

Checkbook HD for Mac



www.checkbookhd.com

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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.

Labels in the image:

- New account
- Transactions
- Recurring Transactions
- Bar Chart
- Pie Chart
- Period
- New transaction
- Accounts
- Balance
- Magnet

Transaction	Description	Payee	#	Date	Amount	Balance
✓ Home: Mortgage			345	1/30/2013	\$1,000.00	\$3,854.01
✓ Utilities: Water & sewer				1/30/2013	\$40.00	\$4,854.01
✓ Dividend income				1/30/2013	\$300.00	\$4,894.01
✓ Expense	CAFE BESPOKECHRIS...	CAFE BESPOKEC...		1/30/2013	\$9.50	\$4,594.01
✓ Utilities: Internet				1/25/2013	\$15.99	\$4,603.51
✓ Salary				1/24/2013	\$3,500.00	\$4,619.50
✓ Home: Mortgage				1/24/2013	\$1,200.00	\$1,119.50
✓ Expense	CCC TWO LTDBROM...	CCC TWO LTDB...		1/24/2013	\$7.78	\$880.24
✓ Debt: Loan				1/23/2013	\$250.00	\$8,600.00
✓ Utilities: Internet				1/22/2013	\$15.99	\$4,631.58
✓ Dividend income				1/18/2013	\$300.00	\$4,647.57
✓ Expense	DEBITCARD 3105 AS...	DEBIT		1/18/2013	\$360.00	\$888.02
✓ Utilities: Electrical				1/17/2013	\$30.00	\$4,347.57
✓ Dividend income				1/16/2013	\$300.00	\$4,377.57
✓ Car: Fuel				1/15/2013	\$40.00	\$1,248.02
✓ Salary				1/15/2013	\$3,500.00	\$4,077.57
✓ Checking > Pay Pal				1/15/2013	\$100.00	\$1,288.02
✓ Shopping: Electronics			346	1/12/2013	\$330.50	\$1,388.02
✓ Utilities: Internet				1/11/2013	\$15.99	\$577.57
✓ Income	SALARYSALARY	SALARY		1/10/2013	\$2,300.50	\$1,718.52
✓ Expense	GREEN HAVENFISH S...	GREEN HAVENFI...		1/9/2013	\$19.20	(\$581.98)
✓ Expense	SALT ON THEPIER NE...	SALT ON THEPIE...		1/8/2013	\$40.00	(\$562.78)
✓ Dividend income				1/7/2013	\$300.00	\$593.56
✓ Eatina out				1/6/2013	\$20.00	\$2,319.50

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.

Enter account name New account

Select icon

Insert current balance

Select currency

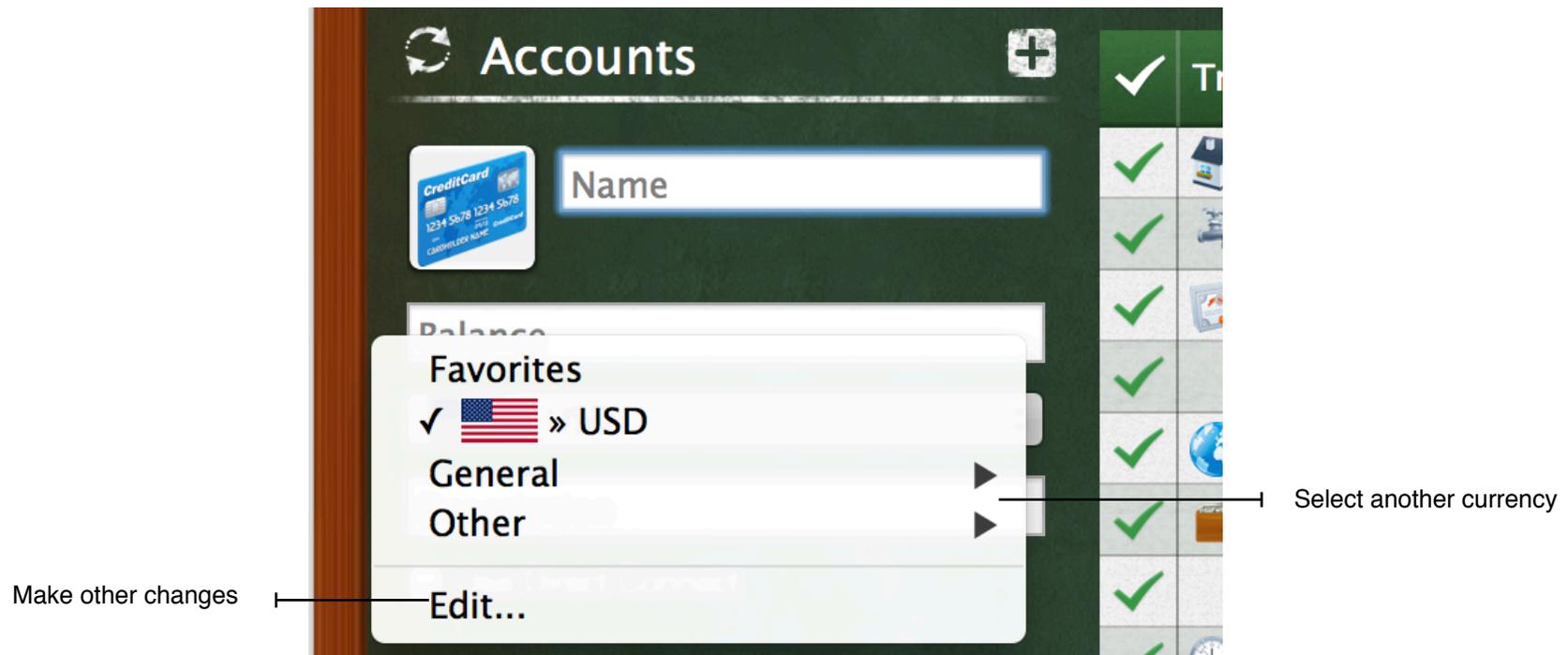
Input description

Transaction	Description	Payee	#	Date	Amount	Balance
✓ Home: Mortgage				1/31/2013	\$1,200.00	\$6,704.75
✓ Utilities: Water & sewer				1/30/2013	\$40.00	\$7,904.75
✓ Dividend income				1/30/2013	\$300.00	\$7,944.75
✓ Expense	CAFE BESPOKECHRIS...	CAFE BESPOKEC...		1/30/2013	\$9.50	\$7,644.75
✓ Utilities: Internet				1/25/2013	\$15.99	\$7,654.25
✓ Salary				1/24/2013	\$3,500.00	\$7,670.24
✓ Expense	CCC TWO LTDBROM...	CCC TWO LTDB...		1/24/2013	€7.78	€870.74
✓ Debt: Loan				1/23/2013	\$250.00	\$8,600.00
✓ Utilities: Internet				1/22/2013	\$15.99	\$8,131.58

