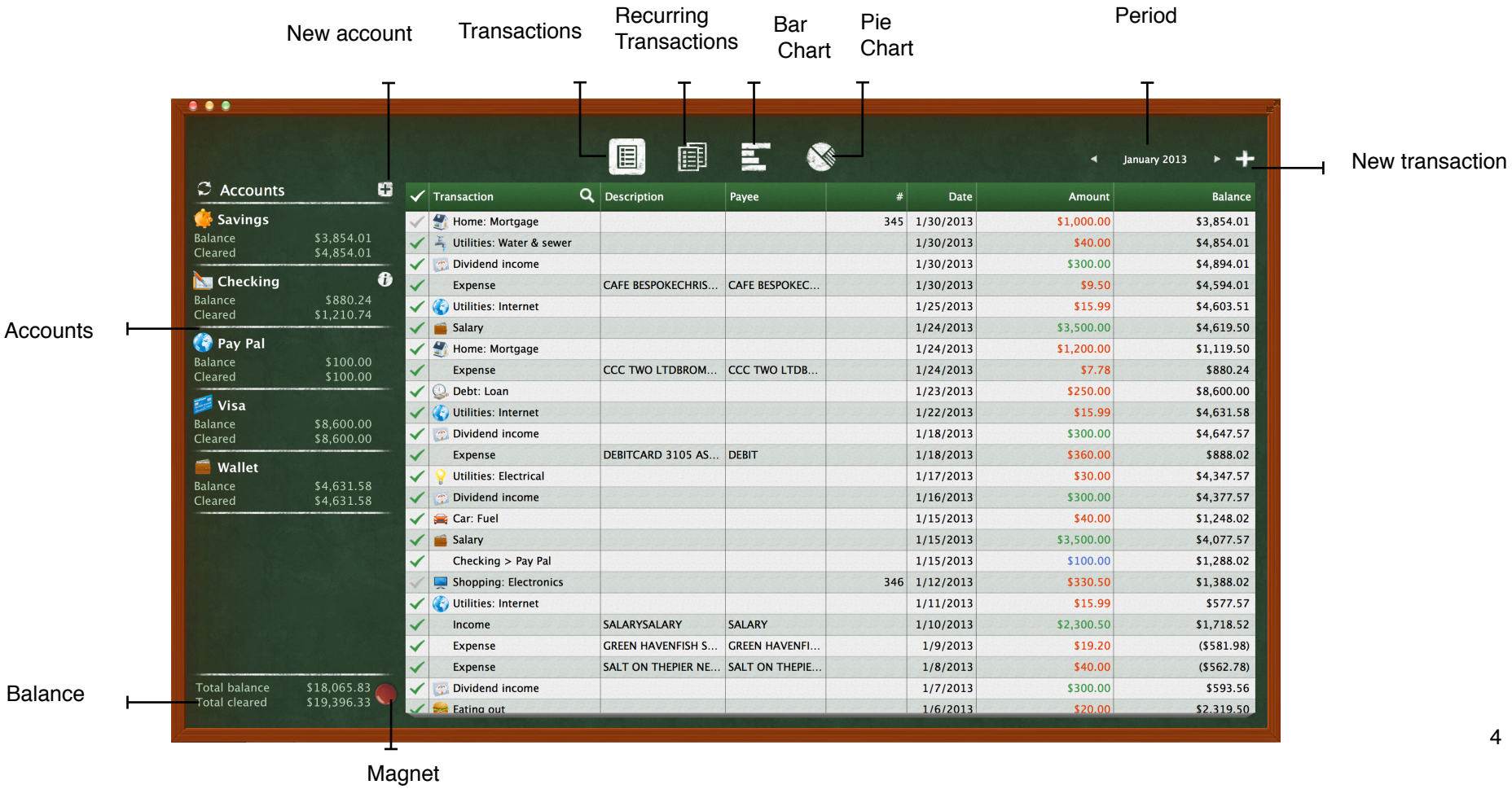
Checkbook HD for Mac

www.checkbookhd.com

Contents

Overview

Thank you for choosing Checkbook HD and welcome!
Checkbook HD is a quick and simple way to track your expenses and manage the financial flow.
Tired of unexpected bills? Don't know whether you have enough money on your bank account to write a check? Forget your payments dates? Checkbook HD is here to help you find the right answers.
Let's get acquainted with the main screen of Checkbook HD.

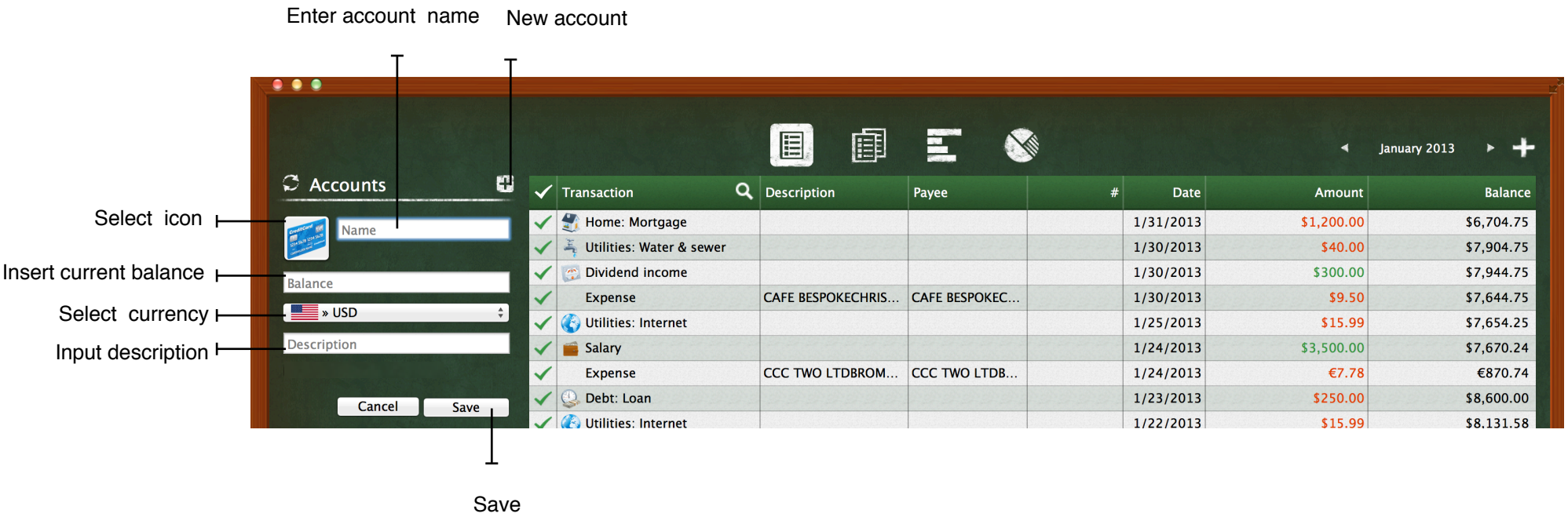


Accounts

The first thing to do with Checkbook HD is to set up accounts. Create a Checkbook account for each financial account you have in real life (e.g. checking, savings, credit card, etc.). If you want to keep track of your cash as well, add a cash account.

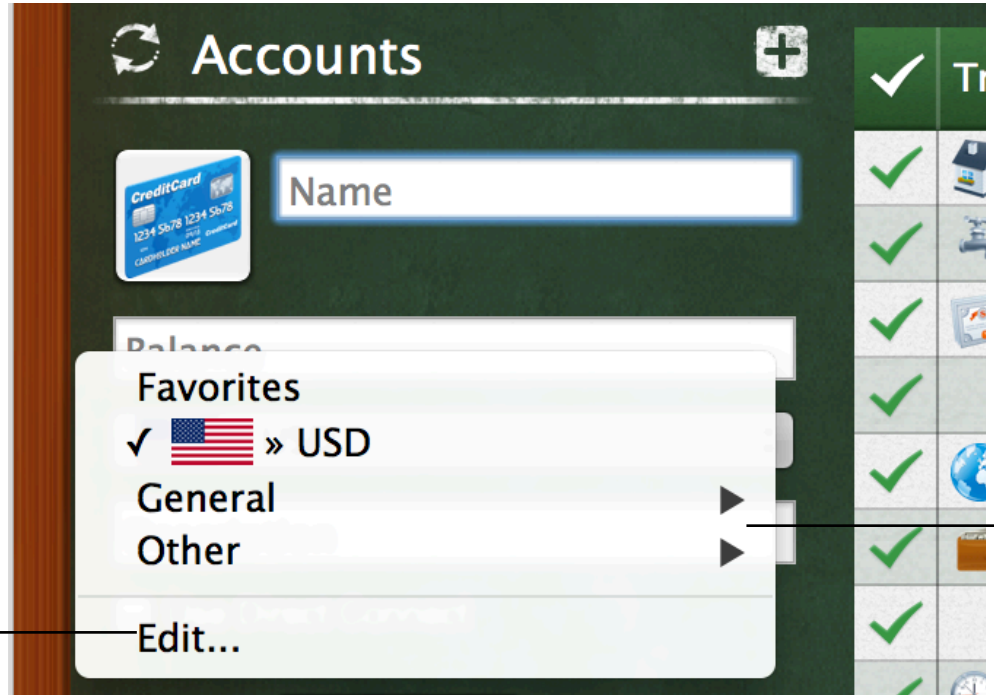
Set up a new account

Click “New account” (“+” on the left upper side). Then fill in the necessary information: name, icon (pick out from the list), balance, currency, description (if necessary). Click “Save” to have this new account in the list.



