AccountMaster3.doc

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REVISION HISTORY

NUMBER	DATE	DESCRIPTION	NAME

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AccountMaster3.doc

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```
                            $^1$Account Master version 3c1
                    Martin C. Platt


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^{1} This is a cut-down version of Account Master. The full version is
available for £8.00 which includes software, Hard Disk install software,
postage and packing.

Cheques payable to: MCP Products

1.2 Copyright

            Account Master version 3
              Account Master version 3.0 software, subsequent releases and
accompanying documentation are copyright MCP Products 1993. All rights
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the author Martin Platt.

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            and Installer project icon
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1.3 Legalities

Account Master software is provided "as-is" and subject to change;
    no warranties are made. All use is at your own risk. No liability
    or responsibility is assumed.

AmigaGuide software is provided "as-is" and subject to change;
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    or responsibility is assumed.

Installer software is provided "as-is" and subject to change;
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    or responsibility is assumed.

1.4 Introduction

```
                ACCOUNT MASTER
Account Master version 3 is a fully integrated home finance application.
Users are presented with a pleasent Workbench 2/3 screen and all the

                features
                associated with a modern user-friendly program.
The program's greatest strength is in its ability to maintain a continuous
record of all transactions on any account using the Amiga's internal clock
as a date reference.  When AM first runs, all accounts are checked for
direct debit and/or credit transfer transactions and automatically updated
as required.
The program also contains comprehensive reporting capabilities which
include 3 dimensional code related bar graphs, balance charts and a wide
range of printing options.
```

```
AMIGAGUIDE
AmigaGuide implements hypertext concepts to provide a standard method of
displaying and providing information and support for applications.
```

```
INSTALLER
Installation of applications from floppy disks onto a hard disk has
proven to be a very inconsistent and often frustrating endeavour for
most end-users.  Commodore have remedied this situation by developing a
tool which provides the user with a standard way to install
applications - Installer.
```

1.5 Features

```
                Automatic date recognition using the Amiga's internal clock
Automatic Credit and Debit Updates - weekly, monthly, quarterly and
yearly frequencies
Chronologically ordered direct debits and direct credits
Fully multi-tasking and doesn't grab all the processor time!
Date alter facility allowing financial projections
3 dimensional code related bar graphs and balance charts
Fully supported printing - part account; full account; direct debits;
direct credits; deferred entries; codes and definitions
Permanently displayed quick access buttons for regularly used features
3-d bar and balance graph printing
Budgeted codes and over 80 definable codes
Account password protection
Full search facility - account item; code; debit; credit; defer
Redefinable palette and screen position
@{ " Keyboard short-cuts " link keys} for most buttons
Fast, alphabetically organising ASL clone
                File Requester
                Workbench 2/3 look - even on 1.3 machines!
Automatic account back-ups
Up to 1000 transactions per account
```

1.6 Requirements

```
Account Master 3 has been tested on:
Amiga 500, 500+, 600, 1200, 1500, 2000, 3000
and requires at least 1MB of RAM.
The system must be running Kickstart/Workbench version 1.3 or later.
```

1.7 Setting Up

```
                  Account Master 3 can be run directly from the supplied disk with  ←
                  no
further set-up.  To copy to another floppy disk, the following files
must be copied:

Account_Master3
Account_Master3.info
S:AM3.config
Account_Master3.guide
Account_Master3.guide.info
LIBS:amigaguide.library
utilities/AmigaGuide


AccountMaster3 resides in the root directory of the supplied disk.
AM3.config is present in the s directory.  This file must be copied to
the assigned volume S:

If you want Account Master to search for accounts in the same
subdirectory each time you run the application, you must change to that
directory prior to running AM.  For example:

The disk in drive DF0: contains AccountMaster3 at the root level and a
subdirectory named accounts which contains an account named Example.acc.

DF0: ---|-  AccountMaster3
        |
        |-  Accounts
                  |
                  |-  Example.acc

At the shell, type:
cd df0:accounts
run df0:accountmaster3

When Open is selected, AM will search immediately in the accounts
subdirectory.

PRINTER SETUP
Account Master requires access to your printer driver to carry-out
printing functions.  If this driver is not installed in the devs
directory of your boot disk, it will need to be added.  See your
workbench manual for details.

See
```

```
                          HD Install
                           for information on hard disk setup.
```

