

# Dinar™

1.00β

Reference Manual



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# Table of Contents

Introduction .....	2
Conventions .....	2
Features .....	2
Menu Commands .....	3
Reconcile Menu Commands .....	7
How To .....	8
Appendix A - Shortcut Keys .....	12
Index .....	13

# Introduction

Dinar™ is an easy-to-use check book management program. Designed to keep your checking account organised and manageable. Adding checks, deposits and withdraws are as easy as writing a cheque. You can use any application you desire to build your own customised reports as the data can be exported in a variety of common formats.

This is a beta version, which is still in progress. If you wish to be notified of new builds please contact MLK Enterprises by electronic mail at [dinar@mlkenterprises.com](mailto:dinar@mlkenterprises.com). Use this electronic mail address to report bugs and features you would like to see.

# Conventions

The following conventions are used throughout this document:

## When you see this . . .

Select File→New

ENTER

CTRL +N

Click



## Do this . . .

Click the File menu then select the New menu item.

Press the Enter key

Press the Control key and the N key at the same time. Also called the Control-N key combination.

Click the OK button.

# Features

The features of Dinar/2™ include:

- Adding transactions
- Editing transactions
- Exporting to various formats
- Cloning the account
- Reconciling the check book
- Removing transactions
- Voiding transactions

# Menu Commands

## File→New

This menu item will create a new check book. When you select this menu item, a dialog box displays asking you where you wish to save the check book and what you wish to call it. Once you select a location, type a name and click **OK** you will be asked for the opening balance. We recommend you use the balance from your last bank statement. You can also press **CTRL+N**.

## File→Open

This menu item will open a new check book. When you select this menu item, the standard File Open dialog box displays asking you which check book you wish to use. Select the drive, folder and checkbook you want and click **Ok**. You can also press **CTRL+O**.

When you create or open a checkbook, the screen will look similar to the one shown in Figure 1.

Number	Date	Payee	Memo	Deposit	Withdraw	Cleared	Balanc
	06/08/2003	!!Opening Balance		123.45		X	12

Figure 1

## File→Export→dBASE III

This menu item will ask you for the file name you wish to export the checkbook. This option will export the entire checkbook into a dBASE III format which can be used in many database and spreadsheet applications.

## File→Export→Lotus 1-2-3

This menu item will ask you for the file name you wish to export the checkbook. This option will export the entire checkbook into a Lotus 1-2-3 release 2.1 spreadsheet format which can be used in many spreadsheet and database applications.

## File→Export→Comma delimited

This menu item will ask you for the file name you wish to export the checkbook. This option will export the entire checkbook into a comma delimited text file. This is a standard text format and can be imported into many applications.

## File→Export→Clone→All Transactions

This menu item will ask you for the file name you wish to clone the checkbook. This will create a duplicate of the current checkbook using all transactions. You can also press **CTRL+C**.

## File→Export→Clone→Uncleared Transactions

This menu item will ask you for the file name you wish to clone the checkbook. This will create a duplicate of the current checkbook using only uncleared transactions. You can also press **ALT+C**.

## File→Quit

This menu item exits Dinar/2™ and closes the application. You can also press the **F3** key.

## Sort→Payee

This menu item will sort the checkbook by the **Payee** column. You can also press **ALT+P**.

## Sort→Date

This menu item will sort the checkbook by the **Date** column. You can also press **ALT+T**.

## Sort→Number

This menu item will sort the checkbook by the **Number** column. You can also press **ALT+N**.

## Transactions→Add→Check

This menu item will add a check. When you select this item a dialog box will display asking you for the check number, the default is the next one, the payee, date, the default is the current date, amount and a memo. You can also press **CTRL+X**.

## Transactions→Add→Deposit

This menu item will add a deposit. When you select this item a dialog box will display asking you for the deposit number, the default is none, the payee will be set to **Deposit**, date, the default is the current date, amount and a memo. You can also press **ALT+D**.

## Transactions→Add→Withdraw

This menu item will add a withdraw. When you select this item a dialog box will display asking you for the withdraw number, the default is none, the payee will be set to **Withdraw**, date, the default is the current date, amount and a memo. You can also press **CTRL+W**.

## Transactions→Void

This menu item will void a transaction. When you select this item you will be asked to confirm your choice. If you click  the transaction will be voided. The payee will move into the memo field. You can also press **CTRL+V**.

## Transactions→Edit

This menu item will edit a transaction. When you select this item, a dialog box will display asking you for the check number, the payee, date, amount and a memo. This information defaults to the current values. You can also press **CTRL+E**.

