eCheckRegister

Personal Finance Manager for BlackBerry® smartphones

Version 5.1

User's Guide

http://www.twistsoft.com
http://wap.twistsoft.com

Table of Contents

- Introduction …………………………………………………………………… Page 3
- Minimum Requirements ……………………………………………………… Page 4
- Installation …………………………………………………………………… Page 5
    - Installation from a Desktop
    - Over-The-Air (OTA) Installation
- Getting Started ……………………………………………………………… Page 6
    - Starting eCheckRegister
    - Setting your Preferences
- Using eCheckRegister ………………………………………………………… Page 7
    - Creating and Managing Accounts
    - Adding and Managing Transactions
    - Transferring Funds between Accounts
    - Account Balance
    - Exporting Records by Mail
    - Purge Transactions
- Feedback & Support ………………………………………………………… Page 14
    - Technical Support
    - Feedback & Upgrades

1. Introduction

eCheckRegister is a personal finance manager for smartphones that helps users in keeping track of their financial transactions associated with their bank accounts and allows them to export Transaction Records by email in HTML format for printing or as a CSV file for easy integration with Microsoft® Excel® or desktop personal finance managers.

eCheckRegister aims to replace the formal bulky check registers with a cool and convenient solution. It allows you to record and view your financial transactions and keeps track of your current balance as you add new transactions or edit previously added one's thus helping you in getting a complete overview of your financial status by keeping all your accounts together.

With eCheckRegister on your BlackBerry® smartphone, overdrafts will be history.

The following information can be stored for each transaction:

1. Account
2. Transaction Type - Deposit or Withdrawal
3. Status – Cleared or Pending
4. Date
5. Payee (To/From)
6. Amount
7. Check Number
8. Memo

Features:

- Keep track of your financial transactions associated with your Bank accounts.
- Export Transaction Records in HTML format for printing OR as a CSV file for easy integration with Microsoft® Excel.
- Supports multiple accounts.
- Transfer Funds from one account to another.
- Advanced Sorting and Filtering options to help you track and manage your transactions efficiently.
- Purge older transactions while retaining the account balance.
- Application's 'Main Menu' makes it extremely easy to manage, view and export transactions by just a few clicks. The 'Main Menu' provides the following Options: Add Transactions, Manage, Transactions, View Deposits, View Withdrawals, Balance Details, Export Records and Manage Accounts.
- The View Deposits option enables you to view all the Deposits together.
- The View Withdrawals option enables you to view all the Withdrawals together.
- Current Balance, Net Deposits and Net Withdrawals all can be viewed at one place by selecting the Balance Details option.

2. Minimum Requirements

eCheckRegister requires BlackBerry Handheld Software version 4.0 or higher. To upgrade your handheld's software contact your Network Operator or visit their website. Below are a few links for some of the Operators.

Airtel - https://www.blackberry.com/Downloads/entry.do?code=BD4C9AB730F5513206B999EC0D90D1FB

Alltel - https://www.blackberry.com/Downloads/entry.do?code=1C65CEF3DFD1E00C0B03923A1C591DB4

Bell Mobility - https://www.blackberry.com/SoftwareDownload/index.jsp?client=aMlbMFchE

Cellular One - https://www.blackberry.com/Downloads/entry.do?code=F340F1B1F65B6DF5B5E3F94D95B11DAF

Cingular - https://www.blackberry.com/SoftwareDownload/index.jsp?client=Rc4cZBaBN

Nextel - https://www.blackberry.com/SoftwareDownload/index.jsp?client=biTZdMddN

O2 (UK) - http://www.o2.co.uk/business/productsservices/mobileoffice/blackberry/0,,112,00.html

Rogers - http://www.shoprogers.com/store/wireless/services/web_browsing/blackberry/downloads.asp

StarHub - https://www.blackberry.com/Downloads/entry.do?code=5807A685D1A9AB3B599035BC566CE2B9