1.8   Hard Disk Installation

```
Hard Disk Installation is simple and straightforward using the supplied
HD Install Program.  Boot as normal from your hard-disk, insert the
floppy disk MCP_Products93: in any drive.  From Workbench, double click
on the MCP icon and then double click on the AM3Install icon.  You
will then be presented with 3 options:
Novice User
Intermediate
Advanced

Select Advanced and then 'Install for real'.  From there, simply follow
the application prompts.

NOTE.

AM3Install can also be used to copy all the required files to another
floppy disk.
```

1.9   Account Master History

```
Account Master started as a PD home finance program originally released
in July 1992.  Many people requested additional features and further
improvements were made cumulating in the release of version 2.
Version 2 was very well received and gained a large following and many
favourable press reviews.  Users still wanted more...:

Account Password protection
More keyboard short-cuts
Quarterly direct debits
Direct Credits (Credit Transfers)
Graphic Reporting
More code definitions
Full mouse independence
Workbench2/3 style requesters and screens
User defined screen positioning
Date alter facility
The list seemed endless...

Work began incorporating these into the existing program but it soon
became evident that a complete re-write would be needed - Account Master
version 3.

- v0.98 released to beta testers June 1992.
- v1.00 released July 1992.
- v2.0  released 20th October 1992. New look Workbench2 style front end.
        Checked/Deferred option added. Speed increased. Palette control
        added.
```

- v2.1 released January 1993. Environment editor re-written.

January - October 1993. Development of Account Master version 3.0.

- v3.0b beta test release October 1993.
- v3.0 released 5th November 1993.

1.10 Keyboard Short-cuts

```
KEYBOARD SHORT-CUTS
All buttons containing an underscored character can be accessed by
holding down the right Amiga key and pressing the underscored character.

Buttons with bold text can be selected with the mouse key, a right
Amiga key combination or by pressing the RETURN key.

All scrolling lists (main screen, file requester, view window) can be
scrolled using the mouse or the cursor up/down keys.

NOTE.
Caps Lock must be OFF to access keyboard short-cuts.

GADGETS
The close gadget functions on every window.  Re-size gadgets and window
depth gadgets are still to be implemented.
```

1.11 Operation

```
                 Menu Options


         File
                      It's in the bin!

         Update
                      What's happenin' man?

         Search
                      The meaning of life...

         Report
                      What's happenin' man II?

         Utilities
                      Gimme more!

     Useage


         Main Screen
                      The big show...
```

```
                    File Requester

                    Update Window

                    Code Window

                    Search Window

                    Viewing Window

                    AM Requester

                    Environment

                    Graphic Window

                    Creating a New account
```

1.12   Menu Option - File

```
                Option
```

```
Open Account    Keyboard Short-cut = Right Amiga O
                Allows a previously saved account to be retrieved.

New Account     Keyboard Short-cut = none
                Clears the loaded account from memory and sets the
                default account name to Untitled.acc.  All Automatic
                Transactions and code definitions are cleared.

Clear Account   Keyboard Short-cut = none
                Clears the loaded account from memory and sets the
                default account name to Untitled.acc.  All Automatic
                Transactions and code definitions are left intact.

Save Account    Keyboard Short-cut = Right Amiga S
                Saves the loaded account.

Save Account As Keyboard Short-cut = none
                Prompts for a new account name to save the loaded
                account as.

About           Keyboard Short-cut = Right Amiga A
                Displays a window containing information on:
                The amount of free chip and fast memory
                Total number of transactions
                Total number of Automatic transactions

                Copyright
                details.


                Environment
                   Keyboard Short-cut = none
```

```
                        Allows the user to configure AM's environment
                        as they wish.

Quit               Keyboard Short-cut = none
                   Quits Account Master.  Users will be prompted before
                   quitting an unsaved account.
```

1.13 Update

```
                   Update Account   Keyboard Short-cut = Right Amiga U
                    Add entries via the standard
                    Update Window
                   Direct Debit      Keyboard Short-cut = none
                    Add DD entries via the Update Window

Direct Credit   Keyboard Short-cut = none
                Add DC entries via the Update Window

Add Code        Keyboard Short-cut = none
                Add Code Definitions via the
                Code Window
```