## Transactions→Remove

This menu item will remove a transaction. When you select this item you will be asked to confirm your choice. If you click  the transaction will be removed from the checkbook. **Warning:** This action permanently removes the transaction and cannot be undone. You can also press **CTRL+R**.

## Tools→Reconcile

This menu item will reconcile the checkbook. When you select this option you will be asked for the balance from your bank statement. Once you click  a new window will display and you will be in the reconcile process. See page 10 for more information. You can also press **ALT+R**.

## Help→Product Information

This menu item will display product information. Including version, build date, and copyright information.

## Help→Technical Support

This menu item will display information on obtaining technical support. **Note:** For this beta version do not use the standard support e-mail address, use [dinar@mlkenterprises.com](mailto:dinar@mlkenterprises.com) instead.

# Reconcile Menu Commands

## Reconcile→Clear

This menu item will clear a transaction. When you select this item the **Cleared** column for the selected transaction will be flagged and the balance will change accordingly. You can also press **CTRL + C**.

## Reconcile→Unclear

This menu item will unclear a transaction. When you select this item the **Cleared** column for the selected transaction will be deared and the balance will change accordingly. You can also press **CTRL + U**.

## Reconcile→Quit

This menu item will end the reconciliation process. When you select this item the reconcile window will close and all cleared transactions will be cleared in the checkbook. You can also press **F3**.

# How To . . .

## Create a checkbook

To create a checkbook select File→New. The standard file save dialog box will appear. Type in the name you wish you call your checkbook and select the drive and directory where you wish to save it.

Once you click  you will be asked for the opening balance. We recommend using the balance from your last bank statement. Type in the amount and click . You will see a screen similar to the one shown in Figure 1 on page 3.

## Open a checkbook

To open a checkbook select File→Open. The standard file open dialog box will appear. Locate the check book you wish to open and click . The checkbook will open, building index files if necessary, and you will see a screen similar to the one shown in Figure 1 on page 3.

## Export a checkbook

To export a check book select File→Export then select the format you wish to use. Once you select a format you will be asked for the drive, directory and name you wish to name the file. Once you click  all the transactions will be exported to the file you specified in the format you selected.

The formats are dBASE III which is a database format and can be used by most, if not all, database applications and many spreadsheet applications. Generally, if you plan to bring the data into a database application use this format.

The Lotus 1-2-3 format is the release 2.1 format and is a two-dimensional spreadsheet. Much like the dBASE format it can be used by many spreadsheet applications and some database applications. Generally, if you plan to bring the data into a spreadsheet use this format.

The comma delimited format is a standard text file where each transaction will be on their own line and each field will be separated by a comma. This format can be brought into almost all applications as it is a text file. Just like the previous formats it can also be brought into database and spreadsheet applications. When in doubt use this format as it is the most versatile.

## Clone a checkbook

To clone a checkbook select File→Export→Clone then if you want all the transactions or just the uncleared ones. When you select this item, the standard file save dialog box will display. Once you select the location of the clone, type in the file name and click **OK**. If you selected all transactions, the clone will be a copy of the checkbook.

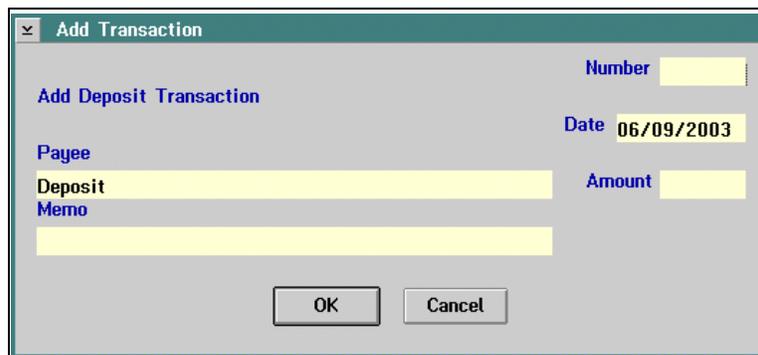
If you selected uncleared then only the uncleared transactions will be there. There will also be a new record so the balance will stay the same. That way you can clone the uncleared transactions in your checking account if you wish to clean it up.

## Sort the checkbook

To sort a checkbook from the Sort menu select the column you wish to sort by: Payee, Date or Number. This will sort the transactions in ascending order on the field you selected.

## Add a transaction

To add a transaction select Transactions→Add then the type of transaction you wish to add. You will see a dialog box similar to the one in Figure 2.