T-Mobile - http://software.se.t-mobile.com/

Telus - https://www.blackberry.com/SoftwareDownload/index.jsp?client=dB5bZddMq

Verizon - http://vzw.smithmicro.com/blackberry/

Vodafone D2 - https://www.blackberry.com/Downloads/entry.do?code=D840CC5D906C3E9C84374C8919D2074E

Vodafone (UK) - https://www.blackberry.com/SoftwareDownload/index.jsp?client=HZMHZfRPj

3. Installation

Software applications can be installed on a BlackBerry smartphone in two ways:

3.1 Installation from a Desktop

1. Download the **.ZIP*** archive with installation files.
2. Extract the contents of the ZIP file into a temporary location on your hard drive.
3. Connect your BlackBerry device to the desktop.
4. Run the Blackberry Desktop Manager on your PC, choose ‘Application Loader’. The ‘Application Loader Wizard’ starts.
5. Click ‘Next’ then ‘Add...’ and browse to the location of the unzipped files.
6. Select .ALX file to begin the installation.

* When you purchase or download a trial version of the application you will receive a file with .ZIP extension and you will need a ZIP utility to extract the contents. You can use ‘ZipGenius’ a free application available at: www.zipgenius.it

3.2 Over-The-Air (OTA) Installation

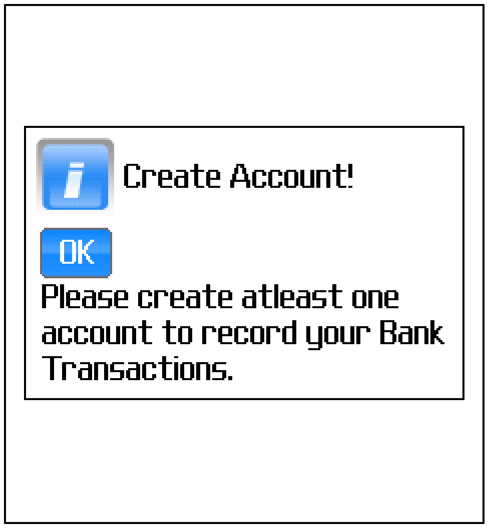
You can purchase or download the trial version of the application via your handheld’s browser from: wap.twistsoft.com

1. Launch the ‘Browser’ on your handheld.
2. Press the Trackwheel/menu key, choose ‘Go To..’ from menu, type in wap.twistsoft.com and select ‘OK’.
3. A page with different products will be displayed. Scroll down to the desired product and highlight ‘Try’ to download a trial version or ‘Buy’ to purchase and select ‘Get Link’ from menu.
4. Follow the instructions to complete the purchase/download.

4. Getting Started

4.1 Starting eCheckRegister

When you launch eCheckRegister for the first time a create account alert is displayed.



Press the Trackwheel/Trackball or Enter key to create an account. The 'Account Details' screen appears. Enter the account details and select 'Save' from the menu. Please also refer to the Creating and Managing Accounts section of this manual.

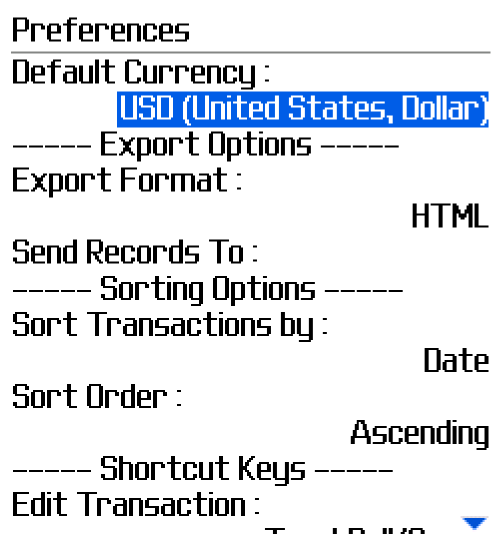
Once you have added all the desired accounts restart the application.

