort after modifications or new entries, use the **sort** button. If sorting is slow (you have a lot of visible entries), you may want to permanently sort the database and turn off sorting. This tooltype is for those who do not wish to permanently affect the original entered order of the transactions.

"ASLHEIGHT=xx" control the number of pixels high that pesky asl requester is (I recommend 200!).

"NUMCOLS=xx" minimum number of columns for the main register.

"TEMPLATEROWS=xx" minimum number of rows in the template window menu rearrangement

"DCLICK=[CLEAR|EDIT|UNFILT]" Default the double-click actions at startup found in the preferences menus.

"USEMEMO" If present, defaults the two-line style register at startup as found in the preferences menus.

"DATE=[FORMAT1|FORMAT2|FORMAT3|FORMAT4]" Default date format for the date preferences (the order matches the list in the prefs/date menu: format 1 = "12/31/99").

"LOADPATTERN=#?.AC" Customize the ASL load requester pattern field for account files

"SCRIPTPATTERN=#?.ACscript" Customize the ASL load requester pattern field for script files

"NETPATTERN=#?.ACnet" Customize the ASL load requester pattern field for network files

"IMPORTPATTERN=#?.txt" Customize the ASL load requester pattern field for import files

"NOLAYOUTWARN", if uncommented, removes the warning requester amiCheck issues when it needs to modify the application layout in order to fit on the workbench. NOLAYOUTWARN is initially commented out (the parentheses surround comments) and must be uncommented in order to take effect. This is a rather unnecessary feature, but Im keeping it.

GUIFront Preferences

GUIFront by Michael Berg is an outstanding gadtools layout engine. Berg also provides the user with the means to configure the layout process on an application by application basis. For example, a user might desire the popular "XEN" look, or to select a particular font other than the system preferences font, or to select a particular screen for amiChecks to appear on. There are many such options that should be looked into. See the GUIFront guide for further information.

If you do customise the screen preferences, you will want to select the "Make Default" option in the guifront preferences screen window. This will make all programs launched by arexx use the amiCheck screen (such as popping up the calculator).

amiCheck Icons

In the amiCheck drawer is a second drawer, "AC_Icons". Here is where amiCheck extracts common icons for reports, scripts, and accounts. If the user desires to create his or her own they must replace these.

1.10 Troubleshooting Installation

Troubleshooting installation ~~~~~

"amiCheck window never appears"

amiCheck requires v36 (OS2.04) or higher of AmigaDos. If it cannot open the proper libraries, it will immediately quit. It will also quit if it cannot find the GUIFront library in the libs: directory.

If no font choice or window layout will allow amiCheck to fit on the workbench, it will immediately quit. HIRES NTSC with no overscan and TOPAZ-8 is one of the smallest setups possible.

"amiCheck shows a warning of layout changes"

amiCheck is warning that the appearance of the main window has been altered (the application will not be affected). To remove the requester, see the discussion on Tooltypes, or perhaps try changing the screen font. This is strictly an information requester, amiCheck as an application has not been limited.

"amiCheck doesn't use my font in some or all windows"

amiCheck selects the font on a window-by-window basis. Therefore it is possible to have one window be able to use the user font, while others "fall back" to default fonts in order to fit.

"number of rows do not match the tooltype request"

The NUMROWS=xxx tooltype is only an approximation. It will also be clipped if the window is too tall to fit on the screen.

1.11 amiCheck Usage

amiCheck Concepts ~~~~~

[The Main Register Entering Transactions Using the Filter and Sort features Searching Using Templates and Scripts Creating Budget Categories When to Reconcile Obtaining Statistics Check Printing AREXX Support](#)

1.12 Check Printing

Check Printing ~~~~~

What do I need to do?

Let me first describe how I envisioned the process: You pick a high check number (say, 5000) and order checks for your printer starting there. That way, you have two sources of checks, your printer checks and your personal checks. All you need to do is tell amiCheck where you chose to start the printer checks, and it will find the unprinted ones from there.

Your bank doesn't even have to know. You will provide the necessary information to Deluxe and they will replicate the bank codes onto your checks. Their sales tech support is great. Ask them questions if you are unsure of anything.

Which checks do I get?

I support the following sheet-feed forms: 080935, 081004, 081013, 081064, 081065, 081098, 081123, And the following line-feed forms: 091098, 091064, 090935.

You will likely need to tweak the form settings or play with your printer preference settings to get the desired effect. You can also order a form not supported directly and use the check-forms preference panel to describe it.

Ordering Checks

I have set up an account with Deluxe. They are an excellent company to deal with and provide a 1-800 number to the US, Canada, and Europe: 1-800-336-4168, acct# Q000305.

You can ask for a free sample-check kit to experiment with. Both sheet-feed and line-feed type check forms are supported. In fact, you can get custom checks made with your logo or artwork.

Have fun!

Printing the checks

Selecting "print checks" brings up the printing panel. Here you can select basic settings described below. Once you click on "OK", check printing will begin (there will be no prompt):

Starting check: The check number you started the printer checks at. There is no need to change this value once set.

Mode: Select either "mark as printed only" which does not print any checks, but sets the printed flag, or to actually print checks.

(Sheet feed options:)

Autovoid: For those sheet-feed forms with more than one check per page, you may have checks left over on the last page when printing is finished. Selecting this will write VOID on those checks and enter them into your checkbook.

Checks first sheet: If your check forms have more than one check per page, and the first page has some checks used and torn off, tell amiCheck here how many are left on the page.

Wrapping up printing

When done, amiCheck always reports the check it printed first and the check it printed last. If there were problems encountered, it will stop printing and this will allow you to determine where printing stopped.

See Also [Check Form Settings Printing Checks](#)

1.13 The Main Register

The Main Register ~~~~~

Upon starting amiCheck, the main window opens to display the checkbook register and many control buttons along the bottom. The transaction rows of the register window are made up of the following columns: Type - which may be a check number, "withdrawal", or "deposit". Date, which is the date the transaction was posted. Description, which is the payee field for checks or any description which may be applied to withdrawals and deposits. State, which is "V" for a voided check, "C" for a cleared transaction, and "T" for a tax-deductible transaction. And finally, the amount of the transaction. Note that the amount is never negative.

Voided checks will be a different color than standard transactions, and deposits use a bold color for the amount field. This helps visually distinguish special transactions.

Selecting an item in the register is as simple as clicking on it, or using the arrow keys to move to the desired entry. The scroll bar may be used by the mouse to quickly move to a far-away entry. For information on using the keyboard, see the section on [Double Clicks and Keyboard Tricks](#).