1.14 Search

```
                   These Options display the
                    Search Window
                    and wait for
user input.

Account Item    Keyboard Short-cut = none
                 Search the loaded account for matching account
                 items.  Case INDEPENDENT.

Account Code    Keyboard Short-cut = none
                 Search the loaded account for matching code letters.
                 Case DEPENDANT.

Bit Amount      Keyboard Short-cut = none
                 Search the loaded account for matching debit amounts.

Credit Amount   Keyboard Short-cut = none
                 Search the loaded account for matching credit amounts.
```

1.15 Report

```
Auto Transactions   Keyboard Short-cut = none
                    This option opens the  View Window  and
                    displays details of the loaded account's direct debit
```

```
                           and direct credit transactions.

Code Definitions    Keyboard Short-cut = none
                    Displays Codes, Definitions and budget levels in the
                    View Window.

Deferred Entries    Keyboard Short-cut = none
                    Displays deferred entry transactions of the loaded
                    account in the View Window.


Plot Bar Graph      Keyboard Short-cut = none
                    Opens the  Graphic window  and draws a
                    3 dimensional graph of the first eight code definitions.

Balance Graph       Keyboard Short-cut = none
                    Opens the Graphic Window and draws a line graph of the
                    first 65 account transaction balances.

Plot Pie Chart      Keyboard Short-cut = none
                    Not implemented.

Print Full Account  Keyboard Short-cut = Right Amiga P
                    Prints the full account.

Print Part Acc.     Keyboard Short-cut = none
                    Prints from and to the specified dates.
```

1.16 Utilities

```
                Alter Date          Keyboard Short-cut = Right Amiga D
                    Alters Account Master date (not the system date).

Reconcile Account   Keyboard Short-cut = Right Amiga R
                    Clears ALL deferred entries.

Set Password        Keyboard Short-cut = none
                    Sets or alters the loaded account password.  Password
                    accounts will not be loaded until the correct password
                    has been supplied.  Forgotten passwords cannot be
                    retrieved although a 'Magic' word is available.
                    See
                 Contact
                if you need the 'Magic' password!

                    Before altering existing passwords, the old one must
                    be entered correctly.

Print Part Acc.     Keyboard Short-cut = none
Calculate Autos     Re-calculate Automatic Transactions (direct debits and
                    direct credits) following a date change.  This feature
                    allows you to project your finances!
```

1.17   Main Screen

                  The Main Screen features fourteen buttons to aid in the running of
regularly used options. All can be accessed by the mouse or a range
of
                   Keyboard Short-cuts
                  A slider bar to the right of the screen allows easy manoeuvring
throughout the account and can be operated by mouse or cursor keys.

The close gadget will quit Account Master and the screen to back
gadget will send AM to the back while you work with another
application.

Transactions can be edited directly from the main screen by double
clicking on the required item or clicking once and selecting the
EDIT button. Transactions can also be deleted - the delete
must be followed by a confirm or a cancel.

Items can be deferred (these will be shown in blue) or checked using
the appropriate keys. Reconcile will clear all deferred items.

The application date can be altered by selecting the DATE button and
an instant graphic representation of the account balance trend
can be accessed via the Report button.

1.18   File Requester

Account Master features an improved version of the standard Workbench
2.0 ASL requester. Files and directories are alphabetically organised
as they are read. A file can be selected from the file/directory
list or entered directly into one of the two dialogue boxes. Keyboard
short-cuts are accessed by holding the Right Amiga key and pressing the
underscored character of the required button. The Up/Down cursor keys
will scroll the file/directory list.

The .acc button by default is selected and the list will only display
files with that extension. This can be deselected allowing all files
to be displayed.

The Erase button will delete ANY selected files (i.e.. not just AM
specific files). Be careful!

NOTE.
Keyboard short-cuts in this window can only be made when the cursor is
NOT in either of the two dialogue boxes.

1.19   Update Window

Adding to an account.
All fields and all buttons are active. If incorrect data is entered
(invalid date or amount), AM will not allow you to proceed until

corrected. When a code is entered, a check is made to see if a
description exists, if so, the item field is updated. Amounts up to
£99,999.99 are accepted. Balances up to £9,999,999.99 can be dealt with.
Select NEXT for multiple entries, when you're finished, select DONE.
CLEAR clears all data entry fields. To quit without entering any data,
select DONE.

Adding a Direct Credit or Direct Debit.
The window functions as above. Frequencies are: Weekly; Monthly;
Quarterly; Yearly.