4.2 Setting your Preferences

Before you start using the application set your preferences to personalize it according to your requirements.

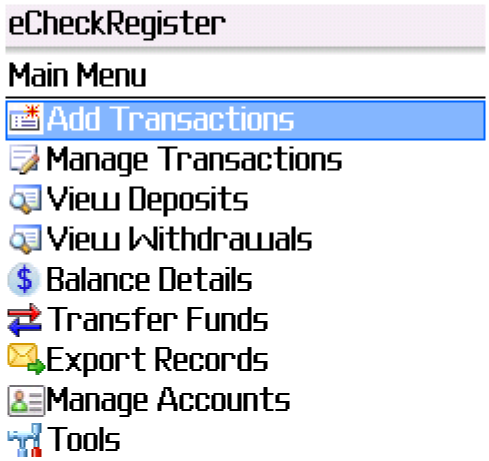
From the application's 'Main Menu' select 'Tools' -> 'Preferences' to save your preferences for:

1. Default Currency
2. Export Format
    - HTML
    - CSV
3. Default Address to Send Records
4. Sort By
    - Date
    - Amount
5. Sort Order
    - Ascending
    - Descending
6. Shortcut Keys



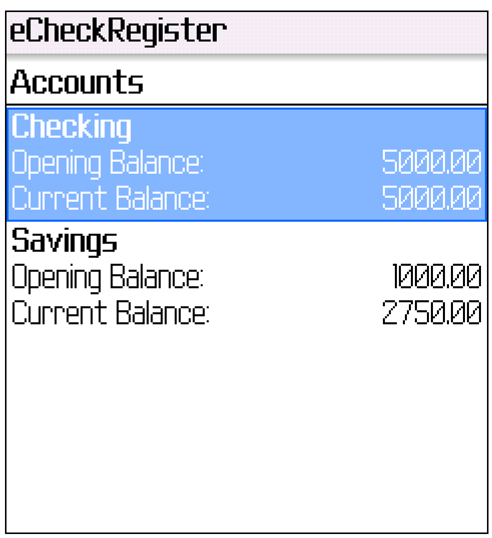
5. Using eCheckRegister

When you launch the application the application's 'Main Menu' is displayed which displays a list of all the available options.

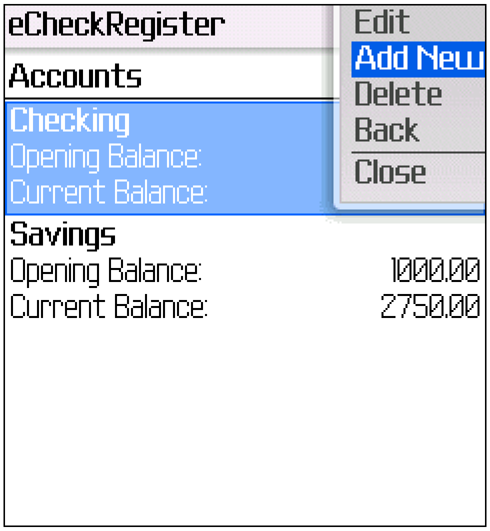


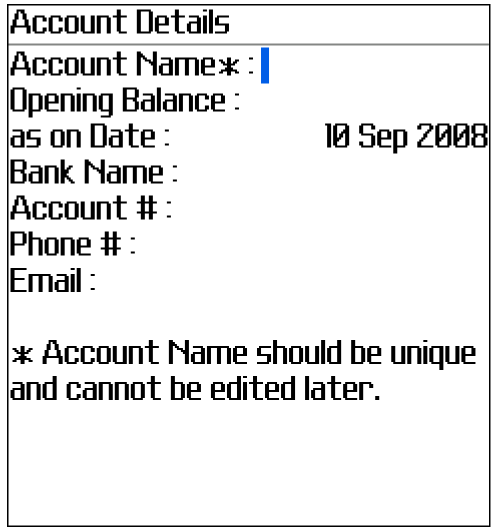
5.1 Creating and Managing Accounts

To add accounts to the application or to edit or delete the existing ones select 'Manage Accounts' from the 'Main Menu' and a list of all the accounts is displayed. The list displays all the accounts along with the 'Opening Balance' and 'Current Balance' for each account.