Note that when starting amiCheck from scratch, all buttons on the register window are "ghosted" (not selectable). Under the **FILE** menu option, select "NEW" and enter the starting account information, or select OPEN to open an existing account. Now data may be entered.

There are three balance fields in the lower left side of this window. "Fltr" refers to the "Filter" balance. That is, all transactions that are in your scrolled list are summed up here. This field will never include the initial account deposit, btw. "Curr" refers to your current balance. All transactions are summed up (even if they aren't cleared). "Stmt" is your statement balance, it represents all cleared transactions and should match your bank statement.

1.14 Entering Transactions

Entering Transactions ~~~~~

To enter a transaction, first select the transaction template, which is the down-arrow button on the main window. The field next to the button shows the last template used, which defaults to "check". However many default templates exist and you may define your own as well (you will definitely want to create templates for your monthly bills, for example!). Once you have clicked on the down-arrow a floating palette window appears. It has the list of templates available. Click on the name of the template you wish to use (vanilla templates such as "check" or "deposit" are always at the top of the list). A transaction window will open up for you to fill in the required data (such as amount, etc). If the transaction is a check, amiCheck will guess as to the correct check number. amiCheck will always try to guess the current date for you. You obviously may override these with your own.

Also note that for entering similar multiple checks or other transactions that the EDIT menu option "Batch Mode" allows continuous data entry until "Cancel" is selected in the "Enter Data" window. This is a quick alternative to scripting for batch data entry.

Each new entry must have a category (which defaults to "none") and may have certain flags pre-set: Tax deductible, mark voided (checks only), and mark printed (checks only - printing not supported with this version). Also, if the date or amount are entered in an unknown format, amiCheck will enforce this correction to be made after prompting with a notice window.

A quick note on filters and data entry: If a new transaction is entered (or an old one edited) in such a way as to not be accepted by the filter, it will not show up on the register window. Read the next section on [filters](#) to understand why this is. Also, do not worry so much about the order of items entered. amiCheck will allow you to move a transaction within the register (see the [EDIT /Move](#) menu option).

To make life easier, you will find small down-arrow buttons on the main transaction entry window. These bring up "quick" windows for data entry shortcuts. The See-Also links below will pull up the description for each one.

See Also [Transaction Entry/Edit Quick-memo retrieval](#) [Quick-date retrieval](#) [Quick-payee retrieval](#) [Quick-amount retrieval](#)

1.15 Using the Filter and Sort features

Using the Filter and Sort features ~~~~~

Some of the most powerful features of this application lie in the filter and sorting windows. The Filter window allows the user to display in the register window only transactions that meet the selected criteria.

To filter, click on the "Filter Register" button. Then, in the filter window the transaction types that are unwanted must be excluded: for example, one might quickly filter out all deposits by un-marking the Deposits check box. Or if the user only wanted to view deposits, the Checks and Withdrawal boxes must be unchecked, and the Deposits box must be checked.

The user can then further specify what state the accepted transaction must have. This is done by selecting "Yes", "No", or "N/A" on each flag item. To view all transactions of the selected type(s) that are tax-deductible but not cleared, make Tax-Deductible "Yes", Cleared "No", and all others "N/A". To view only unreconciled and non-voided entries (the most common filter selection), mark Reconciled "No", Voided "No", and all others "N/A".

For all transactions that meet the above criteria, the user may then specify data ranges, which are "In", "Out", or "N/A". For example, to impose a check number range that NO checks within this range are to be seen, select "Out" for checks, then enter the low range (perhaps 1), then the high range (say, 100). This ensures that those unwanted checks do not show up. If the user was interested in a specific date (such as the current month), the date range may be selected, and in the example of the current month, "In" should be used with the beginning and ending date of the month. The user may specify range values for categories and amounts as well.

Once "OK" is selected, the register updates to the current filter settings. This may show less items (or none!) but does not remove any transactions from the account (remember, it affects only what is seen).

To sort, click on the "Sort Register" button. In the sort window are two areas, "Sort Criteria" and "Sort Priority". First click on all options that sorting is desired (do not worry about the order in which the items are chosen). For example if sorting by check number and name field is desired, click on those two criteria. Note that all 6 criteria may be selected at once. Now order the criteria into the proper sort level priority. If the name field should be the first sort level, click on the "Name Field" entry in the sort priority list and click the "Top" button. At this point, also select whether ascending or descending sorting is desired for each

criteria in the sort priority section. As described, priorities are easily arranged and modified. If later the decision to remove the name criteria was made, simply un-check the name box in the sort criteria section.

When "OK" is selected, the current register is sorted. Note that all new items or edited items will not be re-sorted unless sort is selected again. Also if a sorted report is desired, sort before generating the report (see the section on [reports](#) for more information).

A last word on sorting. The sort options do not permanently change the order of your database, they are un-doable by removing the sort criteria. While this is very safe, it is time consuming to re-sort the database from scratch whenever you modify the filter or open a new database. If you want to permanently sort the database (and then remove the sort criteria since it is no longer needed) see the [Edit](#) menu "Apply Order" option.

See Also [Filter Settings](#) [Sort Settings](#)

1.16 Searching

Searching ~~~~~

amiCheck provides a flexible search mechanism via the [EDIT](#) /Search and Search Again menu options. Select the search criteria by checking the desired check field. For example, to search for a particular check, uncheck the "Check" criteria. Or, to search for all transactions that start with "Ford" on a specific day, check the date box and the name box, then fill in the date and name. The name (and memo field) may use AmigaDOS wildcards, so name fields starting with "Ford" would be described as "Ford#?". Searches are case insensitive. All search criteria may be selected at once (although that may or may not make sense for your account).

For more information on AmigaDOS wildcards, consult your computer manual.

See Also [Search Window](#) [Search Menu](#)

1.17 Using Templates and Scripts

Using Templates and Scripts ~~~~~

To aid in the data entry phase, amiCheck supports "templates" and "scripts". A template is simply a "pre-filled" transaction, apart from the date and check number. To build a template, click on "New Template" for a list window of the current templates. Then in the templates window, click on "New", which opens the "New Template" window.

To create a template, first define its "type" (whether it is a check, withdrawal, or deposit). Next, enter an ID name for this template, for example the mortgage payment template might be simply "Mortgage". The name must be unique however (no two templates may have the same name). Then proceed to enter the desired data (amount, category, etc.). After selecting "OK", the template is now usable within amiCheck.

In the templates window, templates may be ordered in any convenient priority for quick selection except for the defaults check, withdrawal, deposit, and script. Currently they may not be edited or moved.