Save

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

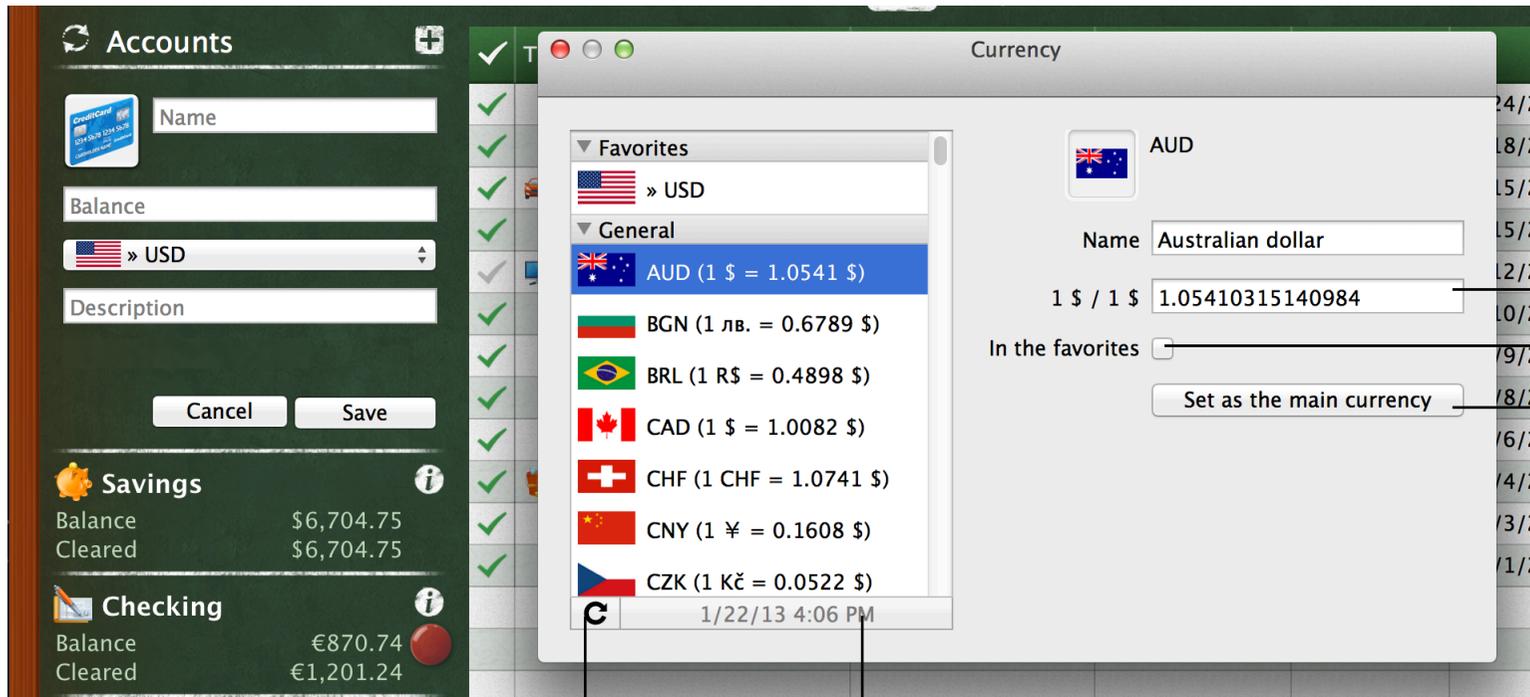
The main currency in the app is US dollar, but you can make your own currency settings. Just click the currency symbol while editing an account. In the appeared form you can choose any currency either from the General list or from the list of Other currencies.



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).



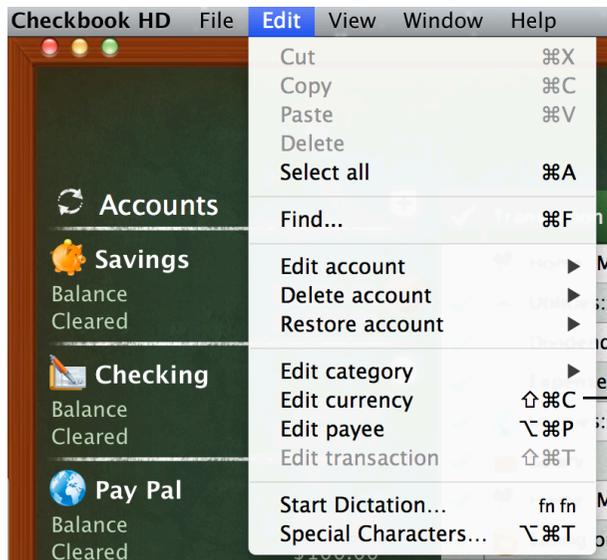
Enter a new rate

Add the currency to Favorites

Set as the main currency

Update the exchange rates

The last update

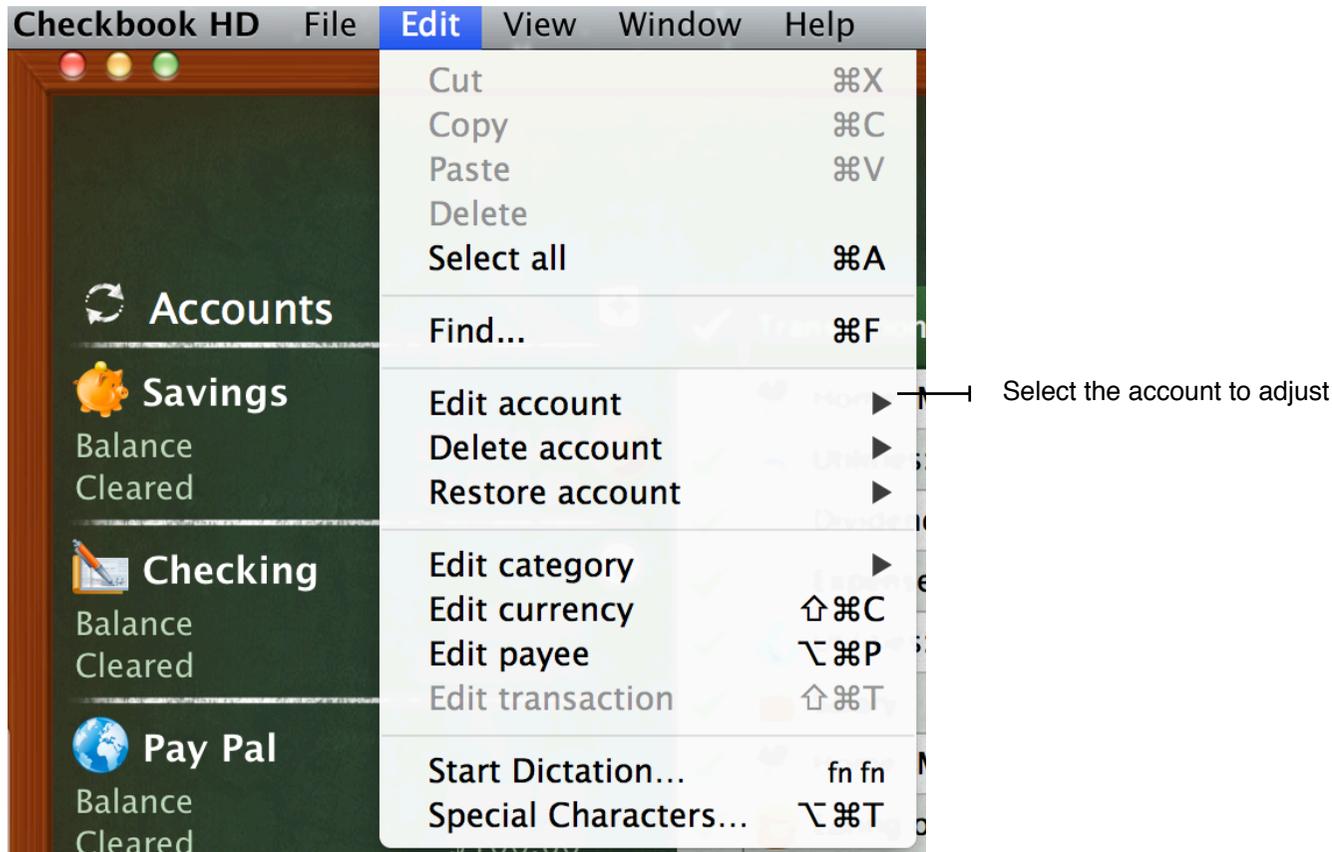


You can make the same changes in currency settings by using the upper menu.

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.



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!