To add an account select 'Add New' from the screen menu. The account details screen appears.





Enter the details for the account and select 'Save' from the menu.

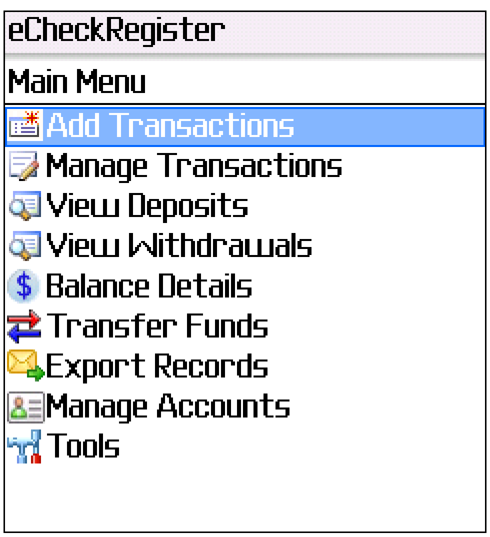
eCheckRegister allows you to set an opening balance and a corresponding date, for each account which is required in order to reconcile your actual bank balance with the balance in eCheckRegister.

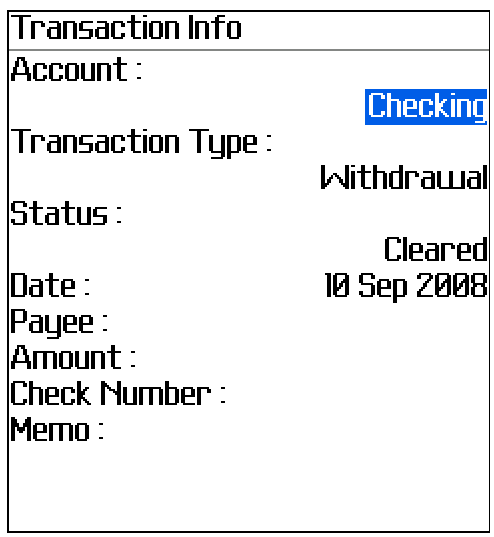
Once you have created an account we recommend you to add all the deposits and withdrawals for that account to the application this will ensure that the account balance in eCheckRegister matches with the actual bank balance.

To add more accounts to the application or 'Edit' or 'Delete' the existing accounts select the respective option from the 'Accounts' screen menu.

5.2 Adding and Managing Transactions

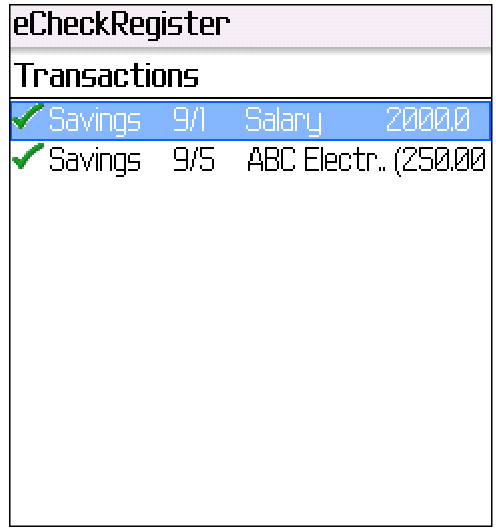
To add your bank transactions select the 'Add Transactions' option from the application's 'Main Menu'.