Keyboard short-cuts are accessed by holding the Right Amiga key and
pressing the underscored character of the required button.

NOTE.
Keyboard short-cuts in this window can only be made when the cursor is
NOT in any of the dialogue boxes.

1.20   Code Window Input/Edit

Add and edit codes, descriptions and budgets. Code duplication is
not possible. Entering an existing code will display that code's
current definition and budget amount.

Code budgets exist for the period of the account. My own accounts
exist for a length of 3 months, after that I carry the balance forward
to a new account. In that 3 month period, I budget my ATM withdrawals
to 400 pounds. One glance at the 3-d bar graph tells me if I've
exceeded my quarterly budget.

Upper and Lower case are treated as different codes.

1.21   Search Window

                Depending on the menu item selected, the search window will ←
                   display:
Search on: Item; Code; Debit; Credit. Enter your pattern in the
dialogue box. (Codes are case independent, items are not.)

A full search is made, start to finish. If any matches are found,
the number will be displayed. Clicking on Ok will then display
the
                View Window
                which will contain a list of all matches.

1.22   Viewing Window

Matched transactions are displayed in this window and can be edited,
deleted and printed as required. Select a transaction by highlighting
it in the listing window. Edit it either by double clicking on the
transaction or clicking once and selecting the Edit button. Delete
must be followed by confirmation or cancel. Print will print all the
transactions in the list. The list can be scrolled with the mouse or
the up/down cursor keys. All buttons have a keyboard equivalent
accessed by holding the right amiga key and pressing the underscored
character of the required button.

1.23   AM Requester

This is a general requester displaying a variety of messages depending
on the situation. The requester can be OK'd with the mouse, right
Amiga O or the RETURN key; cancelling is via mouse or right Amiga C.

1.24   Environment

The environment screen allows Account Master's default configuration
to be altered according to your wishes. These alterations allow:

```
Complete palette change - Affects AM only, workbench colours are
                          left intact.
Warning Bell            - An audible bell each time AM displays its
                          action requester.
Make Backups            - Back up your account for security.
Printer Header          - displays a copyright header on printed
                          documents.
Date Order Autos        - Provides a chronological listing of all
                          direct debits and direct credits/credit
                          transfers. (Saves you searching through
                          a long list trying to figure out if you
                          can afford that new piece of kit next week!)
Confirm Quit            - Account Master will prompt you before
                          quitting.
Grey Cross              - Re-position the screen to suit your monitor.
```

All the above can be Saved, Used or Cancelled.

1.25   Graphic Window

The Graphic window is called on to display either 3 dimensional budget
related bar graphs or balance line graphs. Calculations on large
accounts can take a number of seconds.

You can scroll through the graphs using the Next and Previous buttons.
Graph printing is possible and can also be cancelled at any time by
holding both mouse buttons down.

1.26 Creating a New account

When AM is first run, a default account is opened with the name
Untitled.acc. Transactions can be added directly using either the
pull-down menu or the Update button at the bottom of the screen.

When you've finished adding, select Save-As from the first pull-down
menu. The ASL clone File Requester will appear.

In the bottom input box type in the name of the account you wish the
information to be saved as. Then press the Save button and the
account will be saved.

The .acc extension will be added to the account name if you didn't
supply it.

1.27 Contact

Comments about this version of Account Master, suggestions for future
additions, and bug reports should be addressed to:

        Martin Platt
        6 Malpas Drive
        Northallerton
        North Yorkshire
        DL7 8TU.

        Telephone 0609 778613

If you do have a bug report, PLEASE RETURN YOUR DISK (with an SAE) and
it will be updated and returned with a de-bugged copy of AM.

1.28 Late News

New Products:

```
=====================================================================
- FREE! FREE! FREE! FREE! FREE! FREE! FREE! FREE! FREE! FREE! FREE!
=====================================================================
```
Free New Software!

Would you like a copy of TEXT MASTER free?

Text Master is a brand-new text processor for your Amiga. It's the
latest quality product in the 'Master' range of software solutions.
It's FAST, user-friendly and comes complete with a very handy
spell-checker. It out performs all in its class and at the current
price - FREE - it can't be beaten on value for money!

If you'd like a copy then send a blank disk and SAE to the address
at top.

What's the catch? There ain't one! Get yours today!! \textdegree{}

\textdegree{} This offer is available until 30th November 1995

1.29   dummy