Checkit Setup Manual

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Entering Your Banks -

This is where you enter your bank name, location and contact information. Your 'bank' could even be a cash account for bookkeeping purposes. From the opening screen click

Which will open the screen where you can enter or edit the information about your banking institution or a cash account. Use the Page Up/Page Down keyboard keys to move through your existing list.
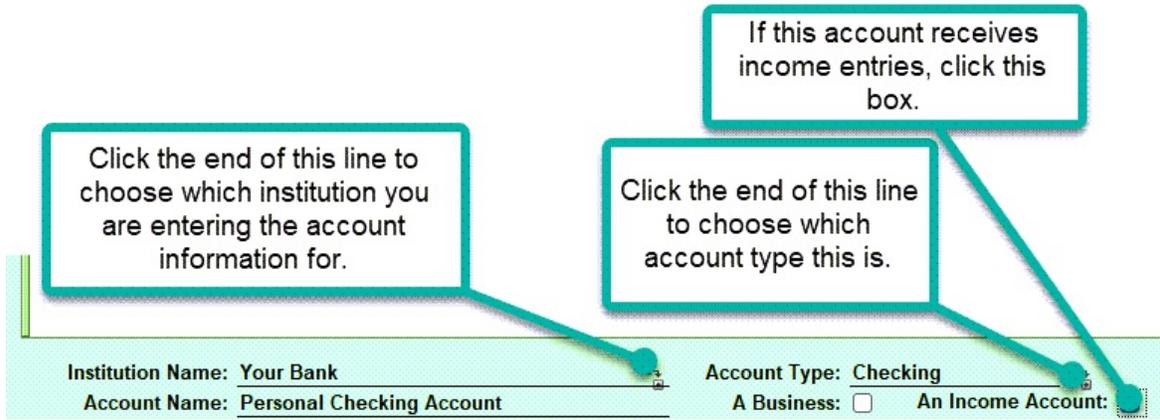
Entering Your Accounts -

After you entered your institution names, go here to enter or edit your account information for each institution.
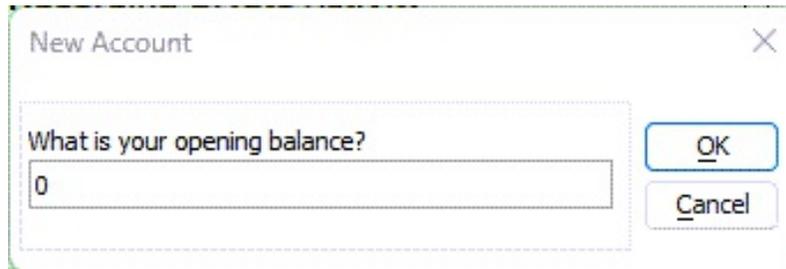
Use the keyboard Page Up/Page Down keys to move between existing accounts.

If you invest in any stocks, you can enter your broker information by clicking the *Broker* button.

The first time you open a non-broker account, Checkit will ask you to enter the opening balance.

After you enter the opening balance amount and click OK, it will be entered automatically into the first line of your account.

| | | | Your Bank | | | | | |
| | | | Personal Checking Account | | | | | |
NUM	DATE	NUMBER	DESCRIPTION	PAYMENT	DEPOSIT	BALANCE	SPLIT	CLR
1	01-10-2026		Opening Balance		$100.00	$0.00	☐	☐

Defining Your Categories -

Assigning every transaction to a category allows for the creation of reports so that you know where your money is going. There are expenses that can be considered tax deductable in your business as well as personally. There are other expenses that do not fit that definition as well. For example, if your business covers the health care costs of the principals of the business, costs of items and services recommended by a health care professional are legitimate business expenses. However, on the personal side, if you have no business, those same costs have to exceed a minimum percentage of your gross income before they become tax deductible.

Checkit also allows for the condition where part of an expense is deductible and part is not. An example of that has to do in the case of having a home based business. In that scenario the percentage of your home that is exclusively allocated to your business is tax deductible, up to twenty-four percent. Define this by clicking

So if you have a utility bill that is $100 and at least twenty-four percent of your home is populated with business items and or used for the generation of income, $24 of the $100 is a business expense and $76 is not. For this, you enter what is called a split transaction where you assign $24, in our example, to a category called Utilities and $76 to what is called I-NONE. The I-NONE category items do not appear on any reports that you generate regarding tax deductible personal or business expenses.

Checkit comes with a full category list for both business and personal expenses to which you can add to or change at any time. What keeps the items from appearing on tax reports is the tax item flag tied to each category. For an example, consider the following picture.