Along with a new account you will see a new transaction “Opening balance” added to the list of transactions.

The main currency in the app is US dollar, but you can make your own currency settings. Just click the currency symbol while editing an account. In the appeared form you can choose any currency either from the General list or from the list of Other currencies.



Select another currency

Make other changes

If you want to make a few changes, click “Edit”. Here you are free:
- to set another currency to be the main one (click “Set as the main currency” button);
- to add more currencies in the Favorites (put a checkmark next to the field “In the favorites”);
- to update the exchange rates for the Favorites and the General currencies (click a circle arrow button);
- to correct the exchange rate manually (type a new rate in the respective field).

Click “Save” (the previous screenshot).

Enter a new rate

Add the currency to Favorites

Set as the main currency

Update the exchange rates

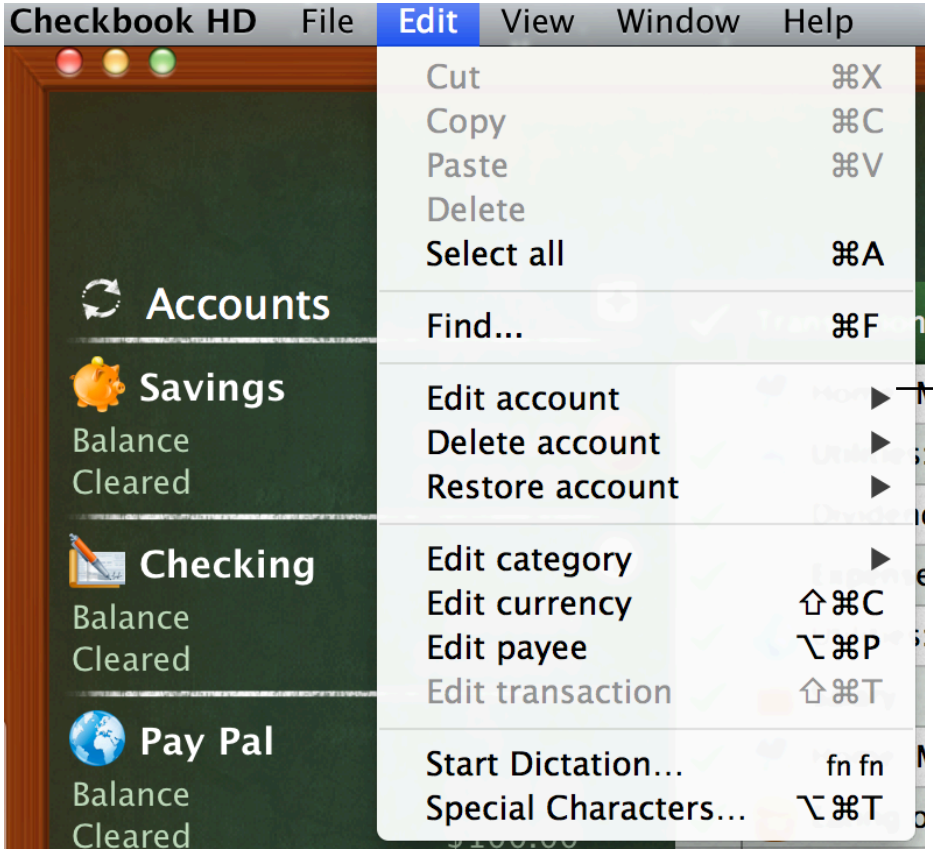
The last update

You can make the same changes in currency settings by using the upper menu.

Adjust an account balance

If you need to correct an account balance, double click the needed account (or use the right button of the mouse) and enter a correct amount in the field “Balance”. Click “Save” to finish. After that you will have a transaction “Balance Adjustment” added in the register.

The amount of your balance will be changed.



Select the account to adjust

To make any changes in the account you can also go to “Edit” in the common menu on the top. Then in the pop-up list choose “Edit account”, select the account to modify and make the corrections.

Keep track of your balance changes

You can monitor your Balance change history. Click any account on the left and you'll see a list of transactions on the right. The column "Balance" will display your account balance changes after every entered transaction.
Be aware of your balance fluctuation!

Edit, delete, restore an account

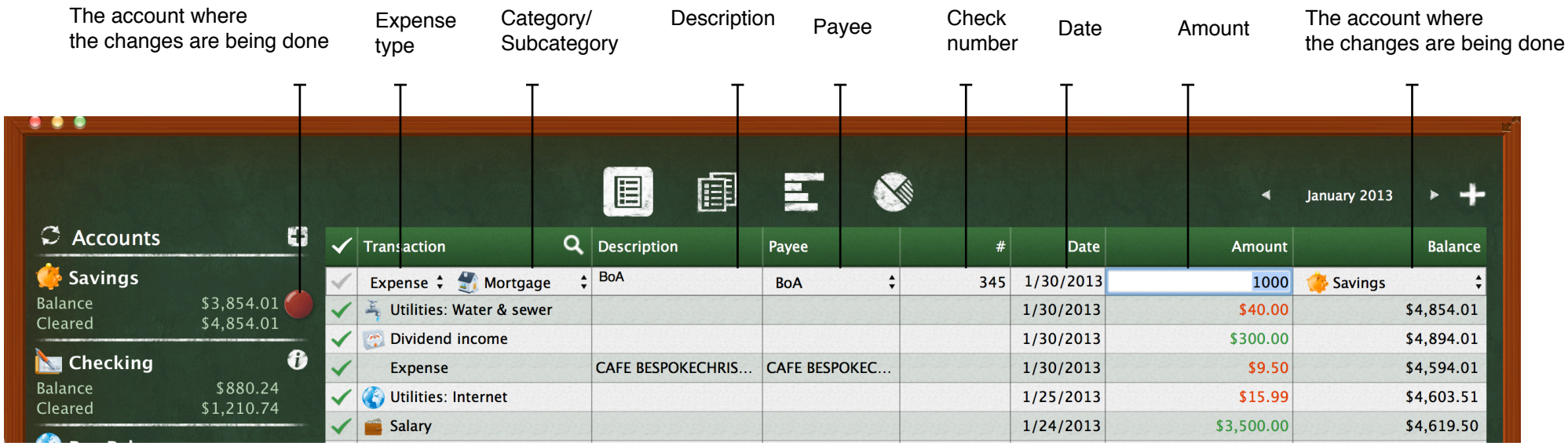
Use the upper menu to edit, delete or restore accounts. All the mentioned you'll find in the section "Edit".