Transaction	Description	Payee	#	Date	Amount	Balance
✓ Home: Mortgage			345	1/30/2013	\$1,000.00	\$3,854.01
✓ Utilities: Water & sewer				1/30/2013	\$40.00	\$4,854.01
✓ Dividend income				1/30/2013	\$300.00	\$4,894.01
✓ Expense	CAFE BESPOKECHRIS...	CAFE BESPOKEC...		1/30/2013	\$9.50	\$4,594.01
✓ Utilities: Internet				1/25/2013	\$15.99	\$4,603.51
✓ Salary				1/24/2013	\$3,500.00	\$4,619.50
✓ Home: Mortgage				1/24/2013	\$1,200.00	\$1,119.50
✓ Eating out				1/6/2013	\$20.00	\$2,319.50
✓ Debt: Loan				1/5/2013	\$560.50	\$2,339.50
✓ Entertainment: Shows				1/4/2013	\$50.00	\$2,900.00

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.

The account where the changes are being done

Expense type

Category/ Subcategory

Description

Payee

Check number

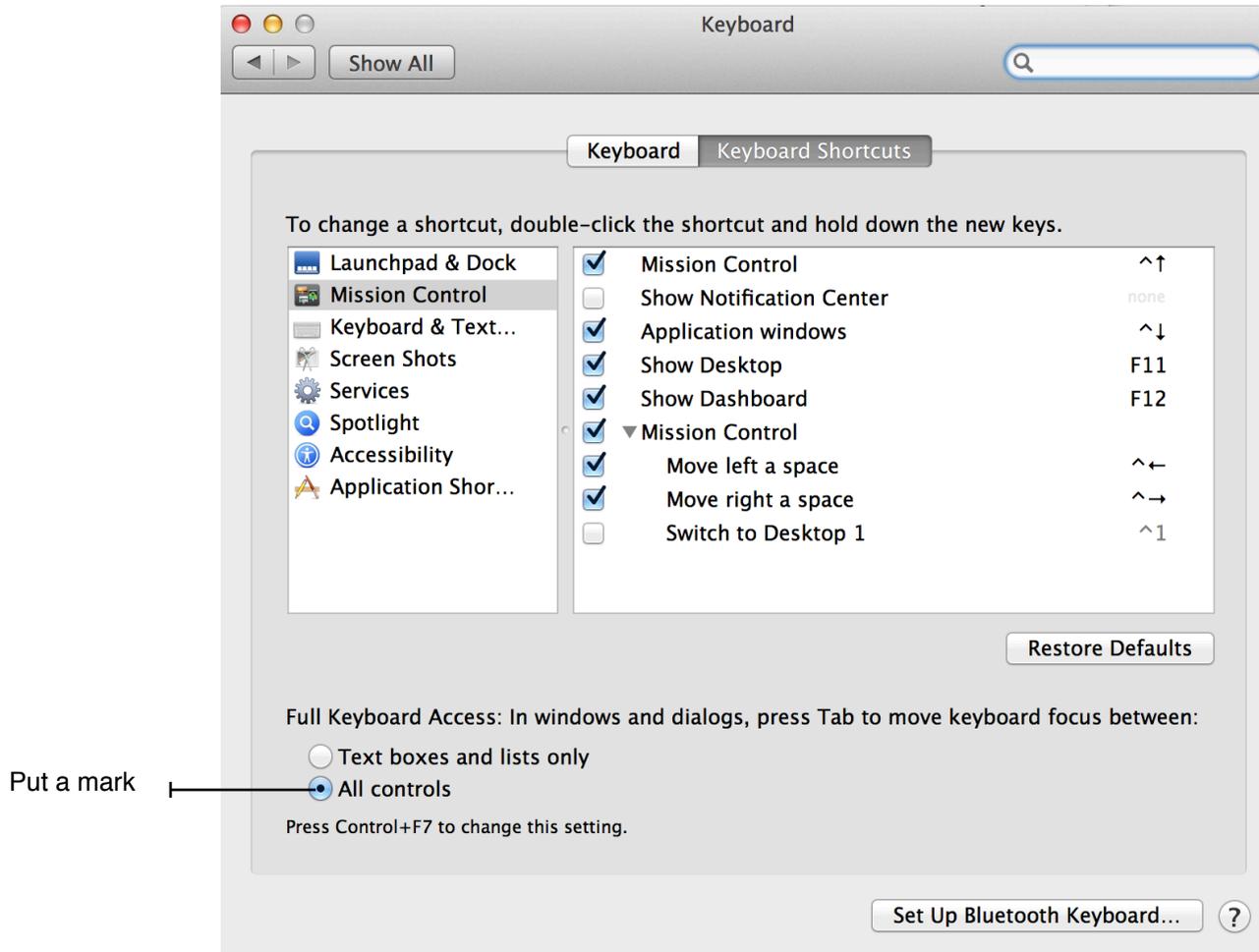
Date

Amount

The account where the changes are being done

Transaction	Description	Payee	#	Date	Amount	Balance
Expense	Mortgage	BoA	345	1/30/2013	1000	Savings
Utilities: Water & sewer				1/30/2013	\$40.00	\$4,854.01
Dividend income				1/30/2013	\$300.00	\$4,894.01
Expense	CAFE BESPOKECHRIS...	CAFE BESPOKEC...		1/30/2013	\$9.50	\$4,594.01
Utilities: Internet				1/25/2013	\$15.99	\$4,603.51
Salary				1/24/2013	\$3,500.00	\$4,619.50

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.



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.

The screenshot shows a financial application interface with a list of transactions. A dropdown menu is open over the 'Transaction' column, showing options: Savings, Checking, Pay Pal, Visa, and Wallet. The 'Checking' option is selected. Vertical lines connect labels above the interface to specific columns in the transaction table.

Account the money will be taken from	Transfer type	Account the money will be credited to	Description	Payee	Check number	Date	The sum which will be taken	The sum which will be credited
	Transfer	Savings		No Payee		1/22/2013	100	100
	Home: Mortgage					1/31/2013	\$1,200.00	\$6,704.75
	Utilities: Water & s					1/30/2013	\$40.00	\$7,904.75
	Dividend income					1/30/2013	\$300.00	\$7,944.75
	Expense		CAFE BESPOKECHRIS...	CAFE BESPOKEC...		1/30/2013	\$9.50	\$7,644.75

Pay attention to transaction categories

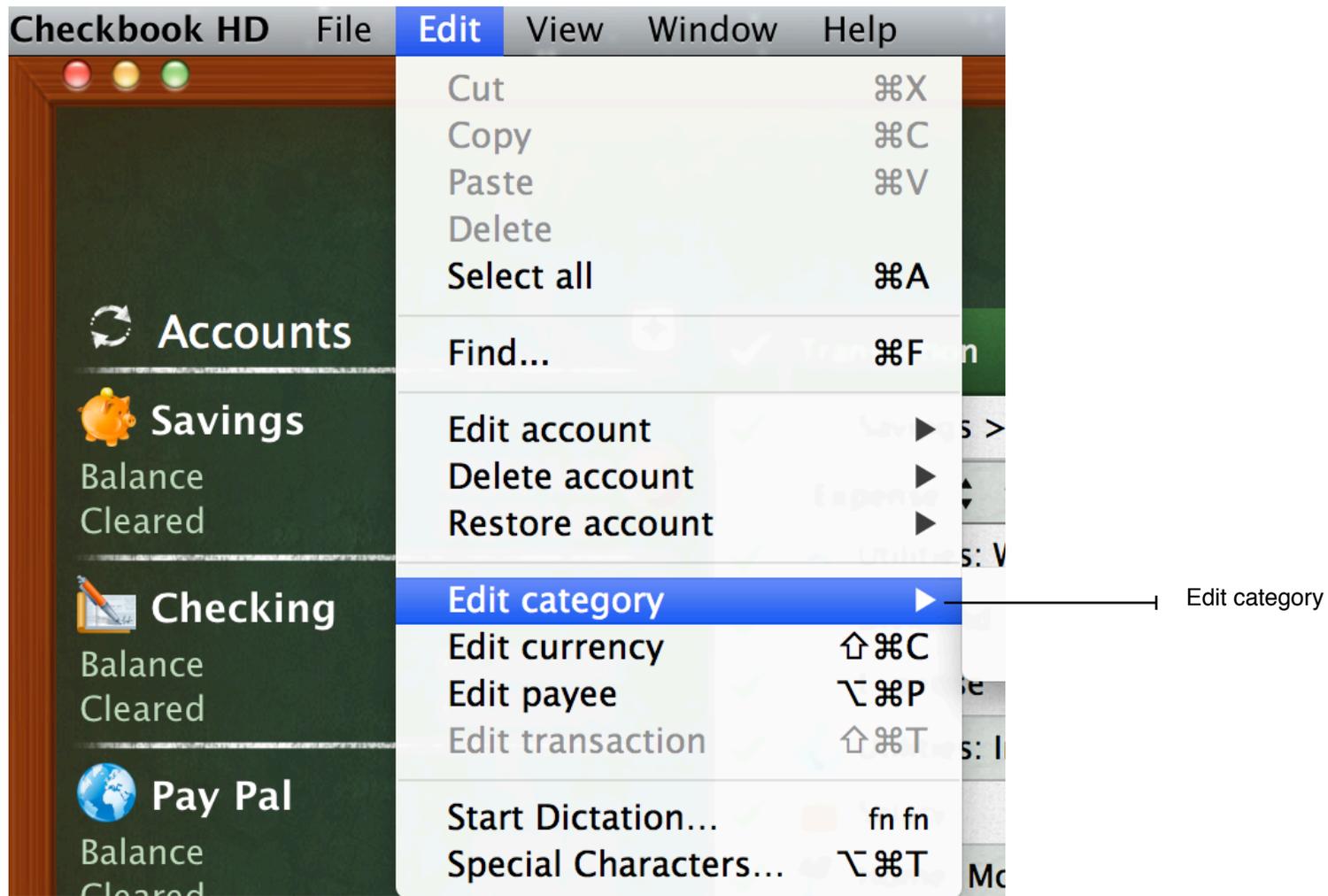
Categorizing your transactions accurately helps you receive complete and effective analysis of your spending habits. Checkbook HD offers a whole number of specific categories, which are organized in a double hierarchical structure. So you'll find there "parent" and "subsidiary" categories. To give you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