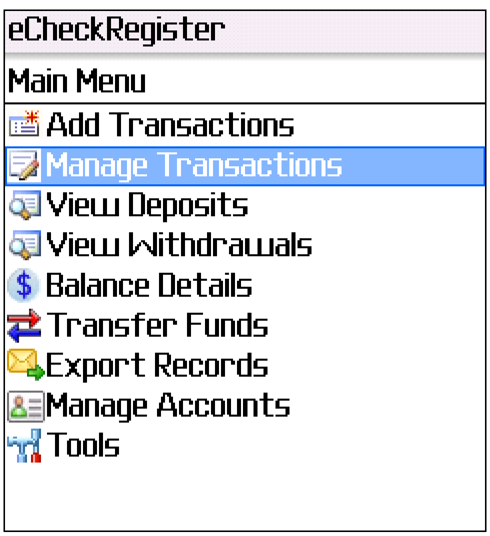
To select the desired account highlight the 'Account' field and press the 'Space' button or press the track wheel and select 'Change Option'. Similarly, to change the values for 'Transaction Type' and 'Status' press the 'Space' button or press the track wheel and select 'Change Option'. BlackBerry Pearl users can also press the trackball to expand the lists.

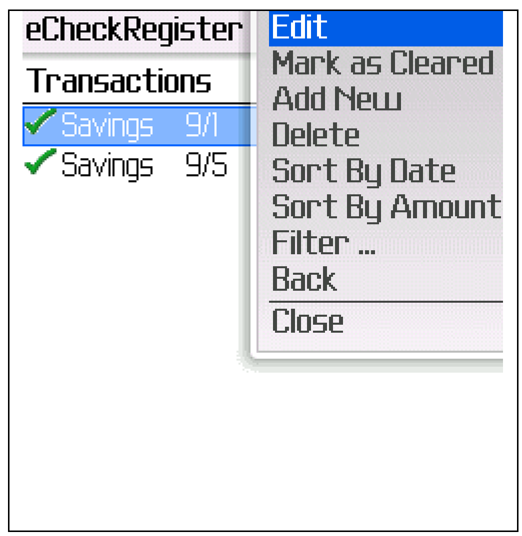
eCheckRegister allows you to set an status (Cleared or Pending) for each transaction. This helps you in recording all your transactions as and when you initiate them rather than waiting for the clearance. And when the transaction is cleared by your bank you can edit the transaction and change the status to 'Cleared' this will update the balance accordingly. So, now you will never miss a transaction.



Once you have entered all the details select 'Save' from the menu and you will be directed to the 'Transactions' screen which displays a list of all the transactions.

If you wish to edit, delete or mark a transaction as cleared select 'Manage Transactions' from the 'Main Menu' and the 'Transactions' screen will be displayed. Highlight the desired transaction and press the Trackwheel or Menu key to activate the screen menu and select the desired option.