Scripts are simply a listing of templates by their name. They are invoked within amiCheck by selecting the script template, and then clicking on the "enter data" button. A file requester opens up prompting the user to select the desired script. A script file may be edited or constructed within amiCheck via the [Utility menu's](#) "Script Builder" option, or via a text editor. A script file may contain a template name more than once, and unrecognized template names produce the standard "Check" template.

The following script file: check check mortgage

will produce the New Data window for a blank check twice, then the mortgage check. If the user clicks on "Cancel" at any time, the current template and the rest of the script file are canceled. If "Skip" is selected, amiCheck cancels the current template and moves to the next template of the script file.

Template name matches are case-insensitive, meaning that "Check" is the same as "CHECK" or "cHeCk".

See Also [Using a Template](#) [Script Builder](#) [Template Management](#) [Template Settings](#)

1.18 Creating Budget Categories

Creating Budget Categories ~~~~~

As mentioned in many of the previous discussions, a "category" is present in every transaction, and exactly one category per transaction. The user may add, rename, or delete category entries by pressing on the "Budget" button. Budgets may also be ordered for convenience (except the default category "none" which may not be moved or edited).

If an existing category is deleted and "OK" is selected, amiCheck will replace all selections of the now defunct category to "None". Even if that category is deleted and then reentered amiCheck will still remove the category from all transactions using it. So make sure that deleting is the thing to do!

For category names, consider what types of spending/saving you wish to track for your account. As an example, consider "School Expenses", "Car Maintenance", "Home Improvement", and "Medical Expenses" as good choices. Coupled with the filter a user may easily observe spending habits or hidden costs associated with a purchase (such as a car).

You may cluster groups of categories under a "group" to obtain a higher level breakdown of your spending. For example, if you have the following categories:

child1:medical, child2:medical, child1:school, child2:school

You could create the following groups, and assign the categories as follows:

child 1 expenses child1:medical child1:school

child 2 expenses child2:medical child2:school

school expenses child1:school child2:school

medical expenses child1:medical child2:medical

Note that there is no limitation to the number of categories you can assign to a group. This freedom allows for good flexibility as demonstrated above. And also, name your kids something more creative :)

To create budget groups, Click on the BUDGET button and you will see the usual list of categories, and a list labeled "budget groups". Here you will enter them in as you do with categories however there is an extra button, "EDIT" for this list.

Clicking on EDIT will bring up a new window with all categories listed on the left, and all categories assigned to the group we are editing on the right. Clicking on a category in the group list will remove it from the group. Likewise, clicking on a category in the category list that is not in the group will add it to the group list. If the category is already a member, amiCheck prompts you.

The interface is easier to use than describe (its a simple point and click construction system).

Well, after you create all those neat groups, go back to the main window and click on STATISTICS. There is a cycle gadget at the top with two states, "Categories" and "Groups". If you select GROUPS, the list will show you the groups you have entered. Clicking on the list has the same effect as the category list.

See Also [Budget Group Settings](#) [Category Settings](#)

1.19 When to Reconcile

When to Reconcile ~~~~~

When the account statement arrives, first clear all transactions that are marked cleared by the bank. If an item was cleared by accident, make sure to unclear it (quick note: voided checks are ignored even if you clear them). Then click on the "Reconcile" button and note the calculated amount. If the bank and amiCheck differ, press "Cancel" to postpone the marking of cleared items as reconciled and attempt to locate the discrepancy.

If no discrepancy exists, select "OK". Now all cleared transactions (but not voided checks!) are marked as reconciled. To filter away excess voided checks from days past, apply a [filter](#) (or in time, delete the transaction).

See Also [Reconcile Window](#)

1.20 Obtaining Statistics

Obtaining Statistics ~~~~~

To view some simple statistics on financial performance, click on "Statistics". amiCheck will break down spending habits on a category-by-category basis, and display their balances (and total withdrawals, deposits) for the current filter and the entire account. By using the filter, a user has great flexibility in narrowing the window of interest. For instance, it would be easy to see only checks of a certain month for "Medical Expenses" against all "Medical Expenses". The statistics window also shows the number of transactions within each item (except for voided checks!).

To see statistics on your groups, click on the cycle gadget above the list.

Another method of obtaining information on your accounts is via the **Utility** menu's net worth option. Also, the graphical analysis tool will plot balances visually for quick overviews.

See Also [Net Worth Settings Statistics Window Graphical Analysis](#)

1.21 The Menus

The Menus ~~~~~

[The FILE menu](#) [The SEARCH menu](#) [The EDIT menu](#) [The UTILITY menu](#) [The AREXX menu](#) [The PREFERENCES menu](#)

1.22 AREXX Menu

AREXX Menu ~~~~~

Assign Macros

Allows you to assign a macro file and a menu item name to each of the menu entries. See [Assign Macros Panel](#) for more information.

"Unassigned 1" - "Unassigned 10"

These are user-assigned menu items. You may give them any name you wish (hopefully a name that relates to the macro you assign to it :) When you select the entry (or the keyboard shortcut for the entry) the macro will be executed. The keyboard hot-keys are not editable by the user.

Other

If you wish to run a macro that is not assigned to a menu, this item will bring up an ASL file requester and will execute the selected file as a macro.

Open Command Shell

Opens amiCheck's interactive AREXX shell window.

Close Command Shell

Closes the interactive AREXX shell window.

1.23 Preferences Menu

Preferences Menu ~~~~~

Note that most of the below items are configurable at startup by amiCheck tooltips.

Window

select the type of window you wish to work in, either show transactions with their memo ("two-line" style) or the single-line style. You may toggle back and forth on the fly.

Double-Click

Configure what a double-click means. Either clear the checks with it, unfilter, or edit (the default).

Dates

There are four types of dates amiCheck will support: 12/31/99, 31/12/99, Dec-31-99, and 31-Dec-99. You decide here at any time, and amiCheck will swap on-the-fly for you. See the discussion on the tooltypes to customize it at startup.

Check forms

Select the check form and printing device for check printing. See [Form Settings](#) for more information.

1.24 Search Menu

Search Menu ~~~~~

Search

There may be times after a sort or filter operation that a quick location of a transaction may be necessary. The search menu option allows the user to configure the search parameters. If OK is selected, the first search will take place. If no search matches are found, the user is prompted. Searches start from the top of the filtered register. If a match was expected but not found, check the filter settings to ensure that the desired transaction(s) are not just filtered out.

The search options are extensive. Any combination of fields may have search criteria (check the checkbox of the desired fields). Name and memo fields also allow amigaDos wildcards. For example, searching on "Food#?" is allowed.

Search Again

To search for the next entry with the search criteria provided in the EDIT/Search option. Search Again will "wrap around" from the bottom to the top if no matches were found after the last find. If no matches exist in the filtered register, the user is prompted.