The screenshot displays the Checkbook HD application interface. On the left, there is a sidebar with account balances for Savings, Checking, Pay Pal, Visa, and Wallet. The main area shows a transaction list with columns for Transaction, Description, Payee, #, Date, Amount, and Balance. A context menu is open over a transaction, listing various categories such as No Category, Car, Debt, Eating out, Entertainment, Family and Personal, Home, Household & Food, Insurance, Misc, Shopping, Taxes, Travelling, and Utilities. An arrow points from the 'Edit...' option in the menu to the word 'Edit' below the screenshot.

Transaction	Description	Payee	#	Date	Amount	Balance
Expense	No Category	No Payee	#	1/31/2013	1200	Savings
Utilities	Car			1/30/2013	\$40.00	\$7,904.75
Divide	Debt			1/30/2013	\$300.00	\$7,944.75
Expense	Eating out	CAFE BESPOKEC...		1/30/2013	\$9.50	\$7,644.75
Utilities	Entertainment			1/25/2013	\$15.99	\$7,654.25
Salary	Family and Personal			1/24/2013	\$3,500.00	\$7,670.24
Eating	Home			1/6/2013	\$20.00	\$4,170.24
Debt:	Household & Food			1/5/2013	\$560.50	\$4,190.24
Entert	Insurance			1/4/2013	\$50.00	\$4,750.74
	Misc					
	Shopping					
	Taxes					
	Travelling					
	Utilities					

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

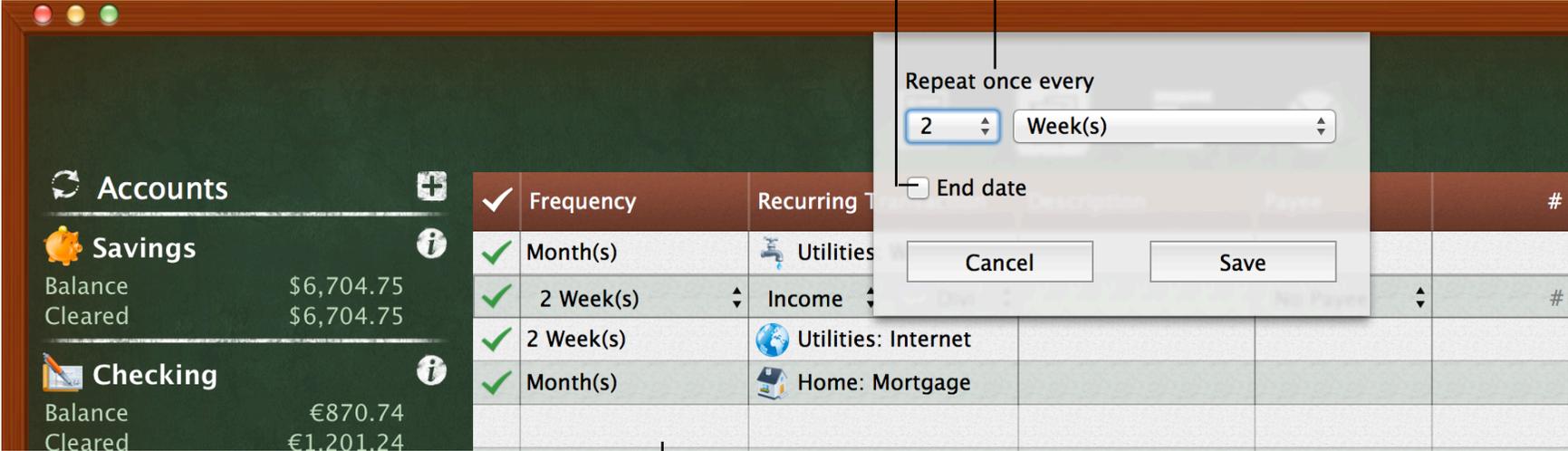


Set up recurring transactions

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.

Indicate the end date Set up custom frequency



Repeat once every
2 Week(s)
 End date
Cancel Save

✓	Frequency	Recurring T			#
✓	Month(s)	Utilities			
✓	2 Week(s)	Income			#
✓	2 Week(s)	Utilities: Internet			
✓	Month(s)	Home: Mortgage			

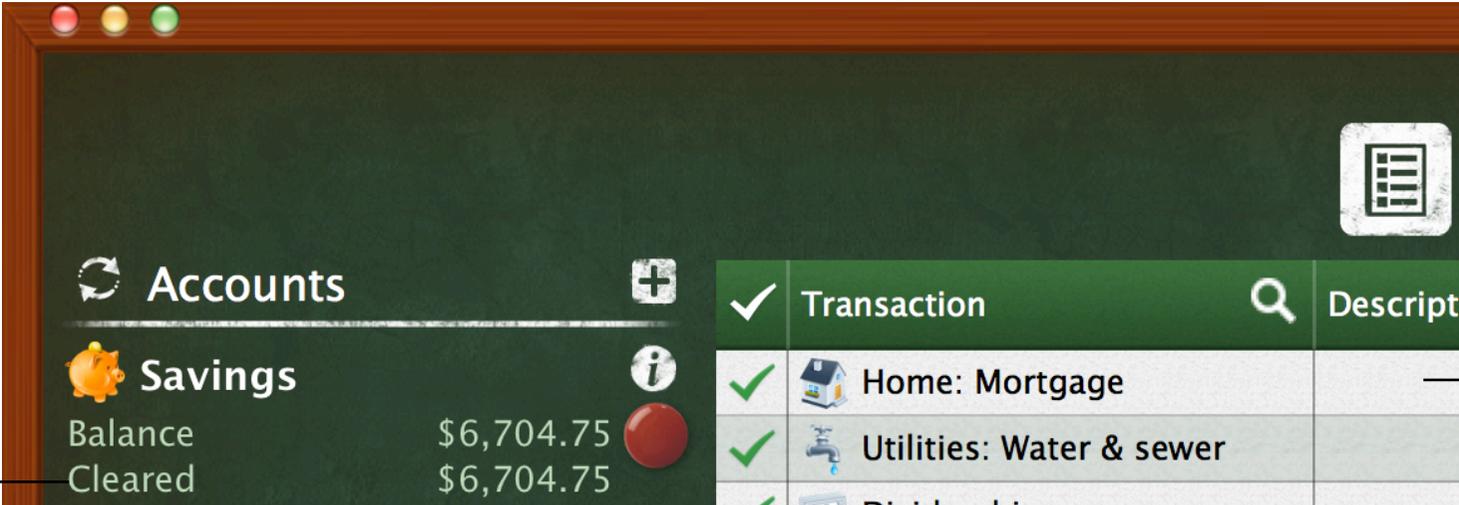
Choose Custom

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.



