

Chronicle 6 Quick Start

This quick, illustrated guide will get you started using Chronicle in a few minutes.

Chronicle has two main screens: the overview screen and the bill detail screen.

The Overview Screen

The screenshot shows the Chronicle Bill Management interface. At the top, there's a header with 'Chronicle | Bill Management' and a search bar. Below the header, the main area is divided into two sections: 'Your Bills' and 'Month at a Glance'. The 'Your Bills' section is a table with columns for 'Bill', 'Amount', and 'Next Due Date'. The 'Month at a Glance' section includes a calendar for April 2016 and a summary of bills due soon, bills due this month, and bills paid this month. At the bottom, there's a navigation bar with buttons for '+ New', 'Car Payment', 'Log Payment', 'Pay', 'View', 'Edit', and '+ New Income'. Red callout boxes with numbers 1 through 7 point to specific features: 1 points to the '+ New' button, 2 points to the 'Your Bills' table, 3 points to the action buttons at the bottom, 4 points to the 'Monthly Balance Sheet' section, 5 points to the 'BILLS DUE THIS MONTH' summary, 6 points to the calendar, and 7 points to the search bar.

Bill	Amount	Next Due Date
Payday Repeats: Every 2 weeks	\$3,000.00	Paid 12 days ago Fri, Apr 15, 2016
Credit Card Repeats: Every month	\$550.00	Overdue by 2 days Mon, Apr 25, 2016
City Utilities Repeats: Every month	Not Set	Due today Wed, Apr 27, 2016
Car Payment Repeats: Every month	\$350.00	Due in 1 day Thu, Apr 28, 2016
Payday Repeats: Every 2 weeks	\$3,000.00	Paid in 2 days Fri, Apr 29, 2016
Netflix Repeats: Every month	\$9.99	Due in 3 days Sat, Apr 30, 2016
Mortgage Repeats: Every month	\$900.00	Due in 4 days Sun, May 1, 2016
Student Loan Repeats: Every month	\$400.00	Due in 8 days Thu, May 5, 2016
Gym Payment Repeats: Every month	\$40.00	Due in 16 days Fri, May 13, 2016
Payday Repeats: Every 2 weeks	\$3,000.00	Paid in 16 days Fri, May 13, 2016
Childcare Repeats: Every 3 weeks	\$200.00	Due in about 1 month Fri, May 27, 2016
Hospital Bill Repeats: Never	\$900.00	Due in about 1 month Fri, May 27, 2016

Monthly Balance Sheet	
EXPECTED TOTAL INCOME	\$6,000.00
PAID THIS MONTH	\$2,180.00
STILL DUE THIS MONTH	\$909.99
BALANCE	\$2,910.01

- 1. New Bill Button:** Click here to create a new bill.
 - *Tip:* The bill detail screen is for quickly creating bills. You can more other details like balance, interest rate & general notes later, on the bill detail screen.
- 2. List of Bills:** Bills and income you create will appear here.
 - *Tip:* The colors represent how soon a bill is due. Red is overdue, orange is due soon, and green is due later. Blue means a bill is automatically paid, and black is income.
 - *Tip:* Click any column header to sort bills by that column.
- 3. Action Buttons:** When you select a bill on the list, actions you can take will appear here.
 - *Tip:* For more details on logging a payment, see page 3.
- 4. New Income Button:** Click here to create a new income source.
 - *Tip:* Chronicle shows you all incomes for the current month, plus the first one that will occur in the next month to help you plan.
- 5. Monthly Summary:** Click on any section here to see only bills matching that criteria.
- 6. Calendar:** Click date to highlight all bills due that day.
- 7. Bill Filter & Search:** Filter bills to matching a tag or other criteria, or search for bills.