The category I call *BH Mortgage* is assigned to the percentage of my mortgage payment that relates to my home office area and the *Home Mortgage* category, which you can see is not taxed, is assigned to *I-NONE.*
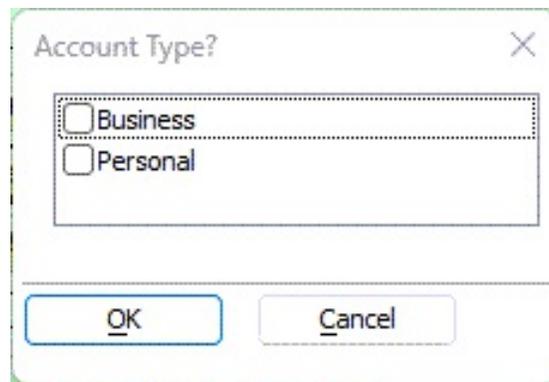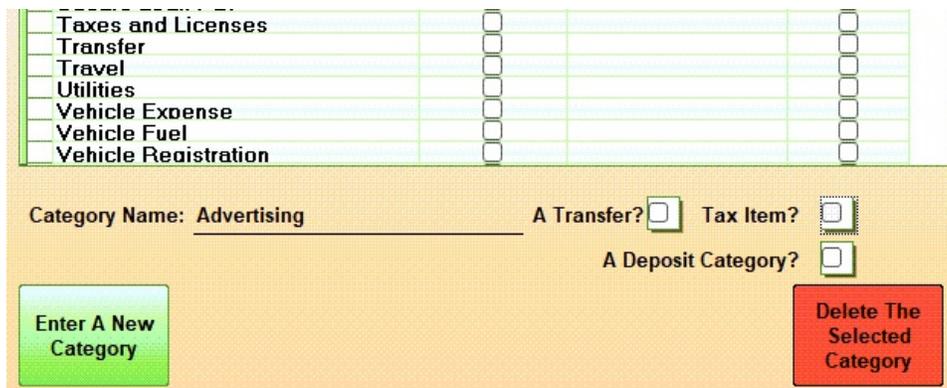
To edit the category list start here

Which will present this choice

Category Type?   ✕

☐ Expenses
☐ Income

        OK   Cancel
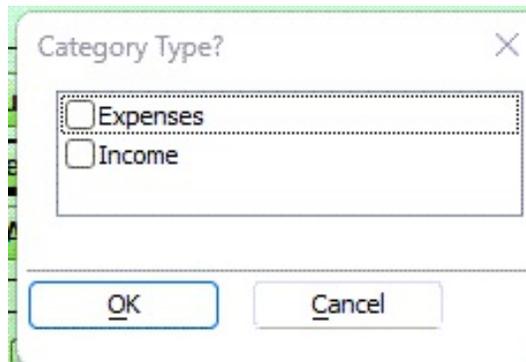
If you want to work on the expense categories, check the *Expenses* box and click *OK*. You will then be asked if you want to work on business or personal related categories.

Account Type?   ✕

☐ Business
☐ Personal

        OK   Cancel

The list that pertains to your choices will appear. Here you can see the bottom portion of the chosen category list in our example.

Taxes and Licenses	☐		☐
Transfer	☐		☐
Travel	☐		☐
Utilities	☐		☐
Vehicle Expense	☐		☐
Vehicle Fuel	☐		☐
Vehicle Registration	☐		☐

Category Name: Advertising_____   A Transfer? ☐   Tax Item? ☐

A Deposit Category? ☐

Enter A New Category   **Delete The Selected Category**

To enter a new category, simply click the *Enter A New Category* box then type in the name. If the category you are creating is one which you intend to apply to a transaction whereby you move funds from one account to another, check the transfer box. Of course you will have to have at least two accounts entered into your system before this pertains. The following will appear.

Click the right end of the *type* line to select the type of account you will transfer to and the right end of the *name* line to select from the list of accounts you have in your system. If you do not see all your accounts listed, please refer to your *Update/Install document, Before Backing Up* and perform a clean up operation.

Once you do this, you will see the new category has been automatically added to your list. You will note that the new category name in our example starts with [1] which indicates to Checkit that the account to transfer to will be account number one. You can then check the Tax item box, meaning it would be included in your tax reports if that pertains. This will complete the creation of your new transfer category.

To change an existing category, simply select it from the category list by clicking on the beginning of the chosen category line and make the changes in the presented area that pertain. To remove a category from your list, select it then click the *Delete* box.