The screenshot shows a financial application window with a dark green background. On the left, there is a sidebar with two main sections: 'Accounts' and 'Savings'. The 'Savings' section shows a 'Balance' of \$6,704.75 and a 'Cleared' balance of \$6,704.75. A red circle highlights the 'Cleared' balance. A label 'Cleared balance' with an arrow points to this red circle. To the right of the sidebar is a table with a green header. The table has three columns: a checkmark column, a 'Transaction' column, and a 'Description' column. The first two rows of the table are: 1. A green checkmark, 'Home: Mortgage', and an empty description. 2. A green checkmark, 'Utilities: Water & sewer', and an empty description. A label 'Put a green checkmark' with an arrow points to the green checkmark in the first row. A search icon is visible in the top right of the table area.

✓	Transaction	Description
✓	Home: Mortgage	
✓	Utilities: Water & sewer	
✓	Dividend income	

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

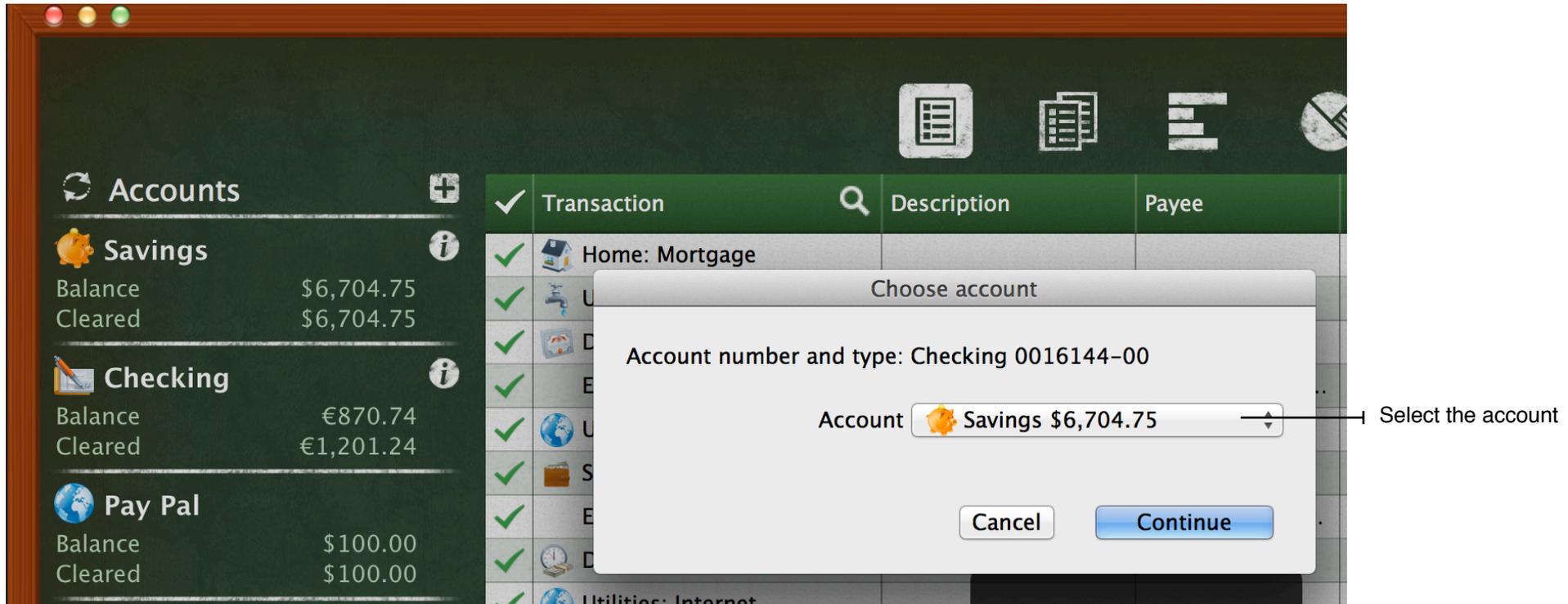
OFX import

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”.



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.

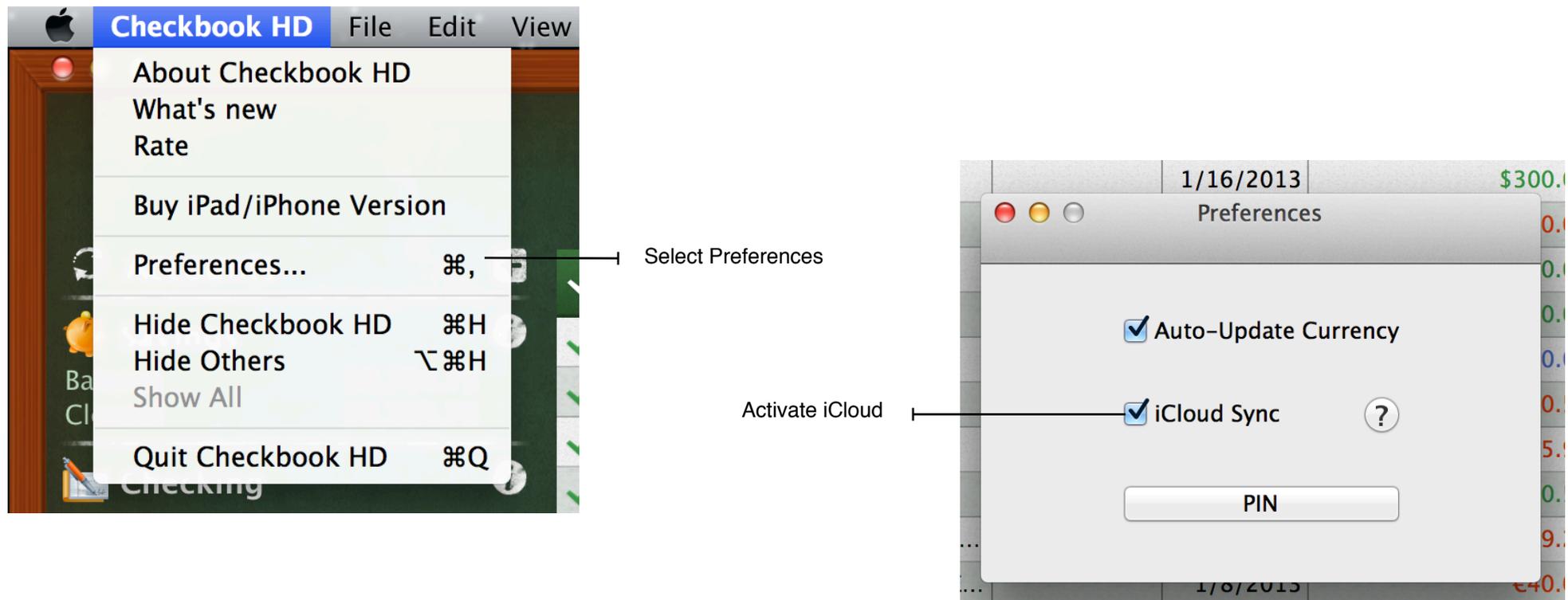


iCloud

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.