Transactions

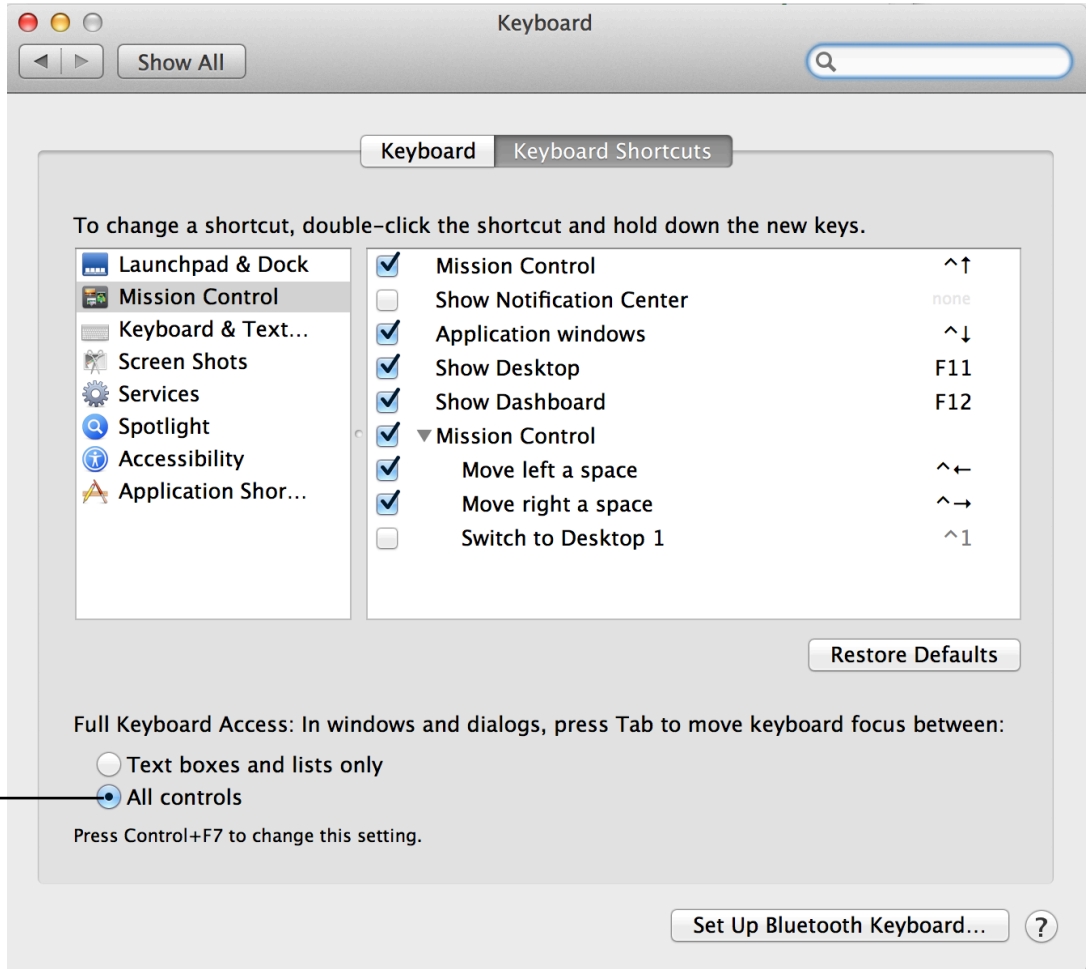
Transactions are kept under each account you set up, and serve to represent withdrawals (expenses), deposits (income), transfers that take place in real life and would normally appear on a bank statement.

Add an expense

Click the plus button (+) in the right upper corner (or use the hot keys “cmd+N”), choose the “Expense” type of the transaction and fill in all the fields in the line: category, description, payee, check number, date, amount. To save the changes, either press “Enter” or click anywhere on the screen. If you need to edit any transaction field, click it twice. To customize the transaction columns, click the transaction title bar by the right mouse button and delete the columns you don’t need.



If you prefer working with a keyboard rather than using a mouse, make additional settings. Go to “System Preferences” on your computer, then choose “Keyboard”, “Keyboard Shortcuts” and put a mark for “All controls”. Now you can press “Enter” each time you’ve filled in a field in order to move to the next one while entering a new transaction. Also, use the arrow keys to move inside pop-up menus.



Put a mark

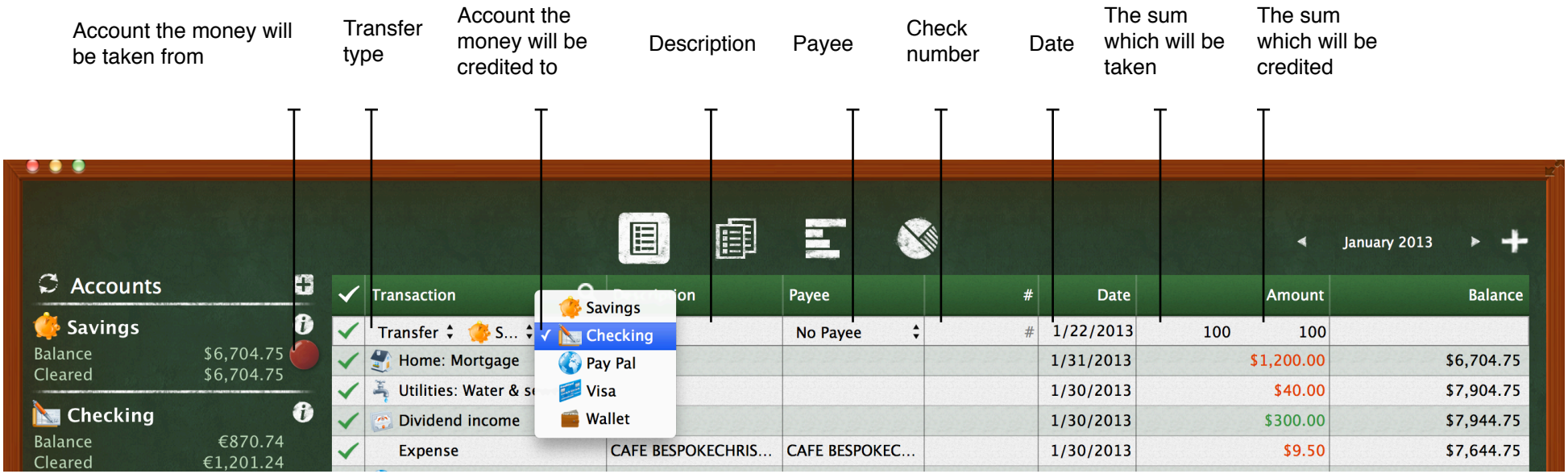
Add an income

Click the plus button (+) in the right upper corner, choose the “Income” type of the transaction and fill in all the fields as you did for an expense. To save the changes, either press “Enter” or click anywhere on the screen.

Add a money transfer transaction

When you want to move money from one account to another, use a money transfer transaction.

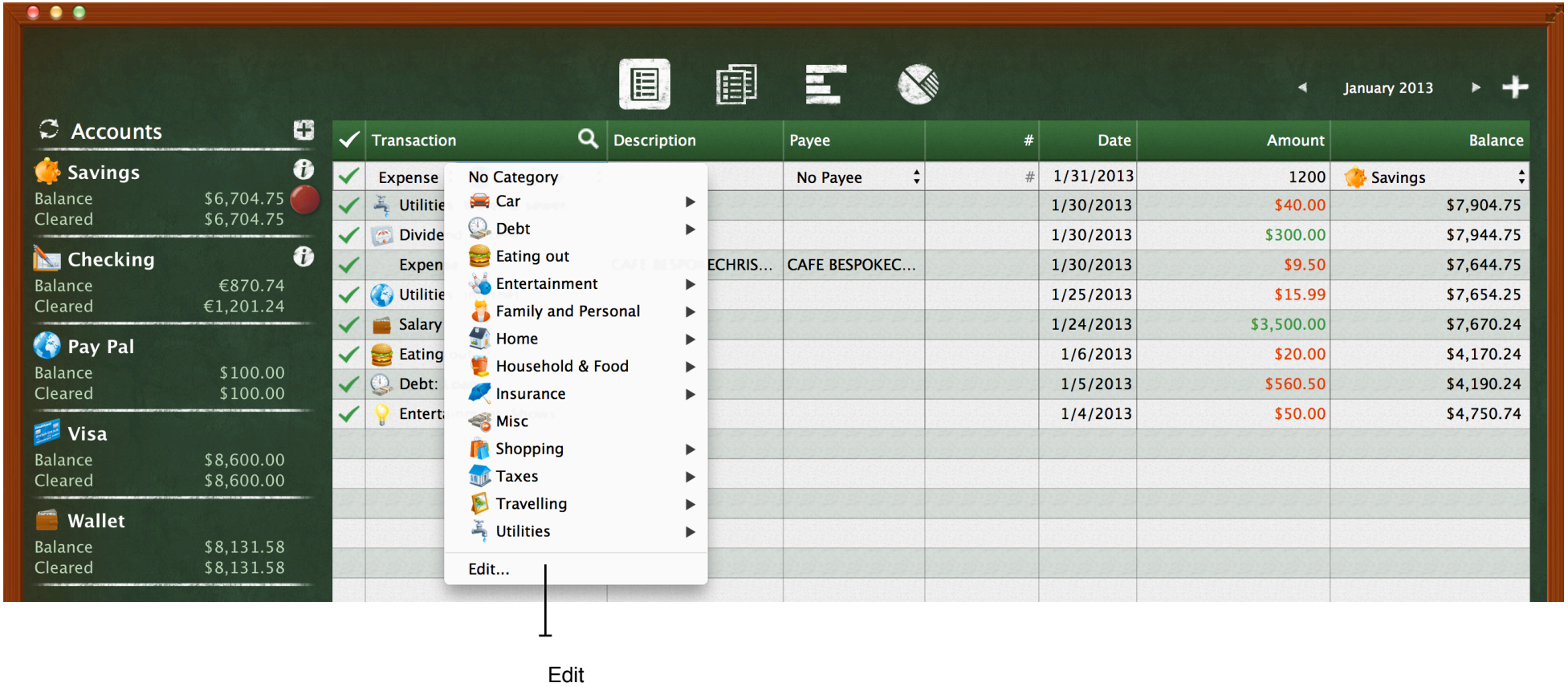
Step on the account you want to take money from (move a red magnet). Then click the plus button (+) in the right upper corner), set the transaction type to “Transfer”, select the account the money will be taken from (if you moved the red magnet it will be set up automatically), select the account the money will be credited to, write a description, enter the date, enter the amount taken and the amount received (they might be different), save.