If you want to go back to the category list you had at the time of your installation, click the appropriate choice shown here to reset your Business or Personal category list to the original contents.

NOTE: Doing this will remove all the changes you made to your *Business* or *Personal* category list. **It can not be reversed.**

Automatic Withdrawals -

Do you have any of those pesky ACH transactions that you forget to put in your register? Setting up the automatic withdrawals can help prevent surprises!

The first step in setting these up is to define each ACH transaction.

When you click the *Automatic Withdrawals* button**,** you will be presented with a screen showing all your previous entries.

What you see entered here is a prior entry. It includes
  The day of the month the transaction happens
  The account name in which the transaction is to be recorded, which you select from the list presented when you click at the end of the column
 The transaction description in the PAYEE column
  The amount to be withdrawn from your account
 The category, which you select from the list presented when you click at the end of the column
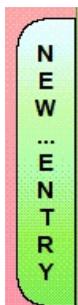
To add another transaction, click the *New Entry* button**.** You will be asked for the day of the month of the transaction entry. You do not need to worry about which month you are in. This is only interested in the day information.
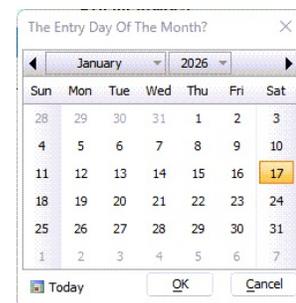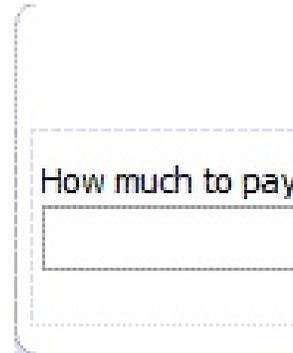
After you select the day of the transaction, you will be presented with a list of your banks. Choose which bank the account the transaction will be entered into.

After selecting the bank, you need to select the account. Then you need to type in the transaction description. This is who will receive the payment. Next is how much they get paid.
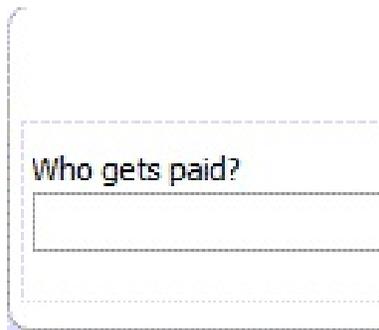
Who gets paid?

How much to pay

and finally a reminder to select a category for the new transaction entry.

×

Please select a category

OK

Click the right end of the new entry's line to have the category list appear from which you can choose what is appropriate.

The transactions in your list that have not been added yet will appear with the day in red.

You can see an example here...

	Automatic Month... ayment Entries			
	Double-click the left end of the row to enter ...ntered payments (including last month's if needed and this month's payment) in y... ...ccount register. Unentered items have a red day box.			
DAY	ACCOUNT	PAYEE	AMOUNT	CATEGORY
10	Personal Checking Account	Monthly Fee	$15.00	Bank Fees

To enter the transaction into your specified register, double-click the left end of the selected line.

The register before the double-click looks like this

After the double-click...

You can see the entry was placed and the account balance was updated automatically.

The ACH screen bottom looks like this

You can see the account information for the selected line item as well as the last date entered. If you have not yet entered the line item, the last date entered area will be blank. If the last date entered shows that of a prior month, be sure to enter it into the current month.

You can remove a line item you no longer need by selecting the line then clicking the *Remove Selected Entry* button.

Clicking the *EXIT* button will close the form.

Go to the

Scanner Directory Setup And Use -

One of the features in Checkit that you may find particularly useful in simplifying your accounting records is the ability to attach the supporting documentation, such as the receipt, to your transactions. By doing this you can shred your documents and keep your records electronically. When you install a scanner, there is typically a directory location where the scanned files end up. Take note of this location and specify it to Checkit by clicking on
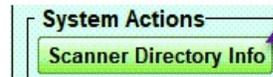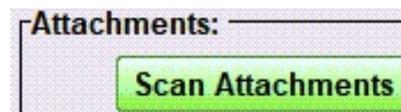