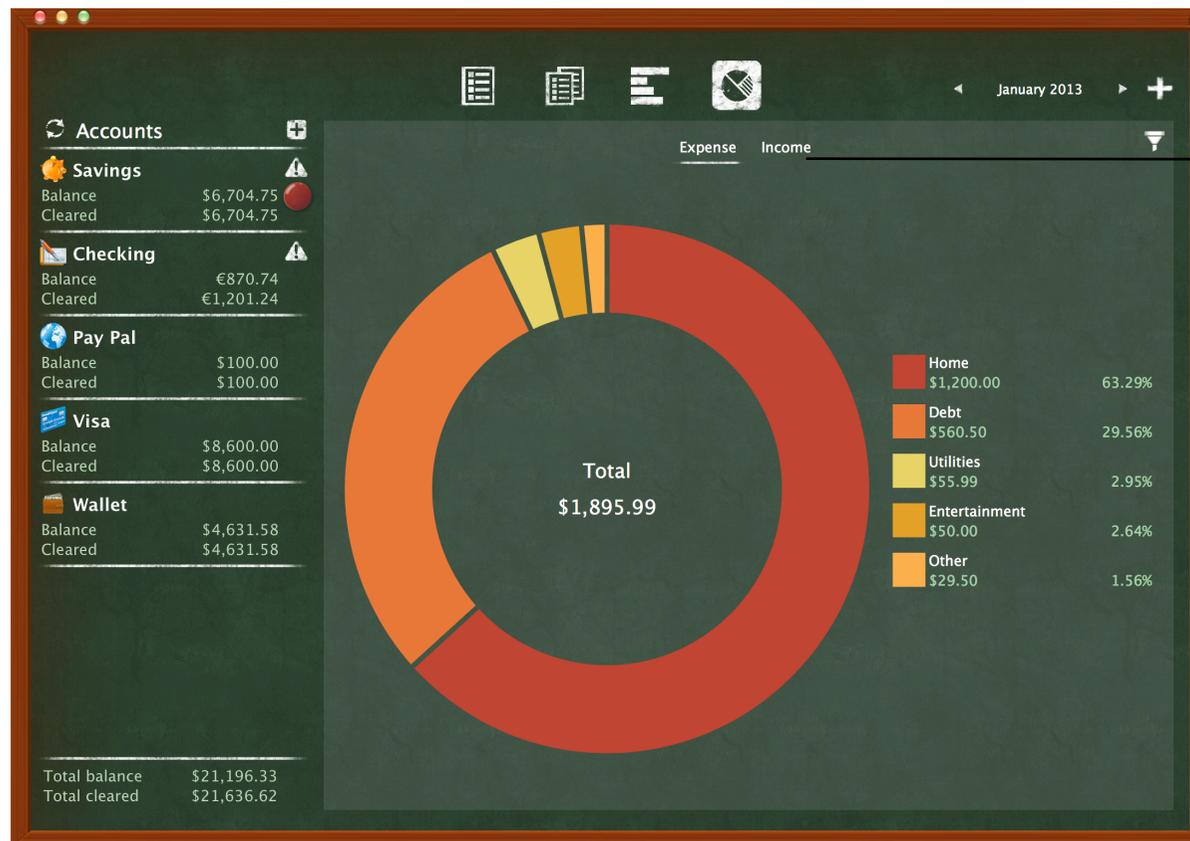


Reports

Pie chart

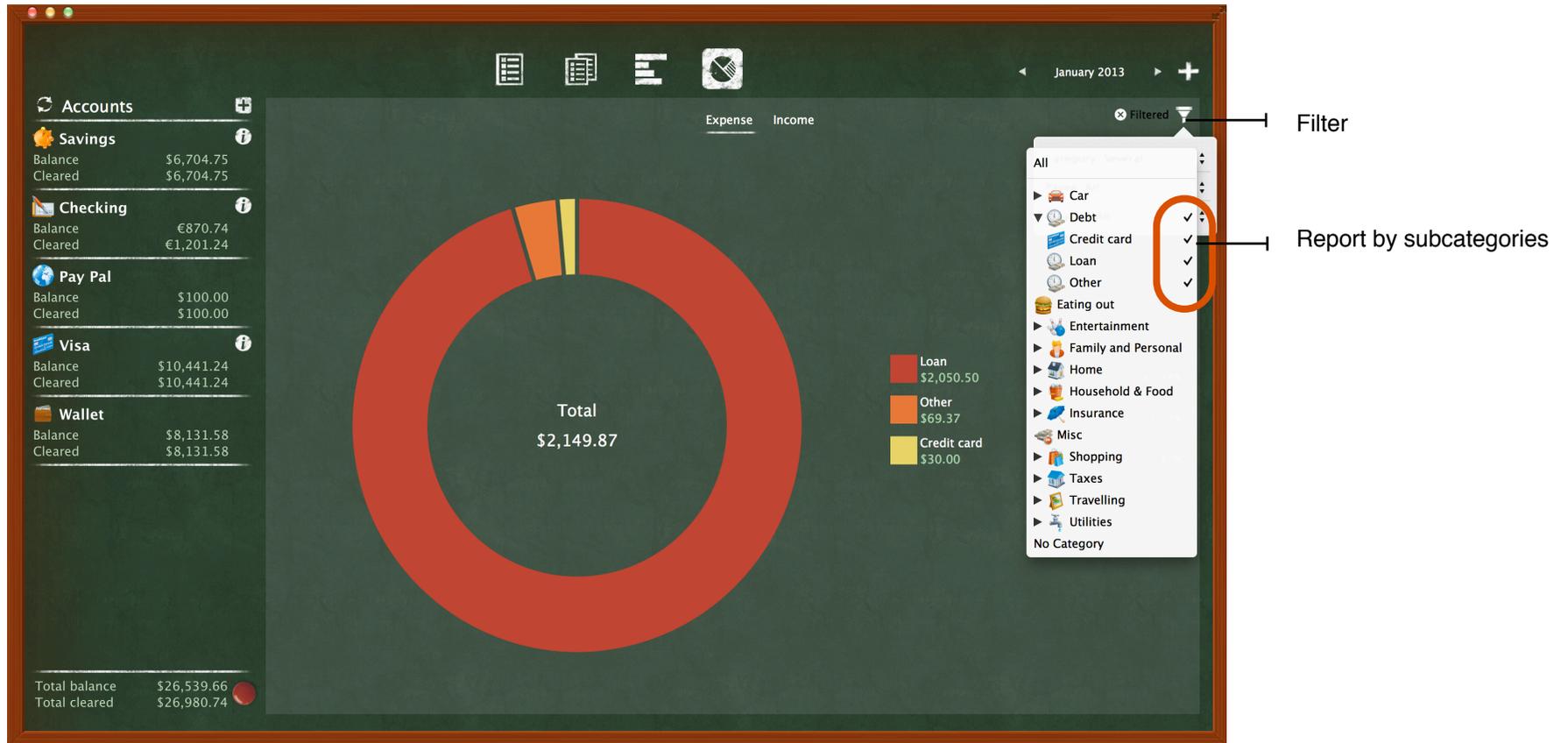
After putting in the time and effort to set up your accounts, enter transactions, update and confirm the figures, you can use reports to make sense out of all that information quickly and easily. The more precisely you record and categorize your transactions, the more useful Checkbook HD's reports will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