Pay attention to transaction categories

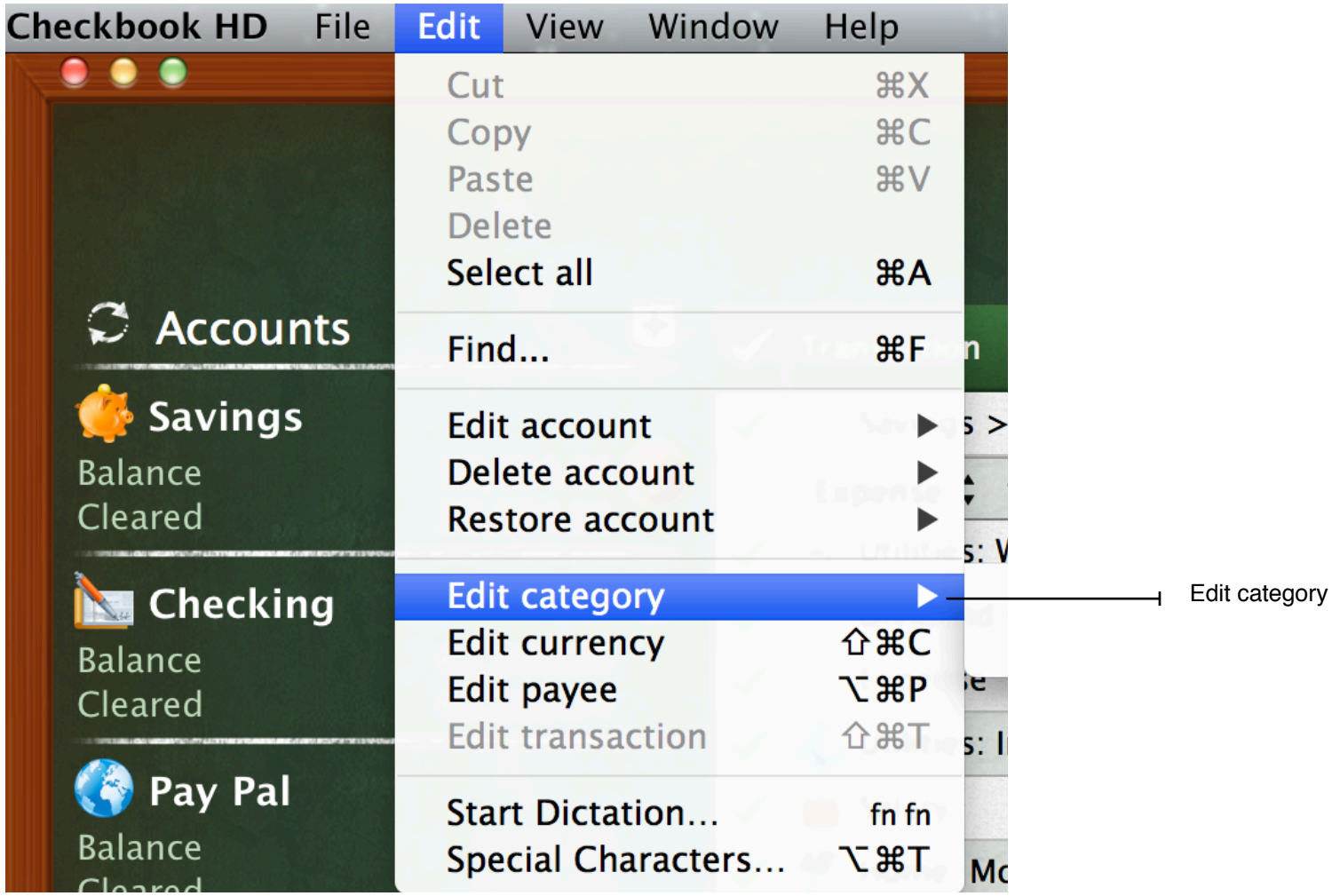
Categorizing your transactions accurately helps you receive complete and effective analysis of your spending habits. Checkbook HD offers a whole number of specific categories, which are organized in a double hierarchical structure. So you'll find there "parent" and "subsidiary" categories. To give you more freedom, the application allows to set up your own categories.

There are two ways to add new categories or to modify the existing ones. The first method is to click twice on the chosen transaction, activate category's list and go to "Edit".



Edit

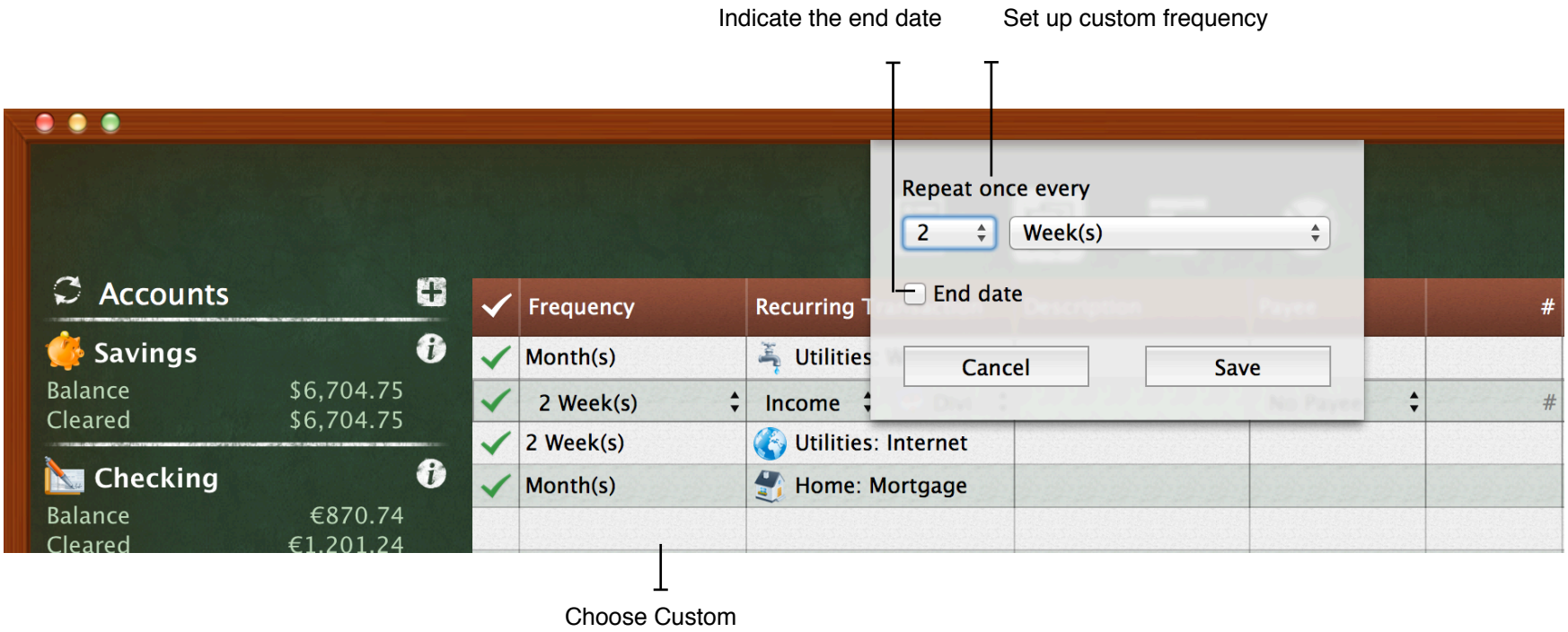
The second way is to use the common menu above. Go to “Edit” and choose “Edit category”.