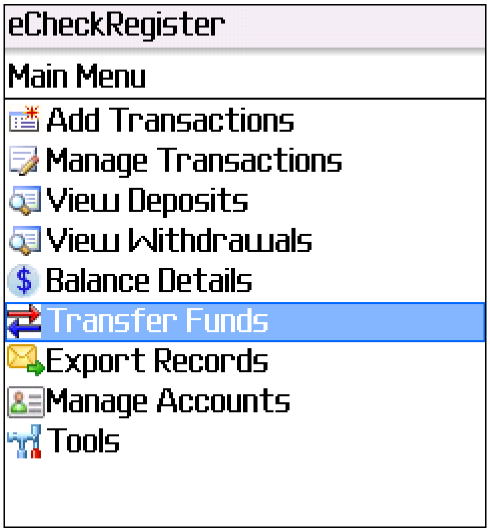




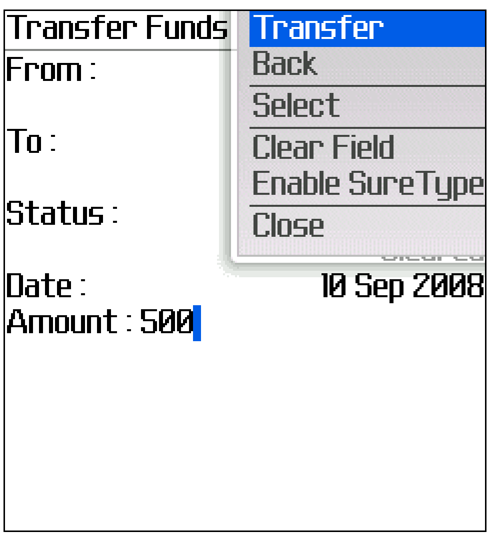
Note: The amount for withdrawals is displayed enclosed in brackets. For instance, if you have withdrawn an amount of say 100 from your bank the amount will appear as (100.00) on the 'Transactions' screen.

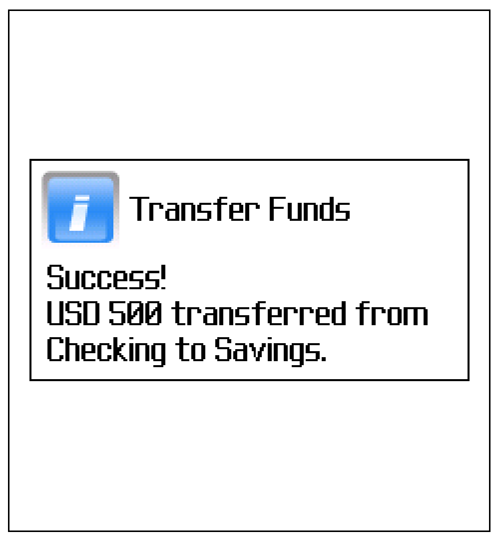
5.3 Transferring Funds between Accounts

If you wish to transfer money from one account to another then you can easily do this by selecting the 'Transfer Funds' option from the 'Main Menu'.



On the 'Transfer Funds' screen select the accounts, enter the amount to be transferred and then select 'Transfer' from the menu.



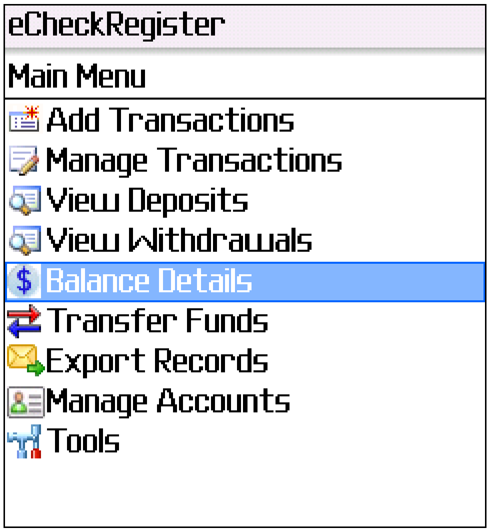


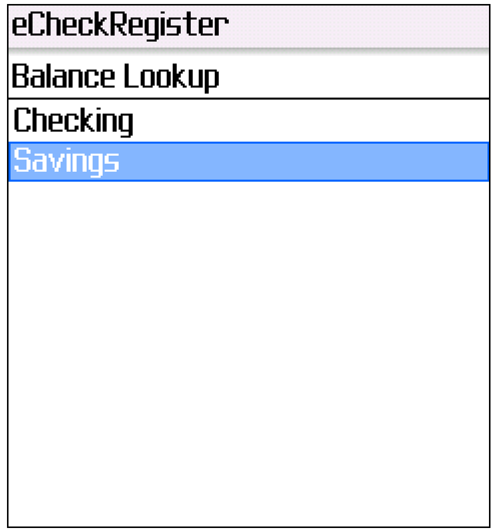
Once you receive the 'Success!' message you will see two new transactions in the transaction list. The first transaction will be a withdrawal and the second transaction will be a deposit.