The Bill Detail Screen

The screenshot shows the 'Chronicle | Bill Management' interface for a 'Credit Card' bill. The top navigation bar is orange and contains a menu icon (1) and a navigation arrow (7). The main content area is divided into several sections:

- Left Sidebar:** Contains 'Due in 1 day Thu, Apr 28, 2016' (2), action buttons 'Log Payment', 'Pay Now', and 'Skip', 'REPEAT INTERVAL: Every month', 'AMOUNT DUE: \$550.00', 'NOTES' with a pencil icon (3), and a 'TAGS' section with 'Wells Fargo'.
- Statistics Section:** Titled 'Statistics', it includes 'PAYMENT ANALYSIS' with 'Highest Payment: \$2,180.00 (Mon, Apr 25, 2016)', 'Lowest Payment: \$400.00 (Sun, Mar 27, 2016)', and 'Average Payment: \$1,176.67'. It also features a 'THIS YEAR VS. LAST YEAR' bar chart comparing 2015 and 2016, and a 'REMAINING BALANCE' section showing 'Current Balance: \$0.00', 'Total Paid: \$3,530.00', 'This Year: \$3,530.00', 'Last Year: \$0.00', 'Interest Rate: 0%', and 'Escrc: \$0.0' (6).
- Payment History Section:** Titled 'Payment History', it includes a 'PAYMENTS BY MONTH' bar chart and an 'ALL PAYMENTS' table (5). The table lists: Apr 25, 2016 (\$2,180.00), Mar 27, 2016 (\$400.00), and Feb 10, 2016 (\$950.00). A note at the bottom says 'Double-click a payment to edit or delete it.' (4).

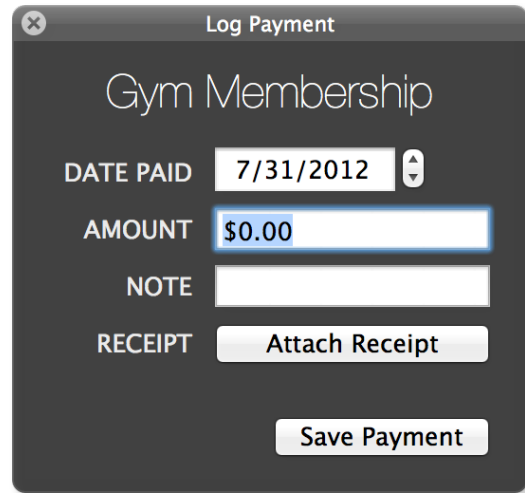
- 1. Overview Button:** Click here to return to the overview
- 2. Action Buttons:** Actions you can take appear here.
 - *Tip:* For more details on logging a payment, see page 3.
 - *Tip:* To edit a bills details, click the pencil icon above the action button.
- 3. Notes:** Click the pencil icon next to the notes label to add general bill notes.
- 4. Payment Graph:** A graph of your previous payments for this bill.
 - *Tip:* You can switch between viewing a monthly graph and a graph of individual payments by clicking on the *Payments By Month* text.
- 5. All Payments:** A list of all payments, including confirmation numbers, if applicable.
 - *Tip:* Double-click any payment to edit or delete it.
- 6. Statistics:** A list of various detailed statistics about your bill.
 - *Tip:* There are many statistics, and not all may be visible. You can scroll to view more.
 - *Tip:* In the balance area, you can edit your bills balance & interest rate.
- 7. Navigation Buttons:** Click these to move to the next bill or previous bill.

Logging Payments

Logging payment is one of the most common things you will do in Chronicle. When you click the *Log Payment* button, either on the Overview, or on the Bill Detail screen, you will see the Log Payment window pictured to the right.

When you save your payment, Chronicle will do several things:

- Update any reminders for the bill.
- Update the bill to show the next due date.
- Update any statistics for the bill & month.
- Store the logged payment & receipt (if attached) for future reference.



The screenshot shows a 'Log Payment' window for 'Gym Membership'. It contains the following fields and buttons:

- DATE PAID:** A date picker set to 7/31/2012.
- AMOUNT:** A text input field containing \$0.00.
- NOTE:** An empty text input field.
- RECEIPT:** A button labeled 'Attach Receipt'.
- Save Payment:** A button at the bottom right.

After logging a payment, it appears in your *payment history* (see #4 and #5 on the previous page).

Tips

- *Partial Payments:* Hold down the Option key before clicking the Log Payment button to log a *partial* payment. Partial payments do not change the due. You can also use partial payments to log historical payments for your records.
- *Deleting Payments:* If you make a mistake logging a payment, double click the payment in your payment history, and click the *Delete* button. If you delete the most recent payment, the Next Due Date will automatically adjust backwards.

More Information

For more information about using Chronicle, visit chronicleapp.com. You can also send e-mail to support@littlefin.com.