Set up recurring transactions

You can set up transactions that will be automatically generated on a regular basis. It helps in case you have regular payments with the same amount of money (rent, mortgage, insurance and etc.).

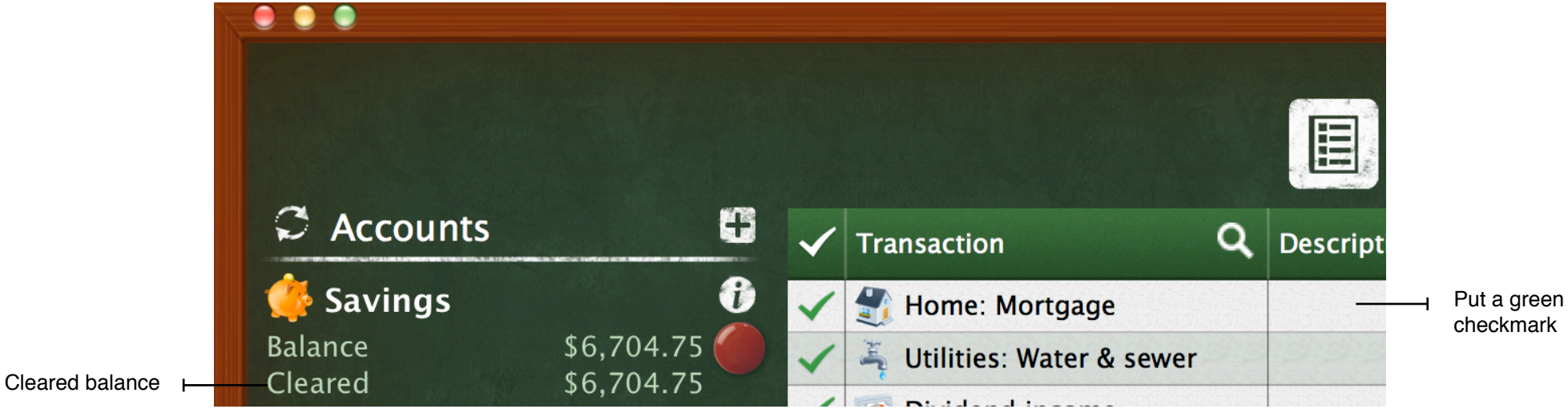
To add a recurring transaction, go to the “Recurring transactions” icon and click the plus (+) button in the right upper corner. Firstly, click the “frequency” field, in the pop-up list choose “Custom” and set up the custom frequency (bi-weekly, once a month, etc). Then enter the “End date” (if you need) after which the transaction will stop being generated. Afterwards fill in the rest of the fields as you did for an expense/income transaction.



The first transaction will be created on the date, which you enter in the “Date” field.
Recurring transactions will be automatically created on their respective dates the same time your launch the application.

Reconcile your accounts with bank statements

You can reconcile your account balances with a bank statement. Compare the transactions on your list to those on the printed statement from your financial institution. When a transaction matches, put a checkmark next to it.



There's a “Cleared balance” parameter which reflects the balance based on the transactions approved by your financial institution. Thus you can monitor the difference between the current balance and the cleared balance.