When you click the *Scanner Directory Info* button, you will see an instructional prompt. Click OK when you are ready to enter the directory information then enter it into Checkit at the next prompt.
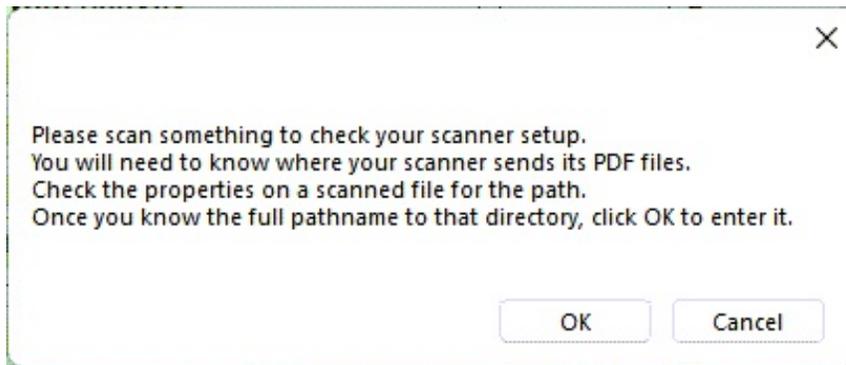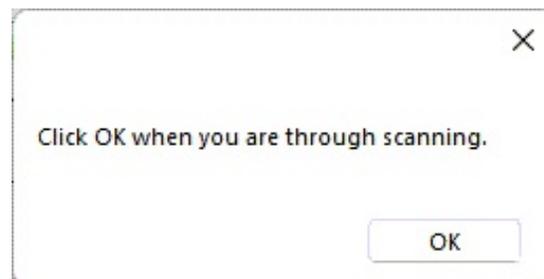

To scan something you want to attach to the currently selected transaction is quite simple.

First click the *Scan Attachments* button


and you will see...

Scan your document(s) until you are done scanning. After you click OK, Checkit will rename your document(s) and place the result in the proper directory for your currently open check register.

You can view or print any attached documents whenever you want just by selecting the transaction line and clicking the *See Attach* button.
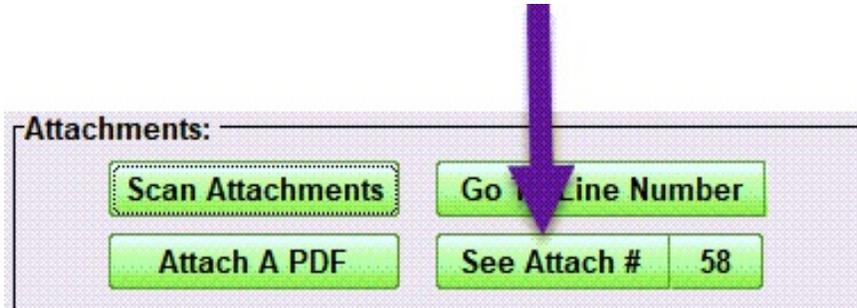
When you do this, you will see a list of all the items that are attached to your chosen transaction.
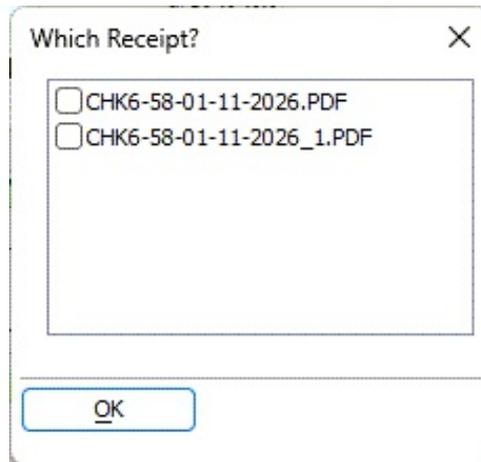
Check the box next to the item you want to see and it will appear in your Windows PDF reader which you can print or preview it if you like.

The file name contains the register type, in this case CHK for Check Register, the register number (6), the line number of the transaction (58) and the date of the transaction. As you can see, if there is more than one item attached to the transaction, there will be a dash number appended to the filename. In this case, the _1 is the second scanned item.
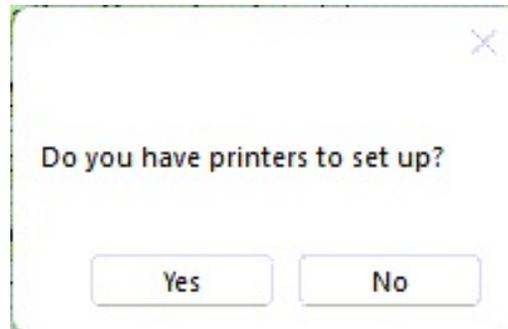
<div align="right">Go to the <u>Table Of Contents</u></div>

Printer Setup -

You will need to let Checkit know about your printers and which one is going to be used for what. Don't panic! It's really easy. Click this button...

then you will be asked to confirm your intention

After you click *Yes*, Checkit automatically creates a list of all the printers you have and presents them for you to select which printers are going to be used for printing your checks and reports. Just use the keyboard Page Up/Down keys to see your printers and check the appropriate boxes for the appropriate printer. Be sure and select a printer for checks and reports. You can use the same printer for both if that fits your setup. Once a printer is selected for both, you may exit the form.