1.25 File Menu

FILE ~~~~~

The file menu provides options to load and save your account, or to start a new one. It also provides the QUIT option.

New

To start a new account, select this item. You will be presented with an "Account Information" window to set up the account defaults such as the starting deposit and check number. This information may be changed at any time via the [EDIT](#) /Account Information menu item, however only the first time (using NEW) will setting the check number affect the current check number count that amiCheck uses to guess what the next check number shall be.

If NEW is selected, and an account was previously loaded and contains un-saved modifications, amiCheck will warn the user with a prompt as NEW will destroy the current settings.

Open

To open an account, select OPEN. A file requestor will open up. Locate the file you wish, or drag and drop the account icon onto the file requestor. amiCheck will load the account in. If OPEN is selected while unsaved modifications are present, amiCheck will warn via a prompt.

Save

To save the account, select SAVE. SAVE will not be selectable for NEW accounts (use SAVE AS). If save has problems operating (such as saving to a write-protected disk), amiCheck will prompt the user.

Save and Exit

Functions the same as Save, but quits amiCheck.

Save As

To save the current account as something else (leaving the original alone) or to save a new account (from the NEW menu option), save as uses a file requestor so as to enter the desired file name and location for the account. Warning: if an existing file is selected as the file name, amiCheck will not provide a warning.

Import

You can import transactions into the current account. The format of the import text file is as follows:

< the first line should have: > source [comment (suggest account file name)]

< then for each transaction: > type ["withdrawal" | "deposit" | check number] amount [xxx.xx] date [mm/dd/yyyy] name [payee field or name] addr1 <these fields are required but currently empty> addr2 addr3 memo [memo field] state [Y|N][Y|N][Y|N]
<ie:YNN = cleared y/n,tax-deduct y/n,voided y/n> category 0.00 [category] category 0.00 [category]

<as many categories as needed, currently 0.00 is required>

Note that category may appear once, not at all, or as many times as necessary. Non-unique categories are ignored for import. Currently, amichack only supports one category, and if no category is assigned, the "none" category is assumed. On import, the state flag "voided" is ignored for withdrawals and deposits (checks only).

To append to the bottom of the database, do not have a transaction selected. To append under a particular transaction, select it before importing.

Export

Export will take a current account and output the text file format described above.

Reconcile

Reconciles your account database. See [When to Reconcile](#) for more information.

Print Checks

Selecting "print checks" brings up the printing panel. Here you can select basic settings described below. Once you click on "OK", check printing will begin (there will be no prompt):

Starting check: The check number you started the printer checks at. There is no need to change this value once set.

Mode: Select either "mark as printed only" which does not print any checks, but sets the printed flag, or to actually print checks.

(Sheet feed options:)

Autovoid: For those sheet-feed forms with more than one check per page, you may have checks left over on the last page when printing is finished. Selecting this will write VOID on those checks and enter them into your checkbook.

Checks first sheet: If your check forms have more than one check per page, and the first page has some checks used and torn off, tell amiCheck here how many are left on the page.

When done, amiCheck always reports the check it printed first and the check it printed last. If there were problems encountered, it will stop printing and this will allow you to determine where printing stopped.

About (third parties or amiCheck)

This requestor mentions briefly the version number of the product, and my E-mail address. If you do not have email access or cannot reach my account, regular mail is fine. See the section on contacting the author.

Quit

To quit amiCheck.... select QUIT! If unsaved work was in progress, amiCheck will prompt the user. Also, pressing the ESC key or clicking on the window close box has the same effect.

1.26 Edit Menu

Edit Menu ~~~~~

To edit the account settings or transactions, the following services are provided:

Quick Transactions

There are some keyboard shortcuts to quickly set the template to one of the four defaults, Check, Withdrawal, Deposit, or Script. For custom templates, the **template selector** must still be used.

Duplicate Entry

Will take the currently selected entry and open the "New Transaction" window with the same settings. Clicking on OK will insert it as a new transaction. This is to reduce data entry if you wish to replicate a transaction a few times. If you are in "Batch Mode", the edit window will continue to open with the same replicated information until you select Cancel.

Batch Mode

Batch mode is a useful check-box menu item to aid in batch data entry. When a script would be too involved or over-kill, select this item. Batch mode will, whenever a template is selected from the template list, continue to bring up new "Enter Data" windows until Cancel is selected. Batch mode does not care what template is selected with the exception of Script. Batch mode is ignored for scripts.

So if there is a collection of checks, rather than select "Enter Data" each time, select Batch Mode, open the template list window (if needed) and then click on the template name. Using the **keyboard shortcuts** for these selections and navigating in the Enter Data window can greatly cut down data entry effort.

Clear

To clear a transaction, select the Clear item. The "C" notifier should appear on the transaction to show its clear state. Voided checks may be cleared but are ignored. A cleared transaction will be marked as reconciled if Reconcile is selected. Reconciled transactions affect the Statement Balance.

If the transaction suddenly disappears, the **filter** might be set to hide cleared transactions.

Unclear

To unclear a transaction (in case of a mistake), select the Unclear item. The "C" notifier should disappear from the transaction. Voided checks may be uncleared, but are ignored.

If the transaction disappears after the unclear, the **filter** was set to hide uncleared transactions.

Apply Order

Will take the current order of transactions and make them the actual order of the database. This is used in conjunction with sorting. Sort the database as you wish and when you want to make the order permanent (the sort feature is un-doable) use this option. Just make sure this is what you want! Then you can turn off the sorting criteria.

Move Entry

If transactions were entered in the wrong order, use this menu item to re-locate them. There is a bit of warning that should be noted: By moving an entry from one position to another consider the transactions that are filtered out that are being "bypassed" by the move. Also remember that sorting affects the arrangement. amiCheck will not prevent the user from moving a transaction regardless of the situation, however the results may be unexpected when the filter or sort criteria change.

For best results, either know that no sorting or filtering is affecting the move or remove the sort and filter criteria.

Unfilter Item

Removes the selected transaction from the filter (it does not delete it). This is helpful when you wish to do batch processing on all transactions in the filter, but there are some exceptions you wish to remove first.

Range Items

This is a list of options that affect all transactions in your filter. You can, for example, void all transactions. Delete all, Clear all, unclear all, mark all as tax deductible (or not deductible), etc.

Account Information

When the account was created using **FILE** /New, certain default settings were allowed. Those may be edited at any time using this menu item. If the default deposit is changed, its effects on the Current Balance are immediate but reconciliation must take place for the Statement Balance to be affected. Changes to the starting check number are ignored (except in the FILE/New case).