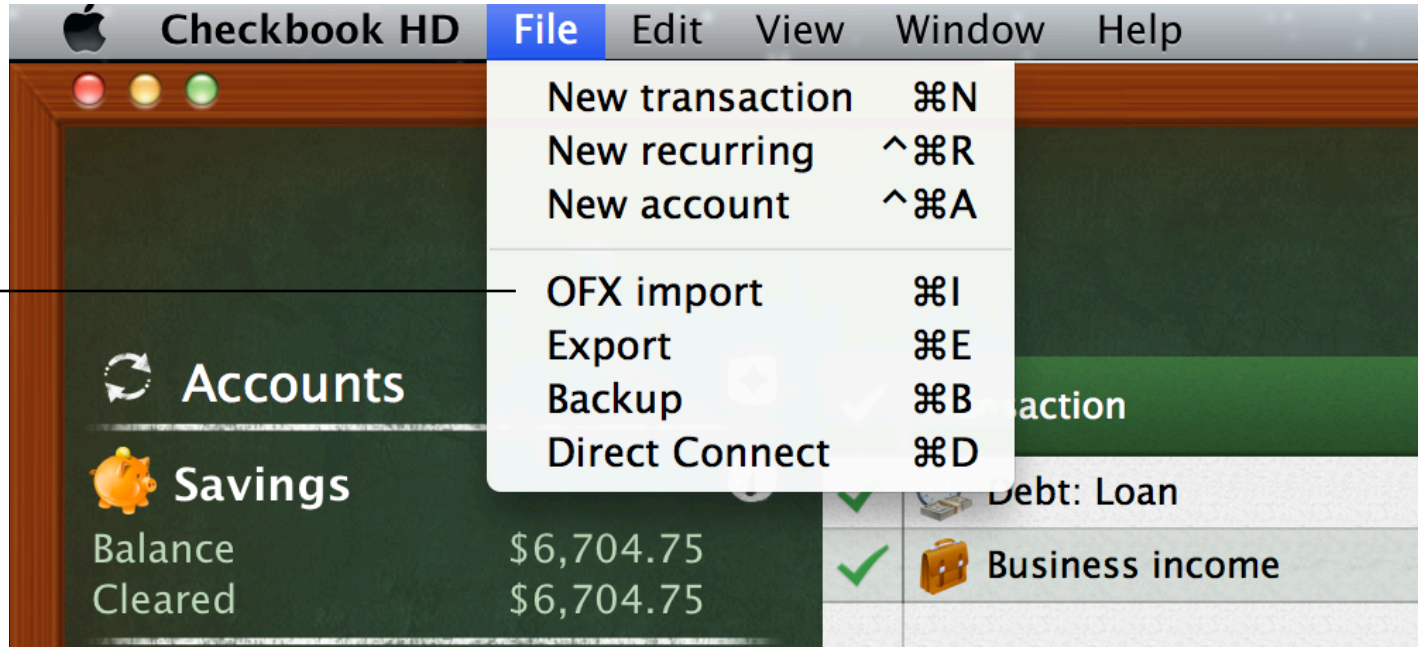
Transactions import and sync

OFX import

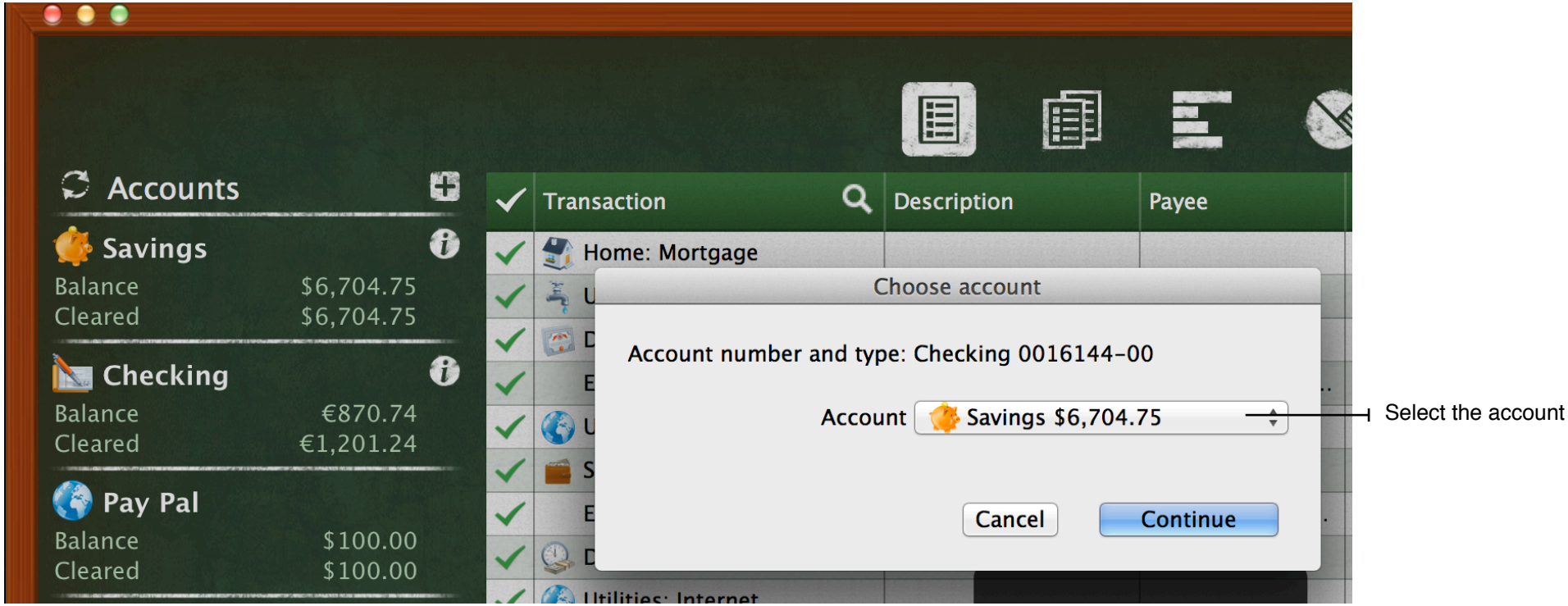
You can download OFX file from your bank's website.

First, copy OFX file to your computer. To download the information to the app, go to “File” in the common menu and choose “OFX import”.

Select OFX import



If you downloaded information to a certain account before, Checkbook HD will offer the proper account for conveying the information. If you do it for the first time, choose the account manually.



iCloud

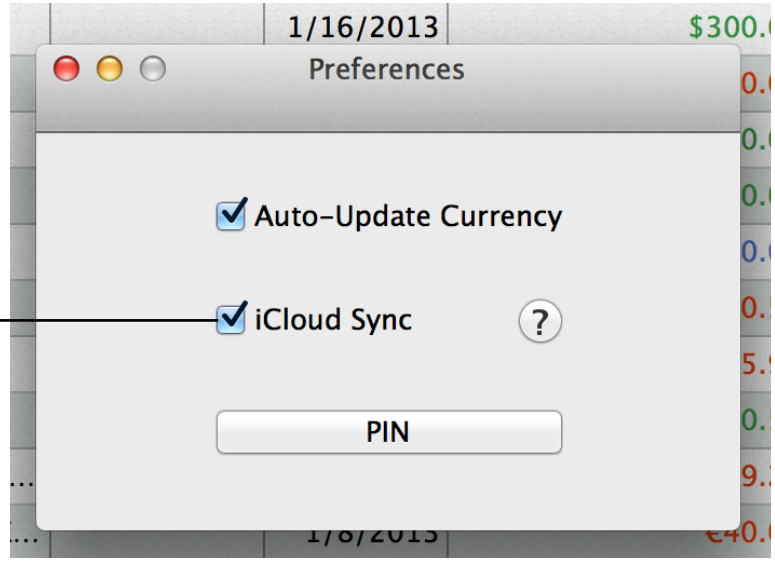
For efficiency increase and for your comfort Checkbook HD is available on all the devices: iPad, iPhone, Mac. iCloud allows to sync your data with all of them.

To use Checkbook HD for iPad (iPhone), you will first need to purchase a copy of the app from the iTunes App Store and install it on your iPad (iPhone).

Before you start syncing, please, make sure, that iCloud is set up and turned on on all your devices. In the Mac go to System Preferences, click iCloud and set it up. Then launch the application and in the upper menu choose “Checkbook HD”, “Preferences” and put a checkmark for iCloud.

Select Preferences

Activate iCloud

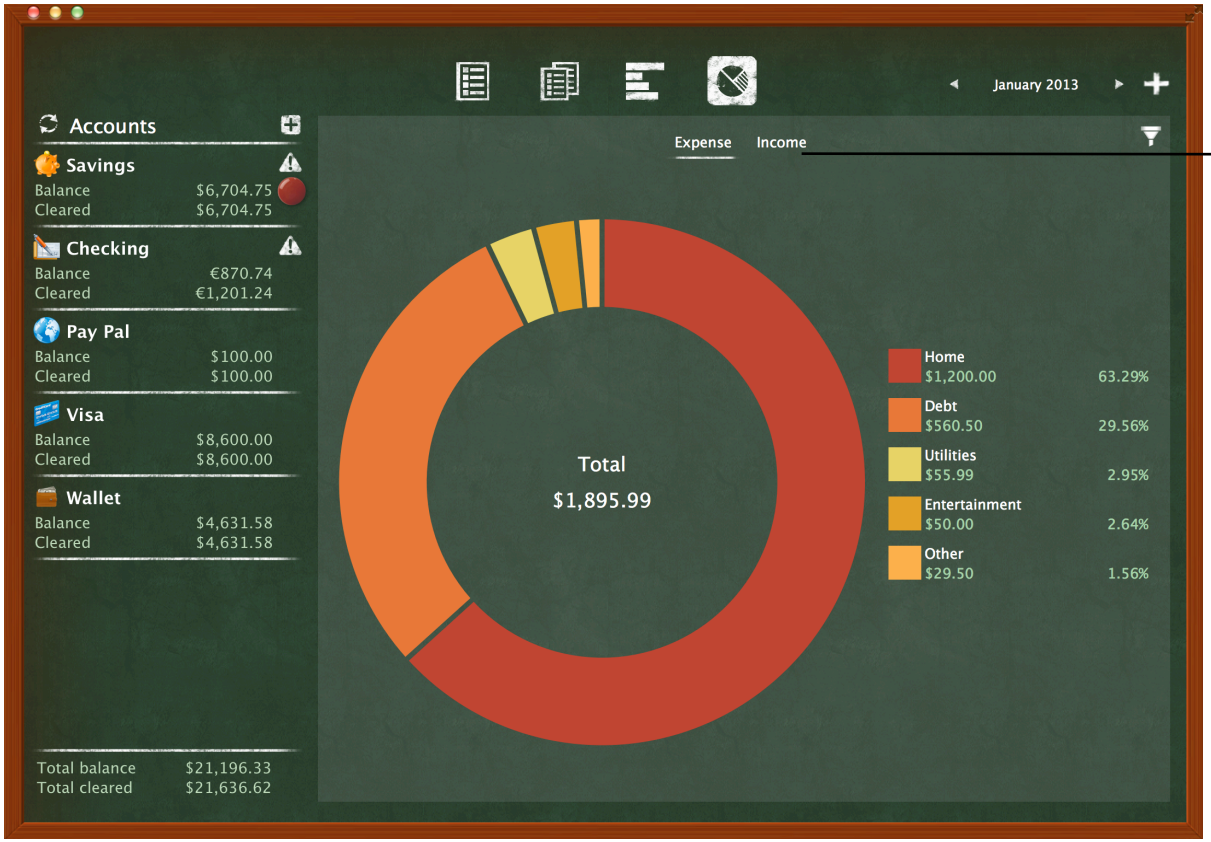


Reports

Pie chart

After putting in the time and effort to set up your accounts, enter transactions, update and confirm the figures, you can use reports to make sense out of all that information quickly and easily. The more precisely you record and categorize your transactions, the more useful Checkbook HD's reports will be in helping you analyze your finances.

To view the Pie chart report, click the "Pie chart" button . The report reflects each category share in your total income or expenses. You can generate reports to track either your income or your expenses.