Create Your Own Signature -

Checkit will place your signature on your checks when you print them so you won't even have to sign your checks! Checkit will also print the Checkit logo on your checks. This ensures that the check was created by you. Just a small security feature for you.

To create your signature, click the Create Your Signature button.

A PDF page will appear with instructions. After you sign inside the box on the page as instructed, be sure to save the .bmp file to the *System directory* that is located where Checkit is installed on your machine.

Getting Ready To Print Checks -

You will need to design the check page for check printing. Checkit comes with a setup for 3 checks to a page. However, you want to test your setup on a blank piece of paper and see if it matches your check page for position before you waste any checks. Start by clicking the *Design Chk Page* button
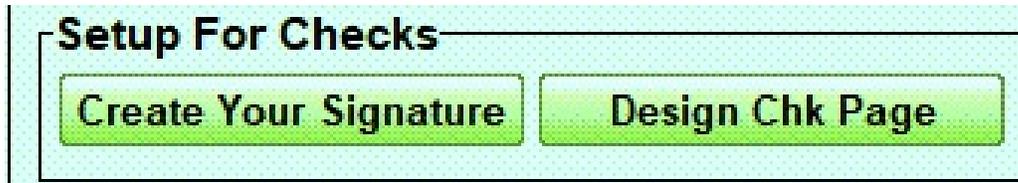

You have a choice of editing your current check page or starting with the page that comes with Checkit. With the initial setup, choose *Open original form* and click *OK*.
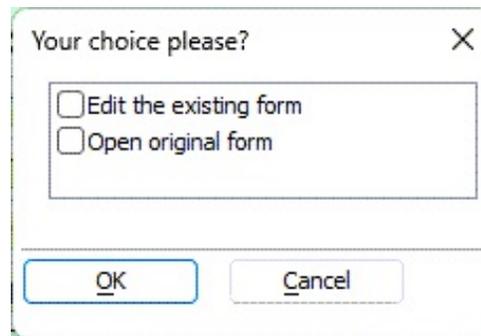
A confirmation window appears
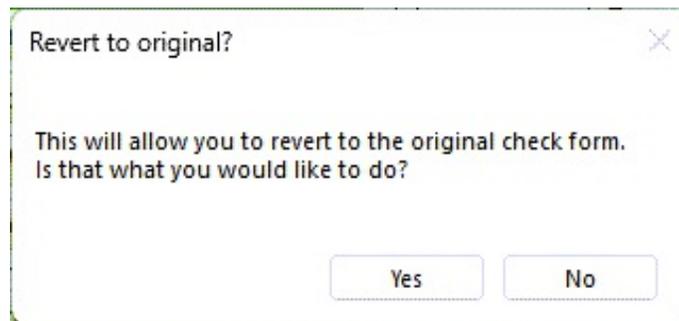
If you select Yes, Checkit will open a screen showing the form as it appeared when you installed Checkit. If you select *No*, nothing will happen. For the initial setup, select *Yes*.
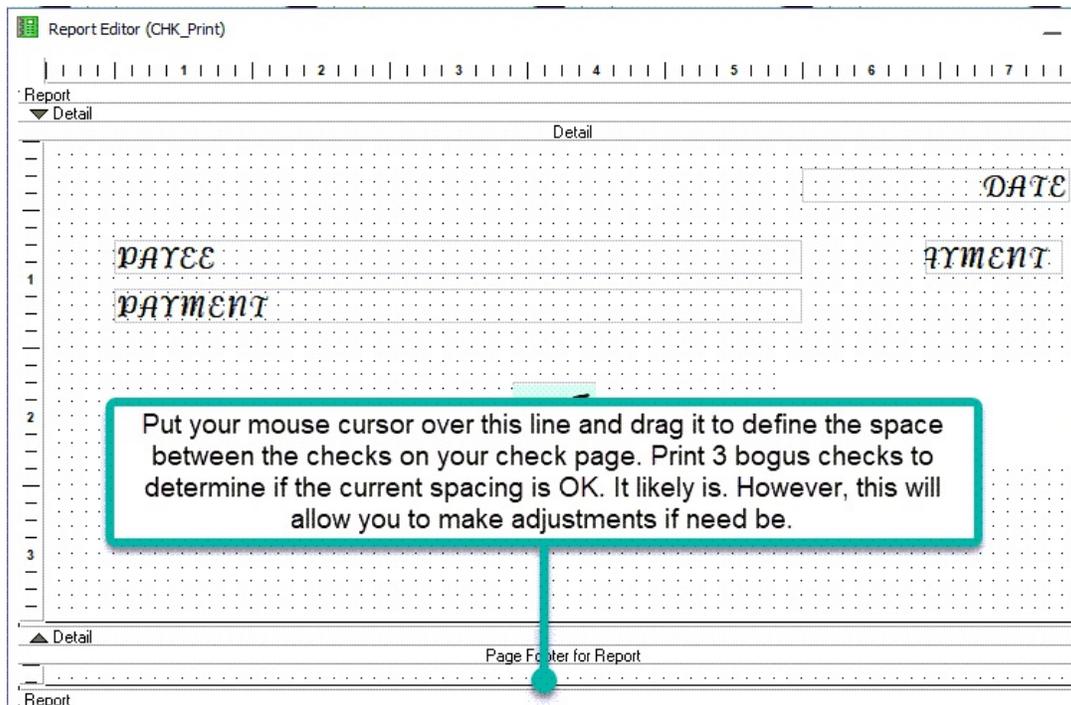
Click on the object you need to move and use the arrow keyboard keys or hold down the mouse button to drag the object to where you need it. My suggestion is to use the arrow keys because that will help you maintain alignment with the remaining objects.