If the account is marked as "Closed", amiCheck will not behave any differently. The option is there for the user to provide additional information into the database.

Quick data

This item has a list of options for customizing the quick-data windows (such as quick-memos and quick-names).

1.27 Utility Menu

Utility ~~~~~

amiCheck provides for some useful external utilities:

Report Generator

Report generation is flexible, and coupled with the sort and filter features, is quite powerful. Three report options are selectable: Compact, which is a one-line-per-transaction report similar to the register window itself. Normal is a two-lines-per-entry report which includes the memo field on the second line. Verbose is a three-lines-per-transaction report that includes the category and a note on whether the transaction is reconciled on the third line.

Other options are available: "To File" will open a file requestor allowing the output to be redirected to there instead of a printer. A report Icon is also provided to these files for convenience. Double-clicking on these icons open up the AmigaDos MORE utility with the report contents. "Include Summary and Info" will include at the top the account information and at the bottom, balance information on the report and the entire account. "Transaction State" toggles the presence of the "VCT" state flags (shown in the register window) to allow for more room for the Name field. "Pad Blank Line" will place a blank line after each transaction.

The user may control the number of lines per page and the number of letters per row to suit the printer.

Script Builder

While scripts may be created and edited with a simple text editor, amiCheck does provide a quick and easy script builder internally. The window allows the user to open an existing script file for editing, or create a new one. A list of available templates sits on the left. Clicking on this list will enter a copy of the template on the bottom of the script list. Templates may be entered as many as are desired. The script list entries may be ordered in any desired way or removed.

Save As will produce a script icon along with the file. Double clicking on this icon will bring up AmigaDos ED with the script for editing.

Note that scripts are external to accounts, and templates are internal. If you are editing a script that belongs to another account, it may or may not contain the same template list, so removing a template that has no counterpart by the same name in your account cannot undone inside the script builder as there is no template name to click on to re-insert it.

Net Worth

The Utils/net worth menu option now brings up a panel for you to describe multiple accounts and provide a general picture of how well you are doing financially. You may save the list of accounts as an ACnet file (similar to the script editor saving ACscript files). Double-clicking on these ACnet icons bring up your list in a text editor. The panel lists the current account info, and the summary info:

Current Account info:

If you clicked on an account or used the keyboard arrow keys, the local account data updates to show the current and statement balances, and the tax deductible amount (reconciled entries checked with the "tax deduct" flag) of that account. You may change whether the account is a CREDIT or DEBIT account (the default is CREDIT). A credit account means that a negative balance is debt (your checking account is a credit account by my terminology). A DEBIT account is one such that a positive balance is debt (such as a credit card). You do not have to use this feature at all, but if you wanted to maintain positive balances for debt accounts such as credit cards, this feature provides you the means to explain it to amiCheck.

Summary info:

The summary info totals the credit accounts and debit accounts, displaying the results and amounts of each. The tax deductions field displays the summed total of all tax deductions. The balance type may be CURRENT or STATEMENT, meaning that the summary info either uses the current balance and current tax deductible amount (ie: all transactions, not just reconciled ones) or the statement balance and the reconciled tax deductible amount.

Notes:

The tax deductions are always summed up positive (whether the account is a debit or credit and whether the transaction that was tax deductible is either a deposit or withdrawal. Also if you are using an old version of amiCheck (before v1.20), before you can use this panel you must make a backup of your old accounts, load them into the new amiCheck and save them again. This is because the file format has been tweaked a bit to support this panel quickly. If you don't do this, amiCheck will warn you that it cannot summarize the account of interest.

1.28 About GUIFront

About GUIFront ~~~~~

amiCheck makes use of a new gadget layout library, GUIFront (© 1994 Michael Berg). The very small library allows for interesting **preferences** control to you the user. As Berg inserts new features into the library, they will be taken advantage of in future releases. If you are interested in your own projects and wish to examine GUIFront, it is available on aminet, or contact Berg himself at:

E-mail: mberg@scala.ping.dk (preferred)

Fido: 2:230/166.28 AmigaNet: 39:140/101.28

S-mail: Michael Berg Sjællandsgade 56, 4 8900 Randers Denmark

I highly recommend looking into the product.

1.29 Double Clicks and Keyboard Tricks

Double Clicks and Keyboard Tricks ~~~~~

The interface has many shortcuts to make navigating through the program much easier:

- * To quickly renumber checks without the normal hassle, select the transaction by clicking on it once. Then hold down the left or right arrow keys and press a number from 1-9. If you held down the RIGHT arrow, your number is ADDED to the check. The LEFT arrow key SUBTRACTS the amount. The check is not re-filtered or re-sorted for safety. To re-sort or re-filter, click on the filter button and then click on the OK button in the filter panel.
- * Double clicking on a transaction will bring up the Edit Transaction window (this action is actually customizable under the **Preferences** menu).
- * Double clicking on a template in the Select Template entry will select that template
- * Double clicking on a template in the Edit Template List window will bring up the Edit Template window (but you cannot double click on a default template).
- * All listview gadgets (such as category lists or template lists) are navigable by the cursor keys. Up/Down move up or down one entry, Shift-Up and Shift-Down move up or down one page, and Ctrl-Up, Ctrl-Down move to the top or bottom of the list. If no item is selected, these controls will select the top entry of the list.
- * The register itself is navigable in the same manner as listviews. Up/Down, Shift-Up, Shift-Down, and Ctrl-Up, Ctrl-Down work the same.
- * Entering string gadgets (such as the Memo field for checks) and then entering the TAB key will allow you to cycle to the next string gadget. Shift-TAB moves to the previous string gadget.
- * You do not need to press Enter or Tab key after entering data in a string gadget as in many other programs.
- * Most gadgets have an underscore under one of their letters. For example, the Check field in the Enter Data window reads "Check" with the "e" underlined. This means that pressing the "e" key will place you in that gadget (no mouse click necessary) - however if you are currently in a string gadget this will not work.
- * Pressing the Space Bar in the Register Window will bring up the Select Template window.
- * Pressing the ESC key is identical to the "Cancel" button. It is also identical to the "Quit" menu selection in the Register Window.
- * Pressing Enter in a notice window is the same as clicking on "OK". ESC is the same as clicking on "Cancel"

1.30 Distribution And License Agreement

Distribution And License Agreement ~~~~~

The thing is free. No fees, no cost. The source code is provided however I am retaining the copyright for various reasons. If you make clever modifications to it, please distribute it as a source patch and retain this original archive intact.

Thanks to all the amiCheck users out there! I hope this gesture is considered good support. I am sorry I have lost the urge to develop software at home.