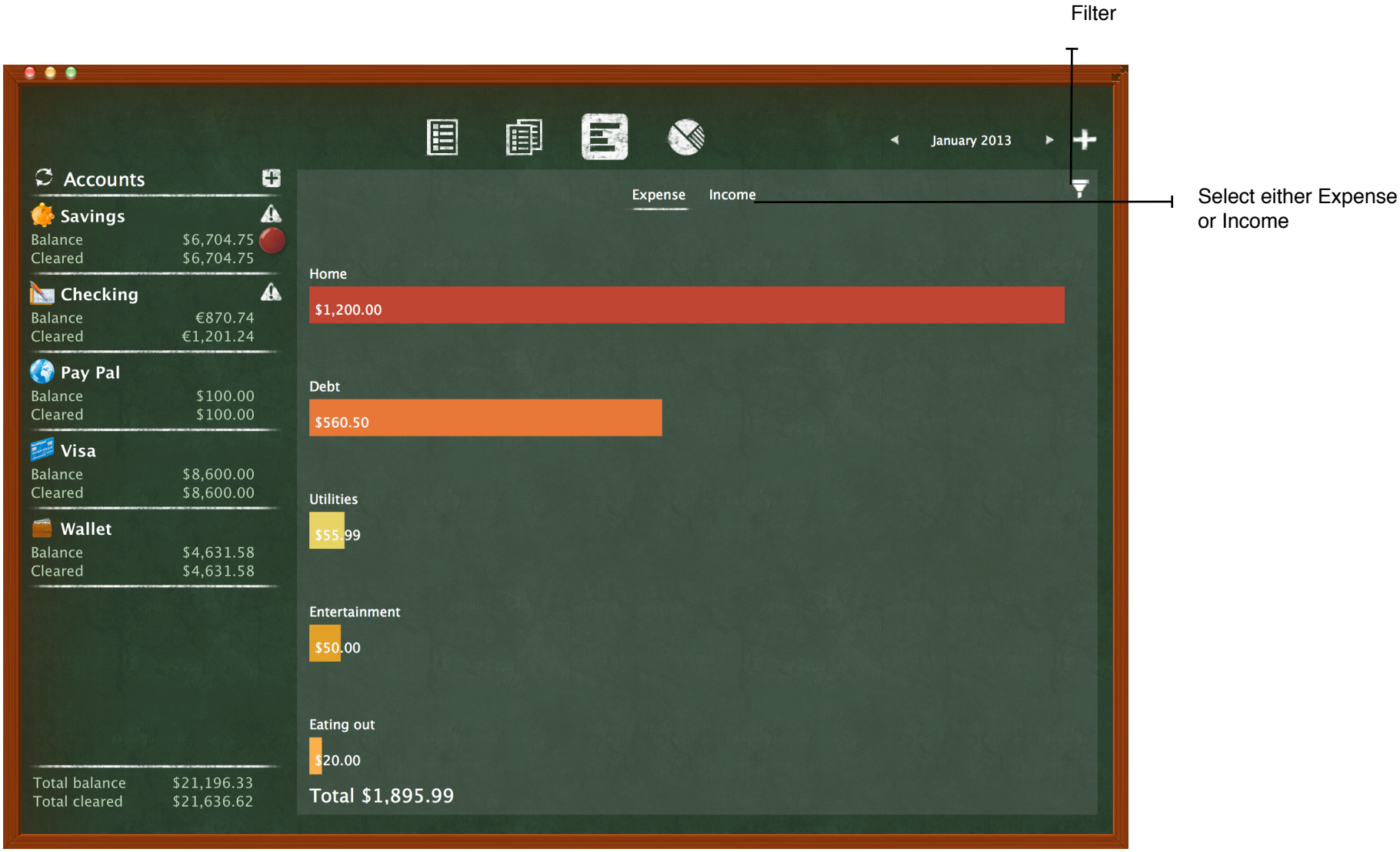


Select either Expense or Income

If you want to analyze specific data, you can use a special filter to depict the picture you need. To open the filter, use the funnel icon in the right upper corner. There you can set up the filtration by accounts, payees or choose to group information either by categories or by subcategories.

Bar chart

To generate a “Bar Chart” report, click the “Bar chart” button . To make specific reports, use the same filter - - as you did for a Pie chart.

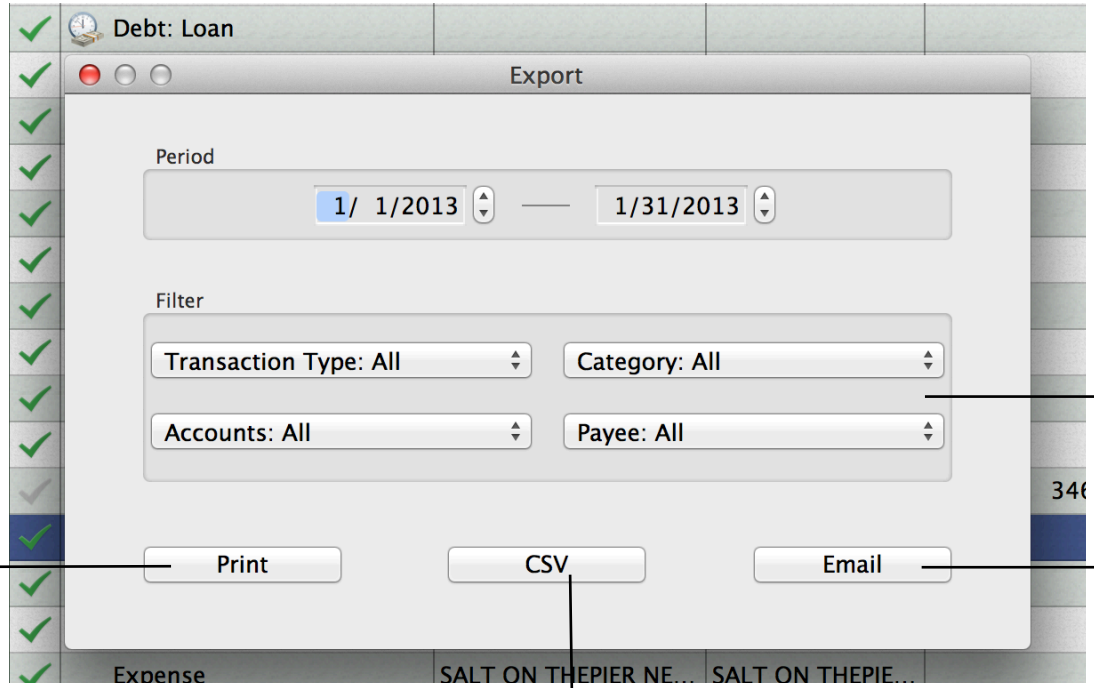


Tools

Export and Print

Checkbook HD gives a wonderful opportunity to form elegant and clear reports and save them in PDF format. The work with Checkbook HD PDF files is easy and comfortable. You can either print them right away or Email directly from the app. Moreover you can export the data in CSV format and analyze it in the Excel tables later on.

To do all the mentioned above, go to the upper menu, click “File”, “Export”, then enter the needed parameters (select the period of research, choose accounts, transactions, categories, payees) and click any of the buttons - Print/CSV/Email.