For instance if you transfer an amount of 500 from your 'Checking' account to your 'Savings' account then the transaction list will now show a withdrawal of 500 from 'Checking' and a deposit of 500 to 'Savings'.

5.4 Account Balance

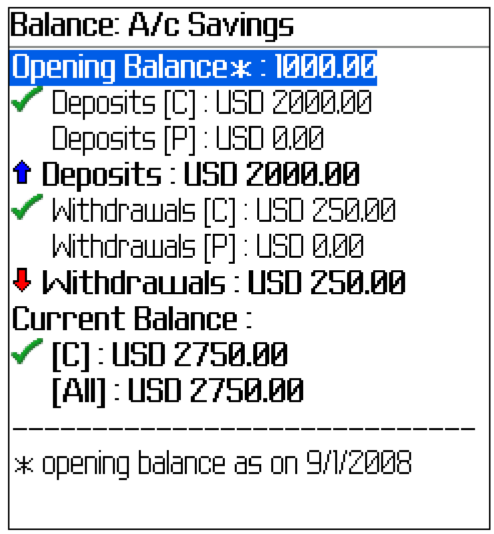
To view a detailed summary of your account balances select the 'Balance Details' option from the 'Main Menu'.





The 'Balance' screen displays the following information:

1. Opening Balance
2. A total of all Cleared Deposits – Deposits [C]
3. A total of all Pending Deposits – Deposits [P]
4. A grand total of Cleared and Pending Deposits – Deposits
5. A total of all Cleared Withdrawals – Withdrawals [C]
6. A total of all Pending Withdrawals – Withdrawals [P]
7. A grand total of Cleared and Pending Withdrawals – Withdrawals
8. Current Balance calculated using only the cleared transactions – Balance [C]
9. Current Balance calculated using all the transactions – Balance [All]



Your bank balance should be the same as the Balance [C].

5.5 Exporting Records by Email

eCheckRegister allows you to export transaction records by email in CSV (Comma Separated Values) or HTML format.

1. Use the CSV format if you wish to import the data into any desktop personal finance manager or if you want to use Microsoft® Excel or any other spreadsheet to manage your data.

2. Use the HTML format if you wish to have a printout of your data.

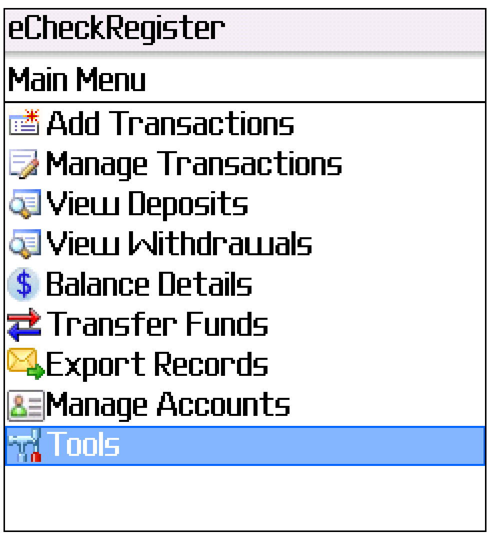
If you wish to import the data into any personal finance manager you may have to edit the data before importing. Please refer to the User's Manual of the application into which you wish to import the data.

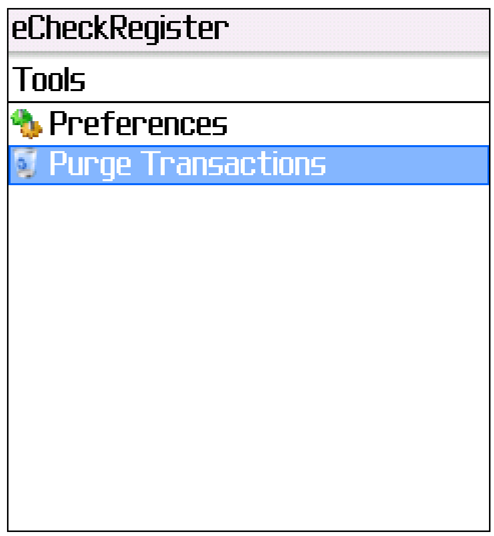
To export records, from the 'Main Menu' select 'Export Records' then the desired account. Enter the email address and then select 'Send'.