1.31 Credits and Contacting the Author

Credits and Contacting the Author ~~~~~

I may be contacted in the following ways:

E-Mail: doug_dyer@sticomet.com

Remember however that there is no more technical support for amiCheck.

1.32 GUI Panels

On-line help contents ~~~~~

The following are hot-links to the on-line help available for each major GUI window in amiCheck. To access the on-line help while using amiCheck, press the help key. The on-line help is an asynchronous window, meaning you can leave it open and as you press the help key in different windows, the help window will update its display.

[Main Window](#) [Template Selection](#) [Template Settings](#) [Template Management](#) [Filter Settings](#) [Sorting](#) [Graphical Analysis](#) [Check Forms](#) [Preference](#) [Transaction Entry/Edit](#) [Reconciliation](#) [Account Defaults](#) [Transaction Searching](#) [Category Settings](#) [Account Statistics](#) [Report Generator](#) [Scripting](#) [Quick-memo retrieval](#) [Quick-date retrieval](#) [Quick-payee retrieval](#) [Quick-amount retrieval](#) [Memo](#) [Quick List](#) [Amount](#) [Quick List](#) [Payee](#) [Quick List](#) [Net Worth](#) [Analysis](#) [Check](#) [Printing](#) [Window](#) [Budget](#) [Groups](#) [ARexx](#) [Macro](#) [Assignment](#)

1.33 Main Window

Register Window ~~~~~

The main window contains a large list of account transactions, followed by a list of buttons grouped at the bottom. The list of transactions may be scrolled either by the mouse via the scroller or by the arrow keys. Shift-up/down and ctrl-up/down aid in quick keyboard movements.

The filter settings determine which transactions are viewable. This is the most important (and powerful) aspect of amiCheck to master. See the link, [Filter](#), for more information on this.

To enter data from your template list, click on the small down-arrow button. This will bring up the list window for you.

Be sure to check out the preferences menu where you are likely to want to configure the main window. These preferences are currently not saved with your account, but you can set tooltypes to configure the defaults.

1.34 Template Selection Window

Template Selection ~~~~~

The selection list allows for fast "point-and-click" retrieval of your templates. For example, if you have built a template, "pay-check", click on it here. The New Data window will immediately come up with your "paycheck" template settings. To enter a vanilla check, withdrawal, or deposit, they are listed here too. The "Script" template is a special case which brings up a file requestor for you to select your batch template list.

A cycle gadget at the top allows for you to view particular templates (which is helpful when your template list grows). The "filter" cycle gadget has four main choices:

all transactions (the default) checks only, deposits only, withdrawals only

To toggle this window (open/close), use the spacebar as a shortcut. You may also fully navigate this window via the arrow keys.

1.35 Template Settings

Template Settings ~~~~~

This window allows you to edit a particular template or fill in the settings for a new template. If you change the template ID name (or need to pick one for a new template), it must be unique. amiCheck will prompt you if you fail to pick a proper ID!

When you are ready to use a template, use the template selection list from the main window.

1.36 Template Management

Template Management ~~~~~

To edit/create/arrange your template list, this window presents the standard amiCheck list arrangement: Buttons for moving template names up and down the list, and a row of buttons to: Remove a template, edit a template, or enter a new one.

There are four default templates that you cannot affect: Check, Deposit, Withdrawal, and Script. To quickly edit a template, you may double-click on it.

1.37 Filter Settings

Filter Settings ~~~~~

One of the more powerful windows, the filter control panel has many settings for providing control over what transactions should appear in the main window's register list.

Types

The "Types" section contain checkboxes for checks, withdrawals, and deposits. To quickly remove all transactions of a given type, uncheck the appropriate box. IE: To remove all deposits from view, uncheck the Deposits box

Characteristics

Each transaction has certain flag settings (some internal, some are under your control). That is, if a transaction is cleared, or printed, or voided, etc. Each cycle gadget beside the flag contains three states, "N/A", "Yes", and "No".

* "N/A" means to ignore the flag,

* "Yes" means each transaction to view MUST have this flag present (ie: Cleared=YES means each transaction seen must have been cleared)

* "No" means each transaction to view MUST NOT have this flag present (ie: Cleared=NO means each transaction seen is not cleared).

The following flags are available: Cleared -> the transaction is cleared by the bank. Voided -> item is voided Tax Deduct -> item is marked as being tax deductible Reconciled -> item has been reconciled Printed -> item has been printed

The most popular setting of the characteristics are:

VOIDED=NO, RECONCILED=NO

which will have the effect of seeing all currently unreconciled transactions.

Ranges

You may further specify the range of certain values in transactions such as the check number or date. Each range has three states:

"N/A" means to ignore the range "In" means each transaction must be within the selected range "Out" means each transaction must fall outside the selected range

The following ranges are available: Checks -> Check number Amounts -> Amount field Dates -> Date field Name -> Payee/Name field (AmigaDOS Pattern match) Memo -> Memo field (AmigaDOS Pattern match) Category -> category of transaction

By pattern match, I mean you may use AmigaDOS wildcards such as:

Dominoes#?

will find all strings that start with "Dominoe" (case insensitive).

1.38 Sorting Window

Sorting Window ~~~~~

To apply a sort to the register, click on the criteria that apply (ie: to sort by check number and amount, click on their respective names in the criteria list). To remove criteria, un-check the box.

The list of criteria will appear in the "Sort Priority" region. Here, you may arrange the list of criteria by order of priority (top entry is the most important). To determine if a field will be sorted by ascending or descending order, select the criteria in the list on the right and use the Order cycle gadget at the bottom.

When you are finished, click on "OK", and the register will sort itself. To remove the sort, re-open this window and un-check all selected criteria.

An important note is that this sort preserves the original order. This is only a superficial sort that must be done each time you require it. If you want to permanently order your checkbook as-is, use the "edit/apply order" menu option.

1.39 Graphical Analysis

Graphical Analysis ~~~~~

This window allows you to scan your transactions over time. The black bars are withdrawals, and the white bars are deposits. To find the amount of a transaction, click on it. To jump to the transaction in your register, double-click on it.

You may scale the graph on the Y-axis by dragging the "scroll Y" scroller, or drag transactions that are scrolled off the display by using the "scroll X" scroller. Both have keyboard equivalents via the arrow keys.

There are three graphs available, * Running balance -> Balance of your account at that transaction

* Filter balance -> Balance of the filter at that transaction

* Amounts -> graphical depiction of the transaction amount

If any value in the balance graphs becomes negative, they will be drawn below the centerline.