When you are finished, click the save it icon in the upper left corner of your screen.

Print the page and see if it lines up with the first check on your check to print page. When it appears that it does, create 3 fake checks and print them to another blank piece of paper to be sure the bottom margin as defined allows for the correct spacing between checks. If not, drag the line noted above to make adjustments. Save and repeat this process until everything looks good.

Setting Up For Cryptocurrencies -

This provision is for those that are of a progressive nature and have the need to record cryptocurrency activity separately from any on line options. What is here is what seemed prudent at the time of creation though the industry is in a constant state of flux. Still, we believe it is here to stay though the rules of engagement may change as time passes. We only endeavor to provide you a place to keep your records safe should the need to prove activity or ownership arises in the future.

It is best to have a secure electronic wallet in which to keep your coins. Though you can use any wallet you choose, we found that the Trezor wallet is a good one and has great security. So

Checkit provides the link to purchase it if you so choose. To interface with a wallet, each type comes with an application to do so. Here is what Checkit has...

Recording Crypto Activity

> Wallet Purchase and Application Download
>
> Maintain Accepted Crypto's List
>
> Enter/Edit Wallet Information
>
> Crypto Processing Companies

When you click on the Wallet Purchase button you will be asked whether you want to purchase a wallet or download the application.

Please choose   ✕

☐ Purchase the Trezor model T hardware wallet.
☐ Download the Trezor Suite application.

OK
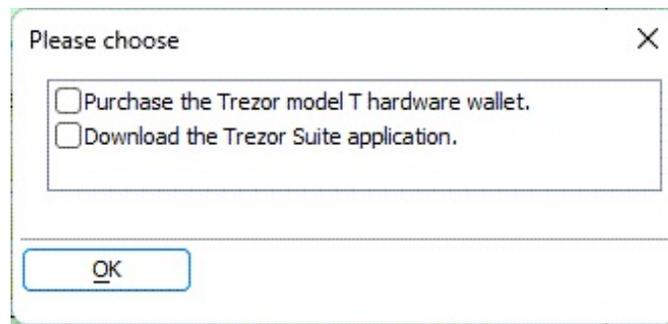
The first thing to do is to purchase the wallet. You will need to have one before you can use the application. When you select the Purchase option, you will be taken to the Trezor site where you can complete your purchase.

Next is to download the application. Choose that. When the download completes, go to your downloads directory and double click the filename to install it. Just follow the prompts.