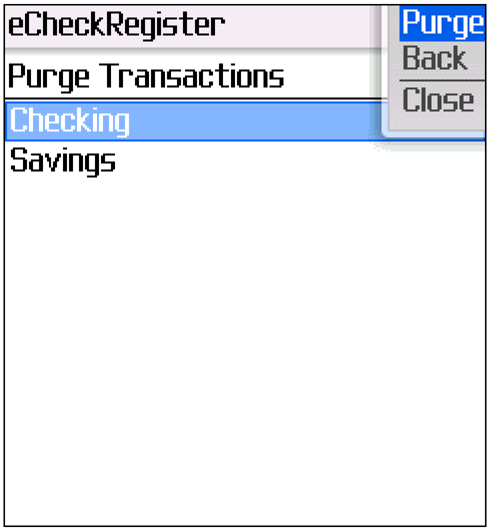
The records are exported as an attachment to an email and you can easily download these attachments to your desktop.

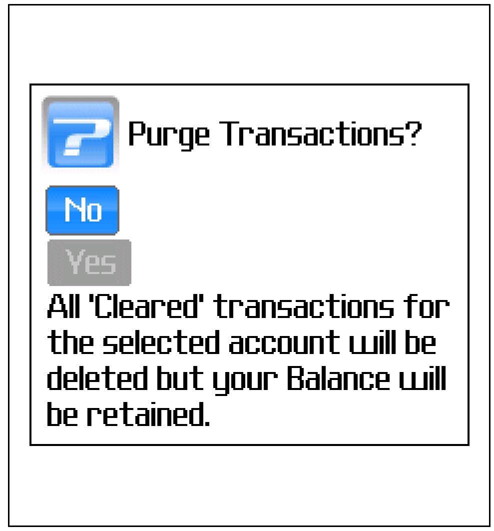
5.6 Purge Transactions

eCheckRegister allows you to purge cleared transactions from your device while retaining your account balance.









When you purge transactions from your device for an account then the 'Opening Balance' is changed to the 'Current Balance [C]' that you had when you purged the transactions and the corresponding date is changed to the date when you purged the transactions.

For instance, if you have an account with:

Opening Balance: 1000.0 as on date: 1/15/2008
Current Balance [C]: 1500.0 as on date 1/31/2008

And you purge the transactions for that account then your account will be updated as:

Opening Balance: 1500.0 as on date: 1/31/2008
Current Balance [C]: 1500.0 as on date 1/31/2008

6. Feedback & Support

6.1 Technical Support

If you are facing any problem while using the application, please refer to our Technical Support FAQs located at: http://www.twistsoft.com/support/technical/blackberry_faqs.html

If you need further assistance after reading FAQs and this manual, please fill out our Technical Support Request form: http://www.twistsoft.com/support/request_support.html

Alternatively, you can send us an email at: support@twistsoft.com with the following details:

- Product Name & Version
- Your handset and Model number
- Mobile Operator
- Precise description of the problem including exact error message if one exists.

Our Support Team will answer your email within two business days. Also, please add support@twistsoft.com and support@twistsoft.net to your allowed senders list if you are using any anti-spam on your mail boxes.

Phone support is presently not available.

6.2 Feedback and Upgrades

To submit your feedback or suggestions fill out our Feedback form located at: http://www.twistsoft.com/support/feedback.html

Once you have purchased the application we recommend you to visit our Customer Zone at: http://www.twistsoft.com/customer_zone.html and submit your email address (the one that you used while purchasing the application) to receive notifications of new version releases as soon as they are released.