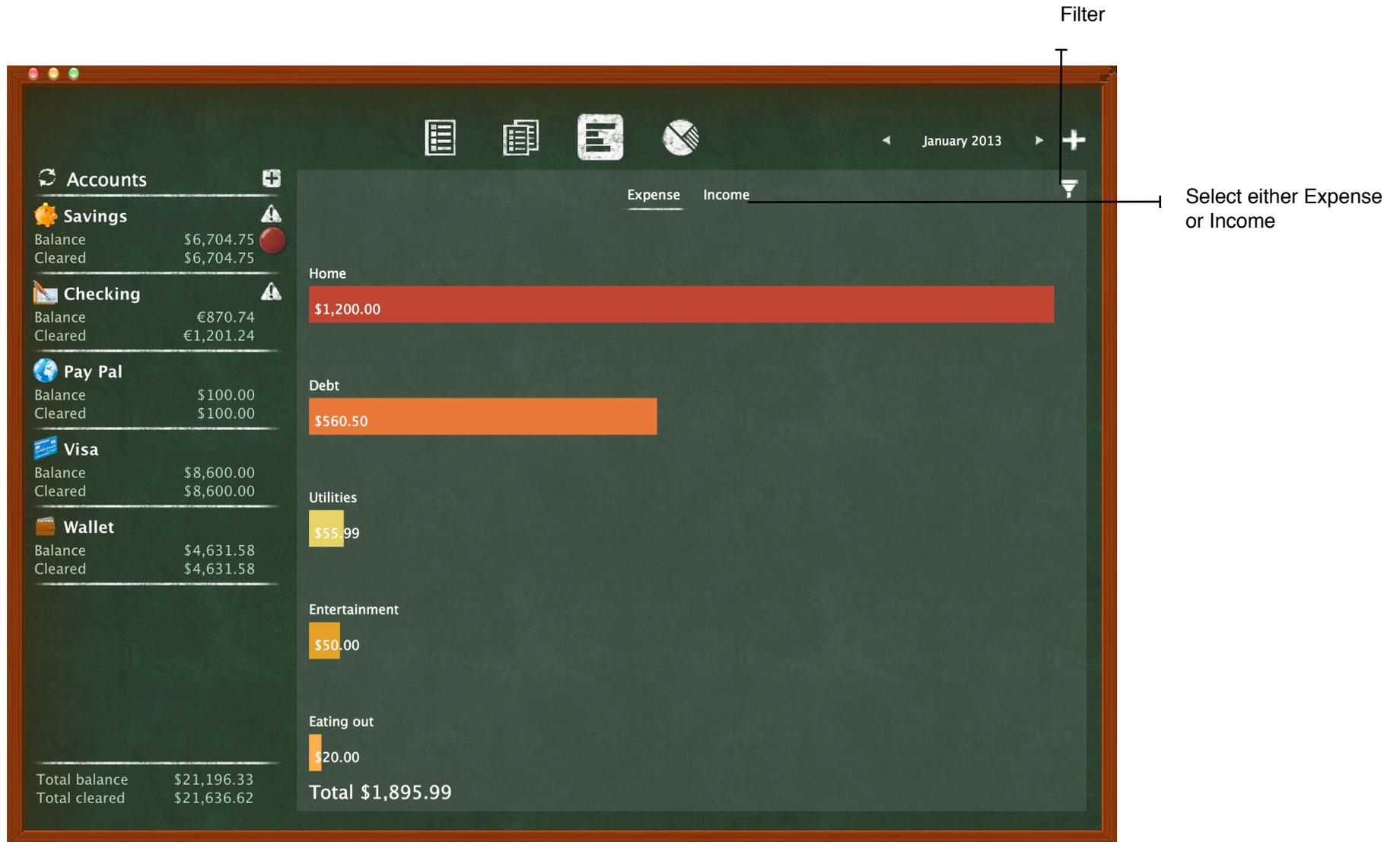
Select either Expense or Income

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.



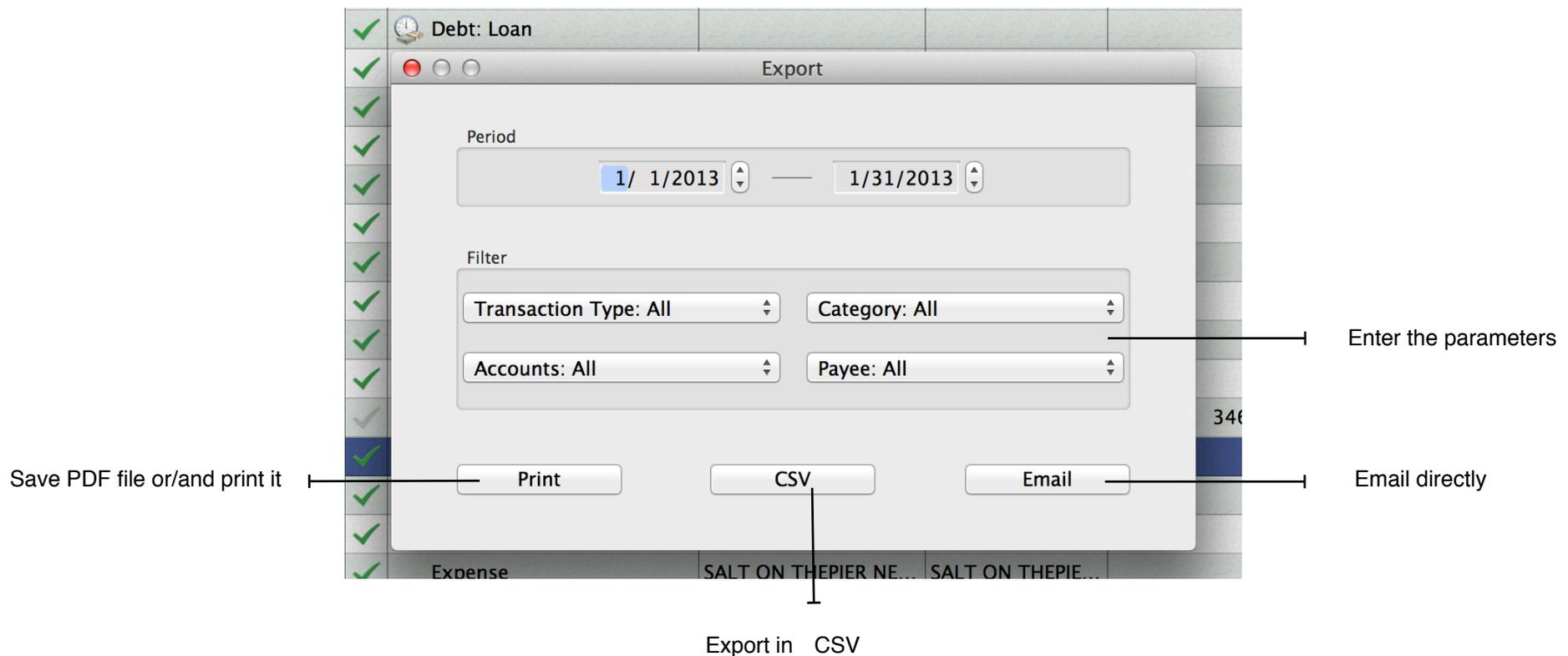
Tools

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.



Backups

The best way to protect the data you entered is to back it up regularly.