Getting around the panel

All deposits are white bars, while other transactions are black for visual reference. Balances may become negative, shown when a bar moves below the centerline (blue dashed line represents "0" balance). Clicking on a bar highlights it and displays the bar amount, double-clicking on the bar leaves the panel and selects that transaction.

The "Scroll" gadget may be used to scroll through the transactions The "Scale" gadget is used to "zoom" in or out of the graph to make out finer details. amiCheck tries to pick a good initial value (one that shows the running balance without needing to scale) for you.

Keyboard shortcuts

* UP/DOWN (and (CTRL/SHIFT) + UP/DOWN) arrows will scale the graph

* LEFT/RIGHT (and (CTRL/SHIFT) + LEFT/RIGHT) arrows will scroll the graph

* ENTER is equivalent to a double-click on the current transaction.

1.40 Check Forms Preference

Check Forms Preference ~~~~~

This window is where you select your check forms or tweak the check form settings to suit your printer.

Print Settings

The "Use Template" cycle gadget will allow you to change the particular template. If you select "Last used", it will undo any changes you have made since opening this window.

The output device identifies your printer device name. You may insert a filename or other devices such as "CON:" to output to a console window. It is a good idea to use something such as "CON:" when testing and editing if you are doing something drastic :)

Page Settings

In this section, you define the form page: Checks Per Page: How many checks are on one page? Lines Per Check: How many print-lines per check? Voucher Type : This is a cycle gadget to select the style of stub found on your forms Voucher margin : How many spaces between the left side of the form and the start of the stub? Voucher width : How many spaces wide is the stub? Columns : How many spaces wide is the entire form? Sheet : Check this if you want a form feed to be sent to your printer (ie: sheet feed printers such as laser-printers)

Field Settings

Date Margin : How many spaces until the Date field starts? Date Width : currently you cannot change this Date Line : What line of the check does the date appear?

\$ Margin : How many spaces until the "34.30" numeric amount appear? \$ Width : How wide can the numeric amount be in spaces? \$ Line : What line on the check does the numeric amount appear?

Pay Margin : How many spaces until the alphanumeric amount appear? Pay Width : How wide can the alphanumeric field be in spaces? Pay Line : What line on the check does the alphanumeric amount appear?

Order Margin : How many spaces until the payee name appears? Order Width : How wide can the payee name be in spaces? Order Line : What line on the check does the payee name appear?

Memo Margin : How many spaces until the memo appears? Memo Width : How wide can the memo be in spaces? Memo Line : What line on the check does the memo appear?

Top Lines : How many lines on the form at the top are skipped by your printer? (ie: your printer likely cannot print at the very top lines if it is a sheet printer). If your checks are off-sync and your form has more than one check per page, this is a likely candidate to modify.

Other notes

Don't forget to use the "Test" button to sample your field settings. TEST will also output a grid on the checks to use in assigning the field locations. Also, your printer defaults and printer preferences can affect the outcome. Make sure you understand what each is doing.

On the printer defaults note, you must have a non-proportional font such as courier for this to work well. All forms were built using Courier-10 or Courier-12.

1.41 Transaction Edit/Entry

Transaction Edit/Entry ~~~~~

The panel contains all editable fields of a transaction. Some points of interest:

- *The transaction type is displayed as the top field
- *The down-arrow buttons pop up quick-windows for shortening data entry
- *The "Skip" button is used during SCRIPT playbacks to bypass this transaction

The panel is fairly straight-forward. To move quickly around the string gadgets, try using the TAB and SHIFT-TAB combinations. Also, if you enter data that is questionable (such as a zero amount) amiCheck will prompt you to verify this is what you want. If you enter illegal data (such as a bad date) amiCheck will make you change it.

1.42 Reconciliation Window

Reconciliation Window ~~~~~

The reconcile window is very simple: It displays what the Statement Balance *_will_* be if you click on OK. You can CANCEL the operation or accept it (OK). If you accept, all transactions that are cleared are marked as reconciled as well, and the statement balance is updated.

If you have a discrepancy with the result, click on CANCEL. You can really use the filter here to help you:

1) try filtering in transactions that are cleared and not reconciled - cleared = YES reconciled = NO

and peek at the filter balance. This should be the difference between last month's and this month's balance. Check the amounts for any difference.

2) If that didn't help, use cleared = N/A reconciled = NO

(which btw is the most common use). Here you can scan the most recent transactions and see if you forgot to clear one (or cleared one by accident).

1.43 Account Defaults

Account Information ~~~~~

Set the account defaults here. When you create the account, you may enter the starting deposit and check number here. Once you begin to use the account, changes to the check number will not do anything, but if you modify the initial deposit field you affect the current balance (and if you reconcile, the statement balance will be modified as well).

When you first create an account using the File/New... menu item you can set your decimal preference (default = 2). This allows you to use amiCheck to maintain investment statements that often kept in three or four decimal places. You cannot change this once the account has been created.

The Open date is strictly for information as is the closed date. Modifying either has no effect on the program.

1.44 Transaction Searching

Search Panel ~~~~~

The search panel allows you to find a transaction in the register via many matching parameter options. Keep in mind that if the transaction has been filtered out, the search will fail.

Click on all the search criteria you wish to use. Click again to remove the criteria (to "ghost out" a field). Then in the fields selected, enter the search information (ie: the check number). The Name and Memo fields may use AmigaDOS pattern matching. For example, to locate all transactions that start with "computer" in the memo field, enter: computer#?

You can get more fancy, so look up the AmigaDOS pattern matching in your reference book.

Search is intimately tied to "search again". "search again" will cycle through to the next matching transaction (wrapping over from the top if needed). If there are no matches at all, the search routine will prompt you.

1.45 Category Settings

Category Settings ~~~~~

To set up some budgeting information, build a list of categories to assign each transaction (if you assign your templates the proper categories you do not need to worry about it).

Categories

On the left side, you have the category list with the up/down/top/bottom buttons to arrange the list. You may either remove a category or add a new one. Think about how you wish to gather financial statistics when constructing your category list, as you can use the filter setting to get quite a bit already. I recommend something like this:

child1:medical child2:medical child1:school child2:school house:maintenance (rent,homeowners,light-bulbs,etc) house:improve (decks,etc)

Think "big picture". Each time a transaction falls under one of these categories, assign it to the transaction. Then next time you use the statistics panel, amiCheck will calculate that transaction's amount under that category (so you could know how much that house is really costing you :)

If you need to rename a category, just rename it. amiCheck will go through and rename it for every transaction that was using it. Also, if you choose an illegal name (such as a name that already exists), amiCheck will prompt you. If you remove a category, each transaction that was using it will receive the "none" category.

