Account Setup

Creating Accounts

Click on the Setup tab and then click on Accounts. To add a new account click in the box labeled New Account Name. Type the name of your new account and then push the add button. You can immediately add more accounts by entering the account name and pushing the add button. When you are finished adding accounts you can hit Done on the keyboard to remove the keyboard from the screen.

Account Details

From the **Setup -> Accounts** screen, click on an account name to take you to the Account Detail screen. On the account detail screen you can edit the name of the account, assign an account type, supply account details and an opening balance. Type, Acct ID and Bank ID are fields used in the exporting of account data. This is not required information.

Deleting Accounts

To delete an account, return to the **Setup -> Accounts** screen. Press the "Edit" button. Red delete icons will appear next to each account. Press the icon, then press the delete button to delete the account. When finished press the Edit button to resume back to normal. **Note**: All transactions associated with an account are deleted when you delete an account.

Category Setup

Adding Categories

Click on the Setup tab and then click on Categories. To add a new category click in the box labeled **New Category Name**. Type the name of your new category and then push the add button. You can immediately add more categories by entering the category name and pushing the add button. When you are finished you can hit Done on the keyboard to remove the keyboard from the screen.

Deleting Categories

To delete a category, return to the **Setup -> Categories** screen. Press the "Edit" button. Red delete icons will appear next to each category. Press the icon, then press the delete button to delete the category. When finished press the Edit button to resume back to normal.

Preferences

There are a number of preferences you may want to customize in QuickBank. To get to preferences, click the Setup tab and then press Preferences. Remember to press save to save any changes you make on the preferences screen.

Currency

To change the currency type used in QuickBank, click on the currency text box and select the currency from the picker that appears on the screen.

Date Format

You can change the way QuickBank displays the date in your transactions, and also the way it exports the date when you export account data. To do this, click on the date format text box and select the format from the picker that appears on the screen

Password

QuickBank allows you to set a password to protect your account information from anyone who may have access to your phone. To enable password protection, enter your password in the password text boxes and slide the "Lock" to the ON position. **IMPORTANT NOTE:** Do not forget your password, there is no way to recover a lost password. If you are the forgetful type, be sure to write your password down and store it somewhere safe.

Export Purged

By default QuickBank does not include purged items in QIF and CSV exports in order to prevent duplicate entries from appearing in your desktop finance application. You can override this behavior by setting "Export Purged" to ON. When turned on QuickBank will export all transactions for your account regardless of their purge status.

Balance All

By default QuickBank balances all transactions in an account. If you would like to reconcile your account and only total the transactions you have marked as "cleared", set this option to OFF.

Entering Transactions

Quick Add

Entering a new transaction with QuickBank is meant to be as fast and simple as possible. Click on the **Accounts & Transactions** tab and then select the account you would like to add a transaction to. This will bring you to the transactions screen. There are two text boxes at the top. One for the Payee and one for the Amount. To add a new transaction simply touch the Payee box and enter the description, touch the Amount box and enter the amount. At the top of the keyboard you will find buttons for "Debit" and "Credit". Press the button for the transaction type, and you are done! You can quickly add more transactions by simply entering a new payee and amount.

Full Add

If you need to enter more information than just the payee and amount, you can add a new transaction by pressing the "+" button at the bottom left side of the screen. Pressing "+" will take you to the transaction details screen where you can edit all of the data associated with a transaction.

Editing Transactions

To edit a transaction, click on the transaction twice or press the blue ">" arrow to open the transaction detail screen. Here you can edit the Payee Name, Amount, Date, Category, Memo, Check Number and Repeating Status for the transaction. To edit the Payee, Amount, Memo or Check Number, simply touch the text box for the item you want to edit. To edit the Date or Category touch the text box for Date or Cat and the appropriate picker will appear at the bottom of the screen. You can also take a photo with the iPhone camera and add it to the transaction. To do this press the "Add Image" button and take a photo. You can press the blue arrow button for a full screen view of the photo with full panning and zooming capabilities.
If you would like this transaction to automatically repeat (great for recurring bills), you can click in the Repeat field and select how often you would like the transaction to repeat. Once a day when you run QuickBank it will update itself and add any recurring transactions that are due.
Remember to press the save button at the top right to save any changes you have made.

Clear and Purge

When you open your account and are viewing the list of transactions there are two more buttons at the bottom of the screen, a checkmark and an X.
The checkmark button is for marking a transaction as "cleared". Use this if you wish to reconcile your account manually as transactions clear your bank account. In Preferences you can turn off the "balance all" option so that only checked items are tallied in your account balance. You mark an item as cleared click on the transaction and then press the checkmark button. You can also uncheck an item by doing this again.
The purge button is a bit different. A purged transaction is a transaction you no longer wish to be exported if you export your data to your PC. To mark an item as purged, click the item once then press the X button. The transaction will become grayed out. You can unmark the item by clicking it and pressing the X again.

WiFi & Email Exporting

With QuickBank you can export your accounts and share your transactions with desktop finance applications such as Quicken and Microsoft Money. QuickBank converts your transactions to QIF, OFX and CSV formats which can be imported by nearly all major finance applications. You can either export all of your accounts at once and export them to a PC on your network directly via WiFi, or you can select an account to export via email. You can also choose to purge transactions when you export.
To export an account, go to Accounts and Transactions. Without selecting an account you can click on the WiFi button at the bottom of the screen to perform a WiFi export of all your accounts. If you first check an account off by pressing it once, then press the email button you will have the option to perform an email export of that account.

What is Export and Purge?

When you choose to export and purge, each transaction you export will be marked as purged. When a transaction is marked purged it will not be exported again in the future, helping to prevent duplicate transactions from appearing on your desktop finance application. If you find that you have marked items purged but still need to export them, you can turn on "Export Purged" using the preferences screen.

WiFi Export

WiFi export is the preferred method of exporting data from QuickBank for a couple of reasons. First of all, with the WiFi export your data never leaves your network. (Note: Be sure that you are on your own network or a network you trust.) Secondly, exporting via WiFi will export each and every account all at once including any photos you have attached to transactions.
When you choose the WiFi export option QuickBank will present you with a web address on the screen. You can connect to this address using a web browser (Safari, Internet Explorer, Firefox, etc..) on a PC or Mac on your network. Here you will see a list of files for each account in QuickBank. Download the files to your PC or Mac by right clicking and choosing "Save As". Don't worry if you don't want to download all of your receipt images, they will remain in QuickBank even after the export.

Email Export

If you choose to export via Email you will be presented with a warning. Exporting via Email requires your export file to be uploaded to the QuickBank server. Before doing this you can choose to Cancel or Continue. After clicking continue, QuickBank will send your information to the QuickBank server and QuickBank will create an email reminder for you. You can send this email to yourself, or to anyone you wish to share this account information with.
Clicking the link in the email will take you to the QuickBank website to fetch your account file. Here you can download the file to your PC or Mac.

Importing into your Desktop Finance software

Once you have downloaded the file to your computer you can import the transactions into your desktop finance program. This is generally done by clicking File and selecting Import from the menu bar in your finance program. Select the file you downloaded and your finance program will import all of the transactions!