Enter the parameters

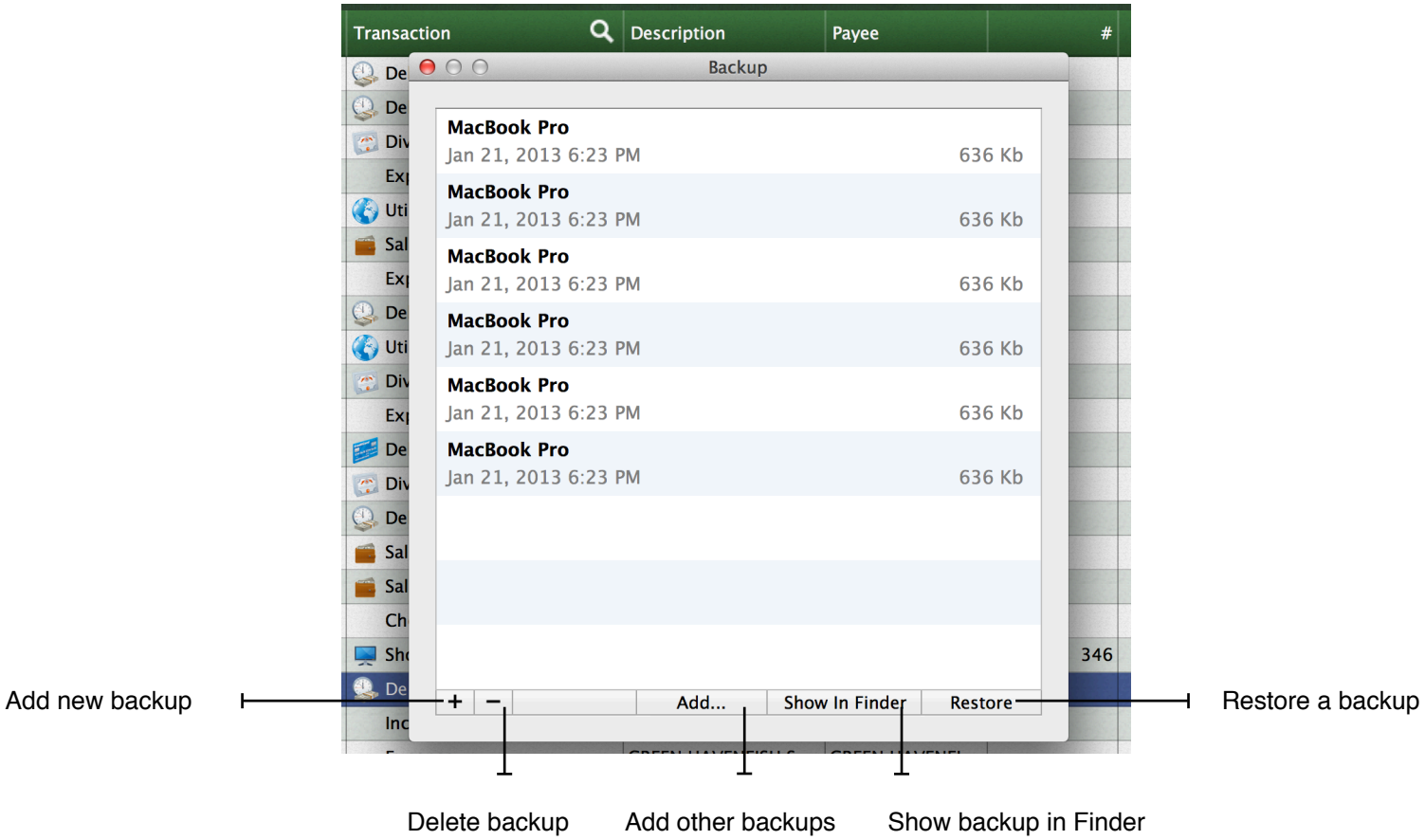
Save PDF file or/and print it

Email directly

Export in CSV

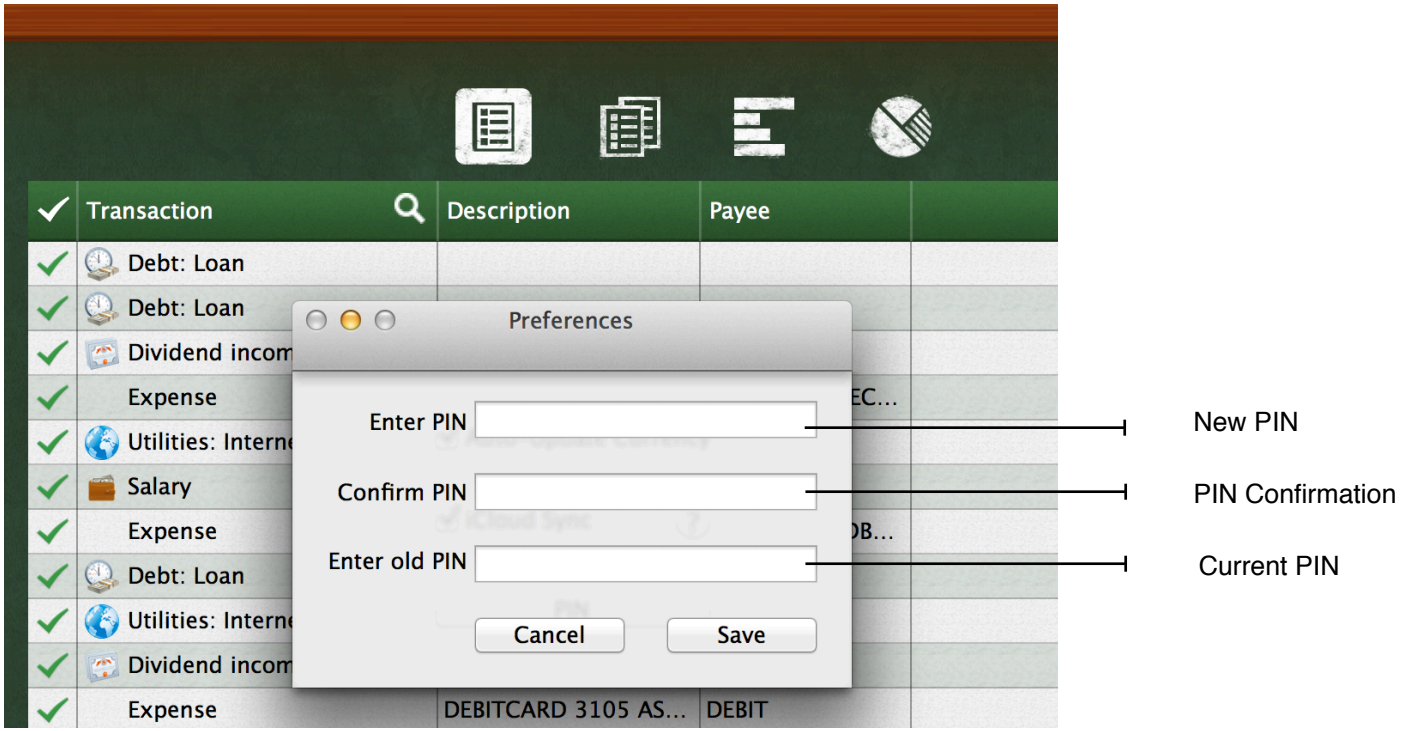
Backups

The best way to protect the data you entered is to back it up regularly.
To make a backup of your data, open “File” in the upper menu, then go to “Backup”. In order to add a new backup, click the plus button (+) in the left lower corner.
To restore from a backup, simply select the file from the list and click “Restore”.
To delete a backup, select the file from the list and click the minus button (-).
If you have previous backups saved on your computer, click “Add” , select the proper file and click “Open”. The file will appear in the backup list. To restore it, click “Restore”.
If you want your backup viewed in Finder, click “Show in Finder”.



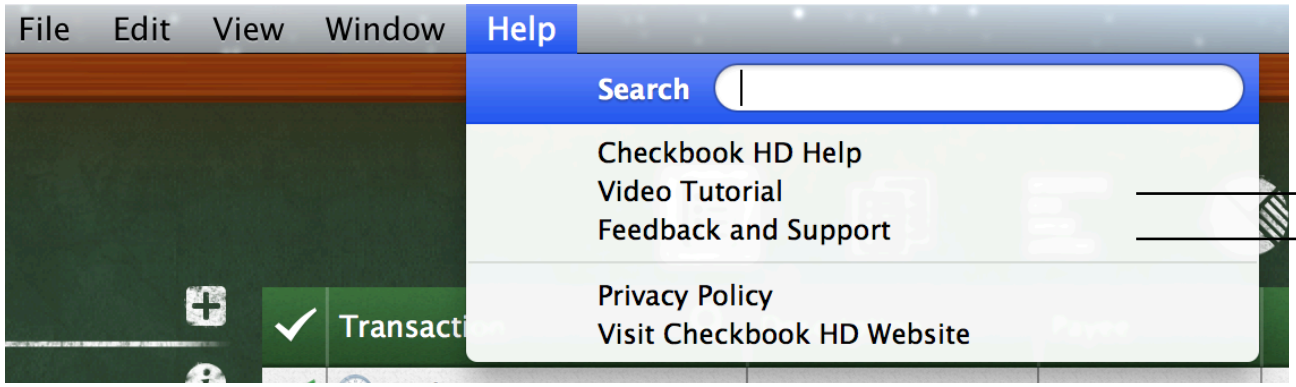
PIN

If you don't want anyone to have an access to your Checkbook HD records, protect the app by setting up PIN.
To do it, click "Checkbook HD" in the upper menu, choose "Preferences" and click "PIN". Enter PIN and confirm it, after that click the "Save" button. In order to change PIN, enter your current PIN in the corresponding field, set a new one and confirm it. Click "Save".



Contact us

If you need more help and support or maybe you've got ideas to be shared, please, go to the "Help" section in the main menu and select "Feedback and Support".



Post your ideas on the opened page and vote for the ones already posted. If you need individual help, contact our support service by clicking "Contact support".
All your requests will be worked out, all your questions will be answered. We appreciate any information you give us about the work of the app.

Get more efficiency with: **Checkbook HD for iPad and Checkbook HD for iPhone!**

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