Budget Groups

Budget groups are a means to cluster any group of categories together and extract the joint balance from the statistics panel. For example, one might group:

child1 child1:medical child1:school

and child2 child2:medical child2:school

and house house:maintenance house:improve

and school child1:school child2:school

so you have four groups, "child1", "child2", "school", and "house". As you may have noticed, you can assign a category more than once. If you remove that category, it is also removed from the group it belongs. There is no limitation to the number of categories that a group may have (but a category may not belong more than once). Also, you can have an empty group (in case you were dying to know :)

1.46 Account Statistics

Account Statistics ~~~~~

This window breaks down expenditures into balances for you. There is a list on the left with a cycle gadget to control what list is being displayed. To view information on a particular category, click on the list cycle gadget until it reads "Categories", then click on the particular category to read its stats. To read on a budget group, click on the cycle gadget until it reads "Groups" and do the same thing (click on the group you are interested in).

The stat fields are broken up into two groups, "filter-based" and "register-based". The filter fields are calculated from just the transactions that are visible (so if you filter a range of transactions from '93 to '94, you will see the effects of that here). The register-based information comes from all transactions in your account.

1.47 Report Generator

Report Panel ~~~~~

The report generator creates three styles of reports,

- * compact one line per transaction
- * normal two lines -- includes the memo on the second line
- * verbose three lines -- category and reconcile flag on the third line

The following options hold: Cols Per Line: Number of columns per line

Rows Per Page: Number of lines per page

To File: Click to save as a file (will create an icon for you)

Include Summary: Summarizes the balances at the bottom and info at the top

Transaction State: Add the flags on the first line for each transaction (ie: C=cleared)

Pad Blank Line: Add a blank line between each transaction.

1.48 Scripting

Script Editor ~~~~~

Build or edit a script (which is a list of templates for playback) here. To open an existing script, click on OPEN. The Up/down/... buttons control the position of the selected script entry. To add a template to the list, click on it in the templates list. To remove the entry, click on it, then click on the REMOVE button.

Once you have constructed the list as you wish it, use SAVE to save the list, or SAVEAS to save the list under a different filename. The file format is simply an ascii list of templates by their name (case insensitive).

1.49 Quick-memo list

Quick Memos ~~~~~

Click on the memo you wish to be inserted in the memo field for you. If you don't want one, click on the close box of the window. To add or modify the list, see the "edit/quick-data/memo editor" menu item.

1.50 Quick-date list

Quick Dates ~~~~~

The quick-dates panel remembers all dates you have used in the current session. to re-use a past date, click on it in the list. This will update the sliders of the date displayed. Modify the date as needed, and click on OK to accept (close the window via the close box to ignore the date). You do not need to click on the date list, however. When the window is first opened the sliders will be positioned to match the transaction's date. Just adjust them as needed.

Today's date is always in the list (which is sorted, btw).

1.51 Quick-payee list

Quick Names ~~~~~

Click on the name you wish to be inserted in the name field for you. If you don't want one, click on the close box of the window. To add or modify the list, see the "edit/quick-data/name editor" menu item.

1.52 Quick-amount list

Quick Amounts ~~~~~

Click on the amount you wish to be inserted in the amount field for you. If you don't want one, click on the close box of the window. To add or modify the list, see the "edit/quick-data/amount editor" menu item.

1.53 Building Quick Memos

Quick Memo Editor ~~~~~

The quick-memo editor allows for you to recall these "canned" memo strings within the transaction entry window. To add one, click on "NEW" and rename the entry properly. You may use the up/down/... buttons to arrange the list as you please, or use the REMOVE button to delete an entry.

1.54 Building Quick Amounts

Quick Amount Editor ~~~~~

The quick-amount editor allows for you to recall these "canned" amounts within the transaction entry window. To add one, click on "NEW" and rename the entry properly. You may use the up/down/... buttons to arrange the list as you please, or use the REMOVE button to delete an entry.

1.55 Building Quick Payees

Quick Name Editor ~~~~~

The quick-name editor allows for you to recall these "canned" name strings within the transaction entry window. To add one, click on "NEW" and rename the entry properly. You may use the up/down/... buttons to arrange the list as you please, or use the REMOVE button to delete an entry.

1.56 Net Worth Panel

Net Worth Analysis ~~~~~

This panel allows you to roll up multiple accounts together to get a breakdown of your balance. You can declare here whether to consider an account a debit or a credit (most likely you will want to use it as a credit). You can save the list as a net-worth file and recall it via the OPEN button. If you want to build a list, click on INSERT and select the account to add. With the account selected in the list, you can either remove it or change its type (credit/debit). If you insert an account that has a different decimal preference, it is converted to your current account's setting for display purposes (ie: your inserted account is not modified).

All the credit/debit stuff means is this: "Is a negative balance good or bad?", so your checking and saving accounts are credits (negative balance is bad), but a credit card COULD be a debit. If you use the credit card account with a negative balance and use withdrawals to associate purchases, then it is a credit. If you maintain a positive balance, then it is a debit. Strictly semantics in how you want to read the account.

The account info area will show you quickly what a particular account's statement or current balance is, and the summary area shows the totaling of all accounts in either their statement or current balances.

To save your list, use SAVE. To save the list under a new name, use SAVEAS. An icon will be created for you.

1.57 Check Printing Panel

Check Printing ~~~~~

This panel operates the check printing feature.

Print Options

Mode: Either select "print checks" or "mark as printed".

Starting check: The first check you started with check printing (you set this once when you start and don't need to change it). The check number distinguishes between checks you write by hand (below this number) and those for the printer (starting as this number).

Sheet feed options

These options are only relevant to those with sheet feed printers.

Autovoid: Check this if your check forms have more than one check per page and you want VOID stamped on unused remaining checks. They will be entered into your register for you as VOIDED as well. This just makes it easy if you don't like to deal with partial checks the next time you print (ie: one check left on the last page).

Checks First Sheet: If you use forms with more than one check, and your first form this session has some checks on it that have been used and torn off, tell amiCheck here the number of remaining checks on it. The default will be the total number of checks possible.

Once you click on OK, check printing commences. At the end, amiCheck reports the starting and ending check printed for your information.

1.58 Budget Group Panel

Budget Group List ~~~~~

Modifying or creating a budget list is easy. Simply click on each category you wish to add to the group (you cannot add the same category twice). If you make a mistake and add the wrong category, click on it in the group list and it will be removed.

1.59 ARexx Macro Assignment

Assigning Macros ~~~~~

Each menu item is listed as "Label X". You may enter a meaningful name to appear under the menu label here. To attach a macro to it, enter the filename under "Macro X". The file buttons bring up file requesters to help you.