Downloads   >

↑↓ Sort ⌄   ☰

Name

⌄ Today

🔒 Trezor-Suite-25.12.2-win-x64.exe
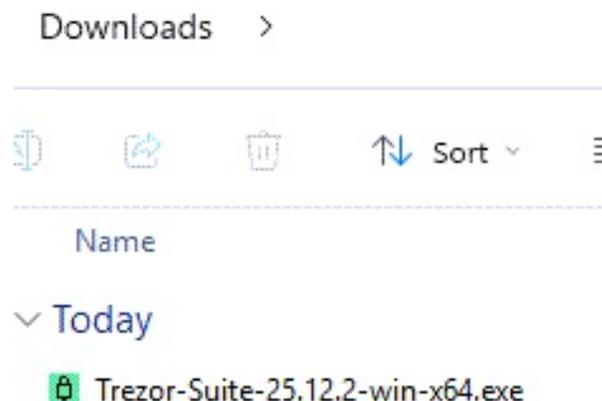
Trezor Suite will be installed on your system and a shortcut to open it will be placed on your desktop. Plug your Trezor into a USB port on your computer **after** you start Trezor Suite. You

can perform any transactions you need through the application and the results will be stored in your wallet.

The other 3 buttons in the *Recording Crypto Activity* box are provided so that you have a place to record what you want to off line as a backup of your crypto activities.
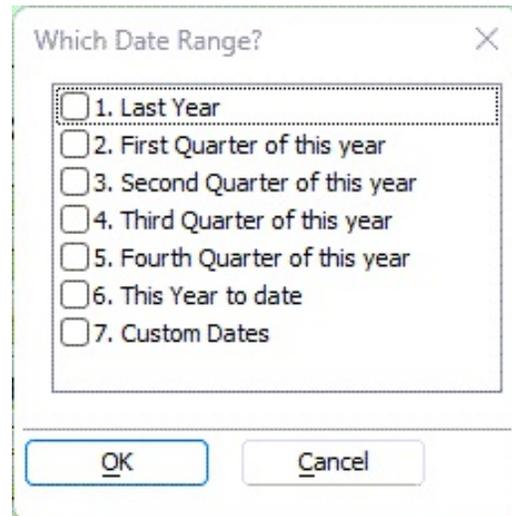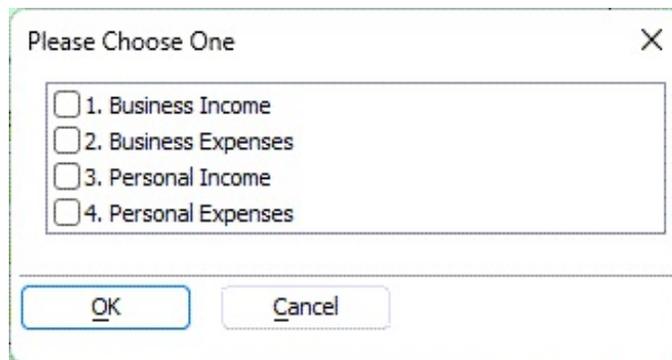
Category Report -

You make provisions for category reports by assigning categories to each of your transactions that you want to create a report for. When you click the
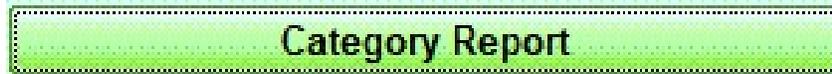
button, you will be presented with date options...

Which Date Range? ✕

1. Last Year
2. First Quarter of this year
3. Second Quarter of this year
4. Third Quarter of this year
5. Fourth Quarter of this year
6. This Year to date
7. Custom Dates

OK   Cancel

then asked for which group, Business or Personal? Income or Expense? Make one choice.

Please Choose One ✕

1. Business Income
2. Business Expenses
3. Personal Income
4. Personal Expenses

OK   Cancel

Next selection asks which account(s) you want to include in the report. Checkit presents a list of every account that you have entered within the criteria you selected. Choose the account(s) you want then you will be asked which categories you want a report on.

Choose as many as you would like. The category list presented will depend on the type of report you chose to see.
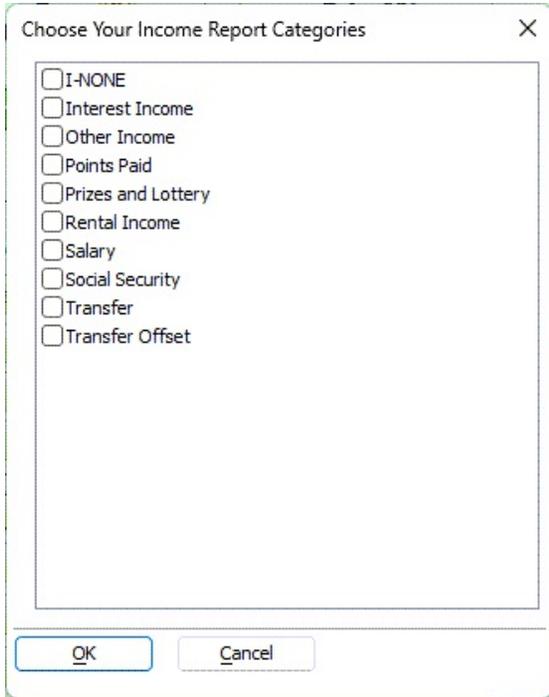
Then

You will be presented with the choice to Print or Preview the report.