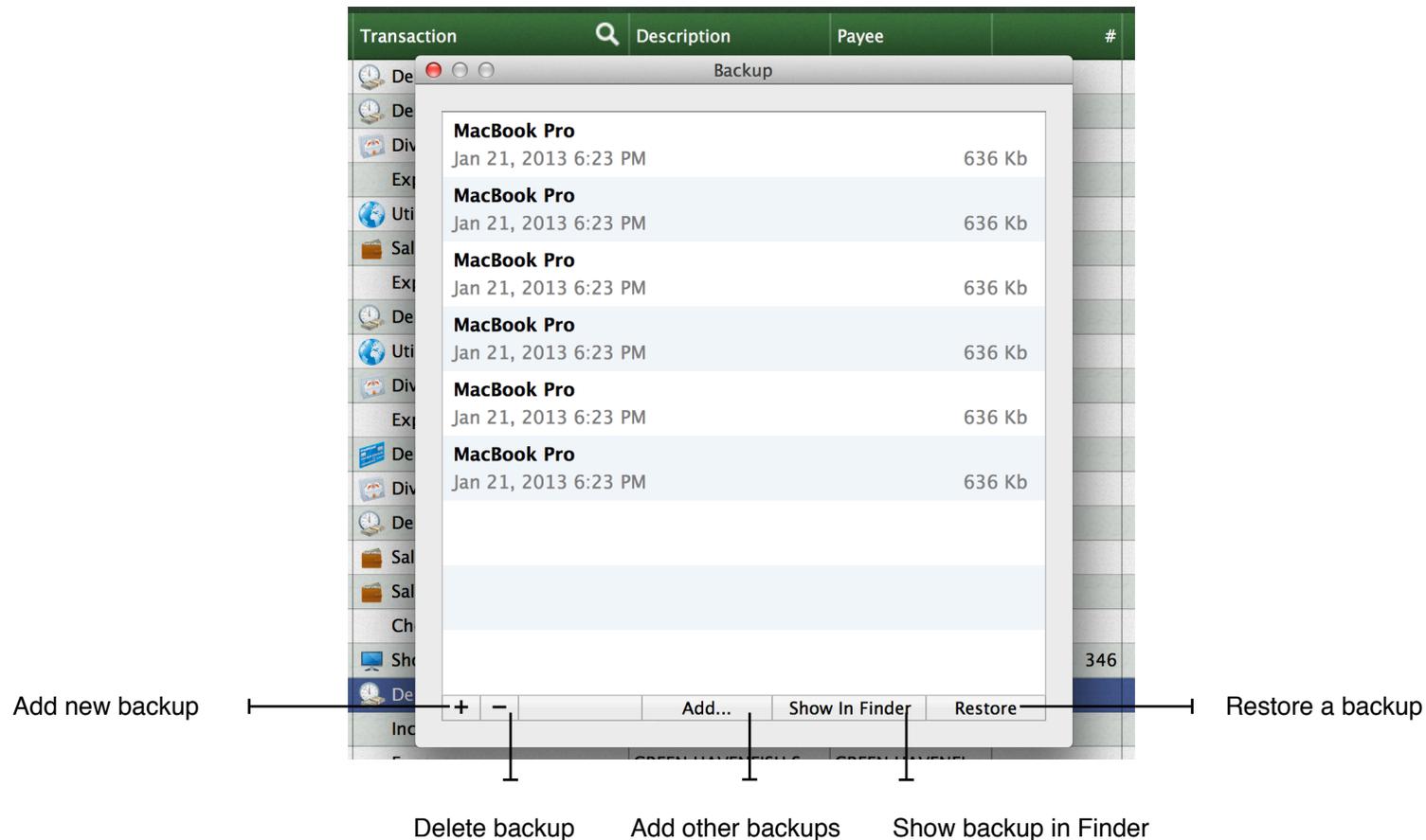
To make a backup of your data, open “File” in the upper menu, then go to “Backup”. In order to add a new backup, click the plus button (+) in the left lower corner.

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”.

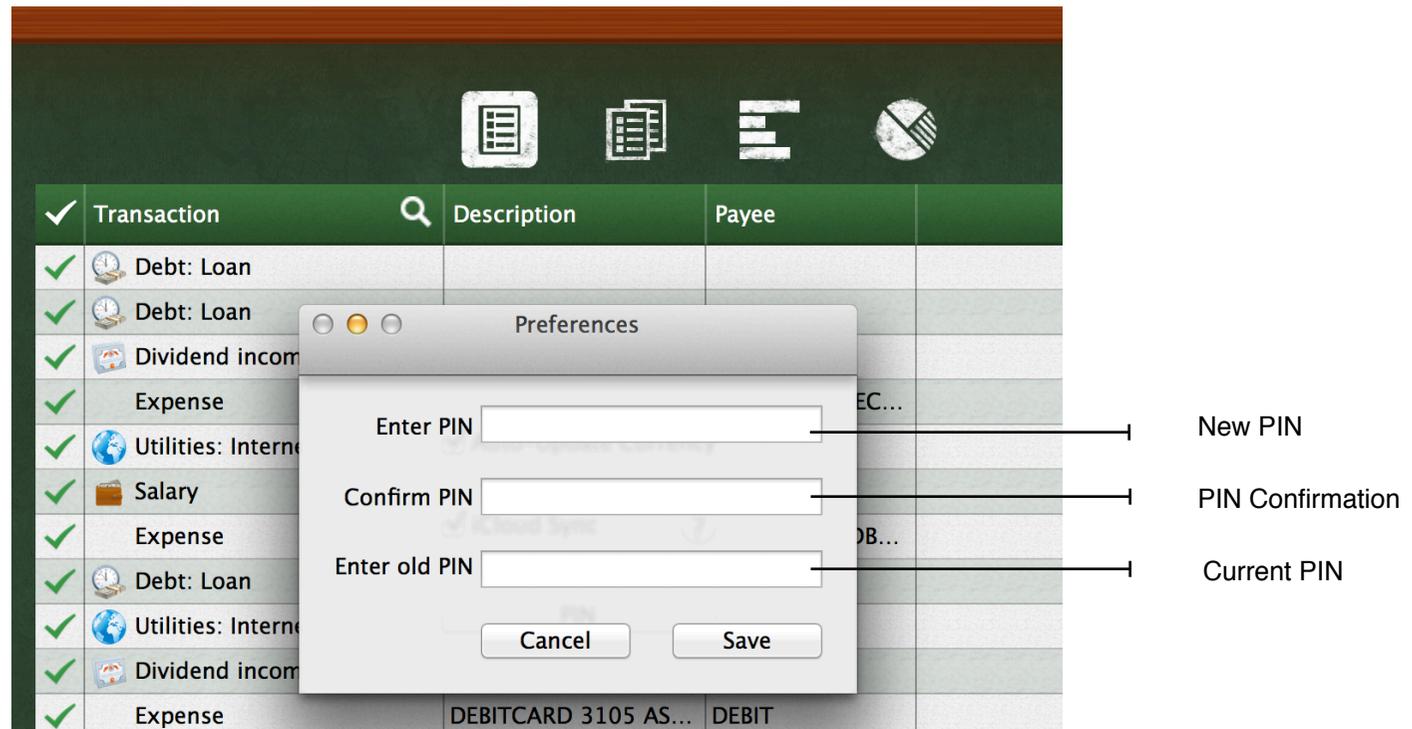
If you want your backup viewed in Finder, click “Show in Finder”.



PIN

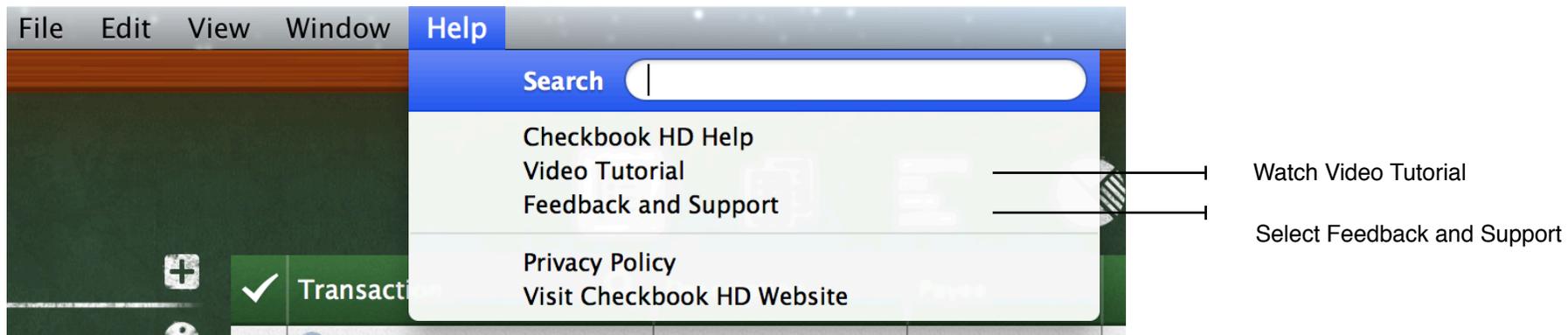
If you don't want anyone to have an access to your Checkbook HD records, protect the app by setting up PIN.

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!**

Learn more: www.checkbookhd.com



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the best finance apps

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Checkbook HD User Manual
~ last updated December 18, 2017 ~