The screenshot shows a dialog box titled "Add Transaction". It has a close button in the top-left corner. The dialog contains several input fields: "Number" (a text box), "Date" (a date field showing "06/09/2003"), "Payee" (a dropdown menu with "Deposit" selected), "Amount" (a text box), and "Memo" (a text box). At the bottom of the dialog are "OK" and "Cancel" buttons.

Figure 2

Type in the number, date, payee, amount and memo. Some of these have default values, such as checks will default to the next check number and date defaults to the current system date. Once you click **OK** the information will be added to your checkbook with the amount in the appropriate column. Service charges can be done by selecting Transactions→Add→Withdraw and changing the Payee to Service

Charge from the default of Withdraw this will put the amount under the **withdraw** column and not affect the check numbering.

## Edit a transaction

To edit a transaction select the transaction you wish to edit then select Transaction→Edit. **Note:** only uncleared transactions can be edited. The add transaction dialog (see Figure 2 on page 9) will display with all the information filled. Make the necessary changes then click  the changes will be reflected in the checkbook.

## Remove a transaction

To remove a transaction select the transaction you wish to remove then select Transaction→Remove. **Note:** only uncleared transactions can be removed. You will be asked to confirm removal of the transaction. If you click  the transaction will be permanently removed from the checkbook. Consequently we suggest you void transactions instead.

## Void a transaction

To void a transaction select the transaction you wish to void then select Transaction→Void. **Note:** only uncleared transactions can be voided. You will be asked to confirm voiding the transaction. If you click  the Payee will move to the Memo field, the amount will change to 0.00 and the transaction will be cleared.

## Reconcile

To reconcile select Tools→Reconcile. This will display a dialog box asking you for the balance from your bank statement. Once you type it in and click  the reconcile window will display. See Figure 3 on page 11, 11. The top displays the bank balance, the account balance and the difference. The account balance is the sum of all cleared transactions and will change according when you clear and un-clear transactions.

Dinar/2 - Reconcile Account						
Reconcile						
Bank Balance: 73.46 Account Balance: 123.45 Difference: -49.99						
Number	Date	Payee	Memo	Deposit	Withdraw	Cleared
	06/10/2003	Withdraw			20.00	
101	06/10/2003	MLK Enterprises	Dinar		49.99	

**Figure 3**

To clear, or unclear, a transaction, select the transaction then select Reconcile menu then the appropriate item. If you select Reconcile → Close you will end the reconcile process and return to the main window. All transactions you cleared will be cleared.

If the difference is a negative number, there are more deposits than withdraws cleared. If the difference is a positive number, there are more withdraws than deposits cleared. **Note:** Due to an internal rounding error common to all computers it is possible to balance your checkbook with a difference of -0.00.

# Appendix A - Shortcut Keys

The following describes the shortcut keys you may use instead of menu items.

## Main Screen

<b>Keystroke</b>	<b>Menu item</b>	<b>Page Number</b>
ALT+C	File→Export→Clone→Uncleared Transactions	4
ALT+D	Transactions→Add→Deposit	5
ALT+N	Sort→Number	5
ALT+P	Sort→Payee	4
ALT+R	Tools→Reconcile	6
ALT+T	Sort→Date	4
CTRL+C	File→Export→Clone→All Transactions	4
CTRL+E	Transactions→Edit	5
CTRL+N	File→New	3
CTRL+O	File→Open	3
CTRL+R	Transactions→Remove	5
CTRL+V	Transactions→Void	5
CTRL+W	Transactions→Add→Withdraw	5
CTRL+X	Transactions→Add→Check	5
F3	File→Quit	4

## Reconcile Screen

<b>Keystroke</b>	<b>Menu item</b>	<b>Page Number</b>
CTRL+C	Reconcile→Clear	7
CTRL+U	Reconcile→Unclear	7
F3	Reconcile→Quit	7

# Index

- 1-2-3 (4)
- add
  - check (5)
  - deposit (5)
  - service charge (9)
  - withdraw (5)
- checkbook
  - clone (9)
  - create (3, 8)
  - export (8)
  - open (3, 8)
  - reconcile (6, 10)
  - sort (9)
- clone (9)
- dBASE (3)
- export (8)
  - 1-2-3 (4)
  - clone (4)
  - comma delimited (4)
  - dBASE (3)
- reconcile (6, 10)
  - clear (7)
  - unclear (7)
- service charge (9)
- sort (9)
  - date (4)
  - number (5)
  - payee (4)
- transaction
  - add (5, 9)
  - edit (5, 10)
  - remove (5, 10)
  - void (5, 10)