Get An Update -

Click the button to get an updated copy of Checkit.

Doing so will bring you to a password protected page on my website. This is a page that only current owners of Checkit can get to. The password will be copied to memory so just place your cursor in the password box and hit CTRL/V to put it there.

Scroll down to the *download button* and click to get the latest version down loaded to your downloads directory.

Federal Tax Estimator -

This feature is not tax advice but it is there to help you plan and avoid surprises. It depends on your proper assignment of categories. You can also use the report to check your entries and identify any transactions that are not properly categorized. Both uses can be very helpful.

Click to get started.
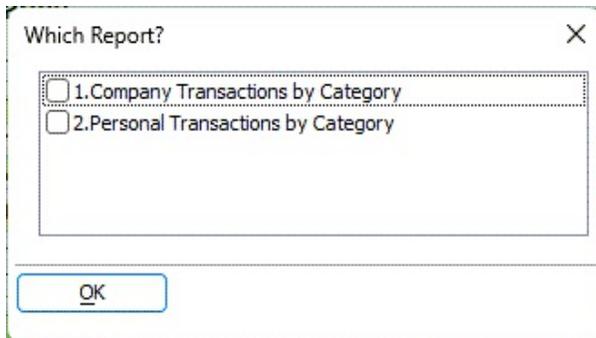
Make your choice; *Company* or *Personal.* You will be asked for the starting and ending dates for the report then it will create it for you.

You will see confirmation when the job has been done.
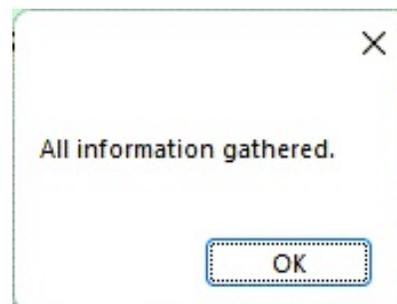
Then you will be presented with this screen. As you can see, the info has not been written yet.

Start by updating the information that is there.
You can click the   button to find the number you need to
put into the *Tax Rate*   field.

If you need to see the report before you can do this, don't worry. You can come back to this after you create the report as often as you need to while you update your own information with any corrections you need to make to your registers.

You can also select your deduction choice by clicking on the right end of the *Deduction Choice* entry line. Again, you can change whatever you want as often as you need to until you have the best result for your needs.

After you change what you can at this point, if anything, click the button.
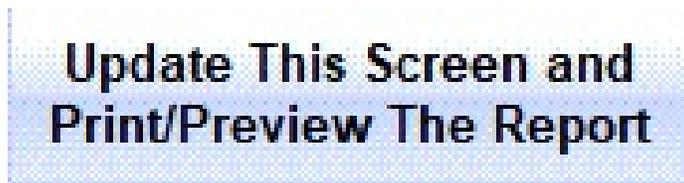
This will put the information that is gathered on your form and present you with the choice of *Printing* or *Previewing* your report.
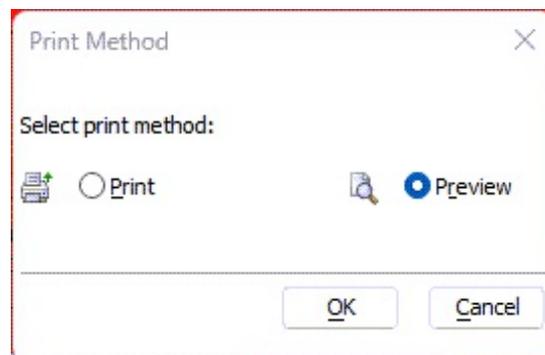
After you print or preview your report, your screen will be populated and you can make your choices and repeat the process until you are sastified with the results.

The last steps are to enter the amount of federal tax you paid over the time period if that is not there yet and to click on the end of the *Deduction Choice* area to change your choice.

Doing this will update your final result information and show you the results for each choice.

Go to the