



# Ilium Software Keep Track™

for Windows PCs and Windows Mobile  
Pocket PCs and Smartphones

Ilium Software

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# Keep Track: Users Guide and Reference: Version 2.1

Ilium Software

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# Chapter 1. Getting Started with Keep Track

## 1.1. Keep Track Overview

Welcome to Keep Track!

Use Keep Track to keep track of your most common transactions; your Keep Track file takes the place of paper receipts and gives you a single, central list to work from when it's time to pay bills, reconcile accounts, prepare taxes... all those tasks that are driven by detailed lists of what you spent, withdrew, paid, or received.

Keep Track is especially useful for recording electronic transactions like telephone or online purchases. If all you get is a confirmation number, you need Keep Track to ensure that you have a complete, ongoing record. Put the number into Keep Track's notes area and it'll be there when you need it.

And Keep Track lets you get away with as little data entry as possible. Configure its one-touch buttons to reflect your most frequent transactions; use its full-featured entry screen for things you do less often. Either way, it's fast and easy to keep your detailed transactions up to date.

With Keep Track Professional Edition, you'll have your transaction data on both your Windows Mobile Pocket PC or Smartphone and on your Windows PC. Export your records into other Windows applications, import data into Keep Track, and synchronize it all between the desktop and your handheld.

What next? If you're new to Keep Track, look at Getting Started with Keep Track. If you're upgrading to Keep Track 2.1, read on for what's new in 2.1.

Please note that this documentation is primarily for use with the Windows PC version of Keep Track and that your mobile device version may have different options and features than those discussed here.

## 1.2. Supported Platforms

Keep Track is supported on the following Windows platforms:

- Windows Mobile 6 Classic, Standard and Professional
- Windows Mobile 5.0 Pocket PC
- Windows Mobile 5.0 Smartphone
- Windows Mobile-based Pocket PC (and Pocket PC Phone Edition) 2003 Second Edition
- Windows Mobile-based Smartphone 2003 Second Edition
- Windows Mobile-based Pocket PC (and Pocket PC Phone Edition) 2003

## 1.3. What's New in Keep Track 2.1

Here's what's new in Keep Track 2.1!

- Customize columns - Lets you determine columns and their order in the transaction list
- New account types: cash and loan
- Running total - When you view a single account on the transaction list, there's now a running total column.
- Totals by category - Display Totals now shows you totals by category instead of just by account
- Grand total - The list of accounts/categories now shows you a grand total
- Set fonts for one-touch buttons and the transaction list
- Transaction list colors: are you in the black or in the red?
- Alternate row coloring in transaction list
- Find/Find Next - Lets you search your transaction list
- Locking - Secure your Keep Track transactions

## 1.4. Getting Started with Keep Track

Keep Track provides three screens to enter and review your transactions.

- The **Enter Transaction** screen lets you enter any kind of transaction
- The **One-Touch** screen lets you record your most common transactions with the absolute minimum of data entry.
- The **Transaction List** screen shows you the transactions you've entered

The "To" and "From" fields on the **Enter Transaction** screen let you record where the money comes *from* and where it goes *to* for each transaction. For example, if you buy something and charge it to your Visa card, you select your Visa account in the From field and the name of the store in the To field.

You can type any information you want in the "To" and "From" fields, but you can make Keep Track easier and faster to use by setting up lists of the bank accounts, credit cards, and stores and vendors you most frequently use. Then you just select these names from the lists when you want them.

Keep Track calls your *from* sources *accounts*. To create them, select **Configure, Accounts**.

*To* vendors, stores, and others are called *names* in Keep Track. Select **Configure, Names** to create them.

The key piece of information in any transaction is the amount -- how much money went from an account to a store, vendor, or where ever. After you enter the transaction amount, click one of the transaction buttons to record the transaction.

For example, if you charge something to a credit card, click the **Charge** button. You see a confirmation box with the current date and time filled in. Click OK to confirm the transaction and it will be recorded. It's that simple.

## 1.5. You Can Customize Keep Track

Keep Track provides three screens to enter and review your transactions.

You can set up the **One-Touch** screen to record your most common transactions. For example, you can have buttons for:

- The most common amounts you withdraw with your ATM card
- Amounts you regularly deposit or transfer between accounts
- Regular child care or housekeeping payments

Just configure any of the One-Touch buttons with the From and/or To information, an amount, and the text you want to see on the button., Then one click records the complete transaction.

Do you have a frequent transaction where only the amount varies? You can set up a One-Touch button to request the transaction amount and fill in the rest..

And the One-touch buttons are just one of the ways you can customize Keep Track. The Configure menu also lets you control:

- Confirmation and display features
- Security and locking
- International display features
- Columns in the transaction list
- Fonts
- Accounts, stores and vendors, and transaction categories

## 1.6. Entering Transactions

A transaction is the basic piece of information that Keep Track keeps track of for you. It records:

- An **amount** of money
- An **account** where the money came from
- A store or vendor or account **name** where the money went to

- **Notes**, if you want
- A **category** of transaction, if you want
- And a transaction **type**, such as check, withdrawal, debit, or charge

There are two ways to enter a transaction in Keep Track:

- With the One-Touch buttons, on the **One-Touch** screen
- With the fields and menus on the **Enter Transaction** screen

### 1.6.1. Using the One-Touch Screen

Use the **One-Touch** screen to record one of the frequent transactions you've configured the One-Touch buttons to represent. (You can customize the One-Touch buttons by selecting **Configure, One-Touch**. The buttons come with some standard transactions already set up; for example:

- Click the One-Touch button on the tool bar to move to the **One-Touch** screen
- Click the "\$100 from Checking" button
- A confirmation dialog box appears; click "Ok"

And that's it. You've entered a transaction. *(Don't want to have to click "Ok" on the dialog box? You can configure each One-Touch button to skip it or require it, however works best for you.)*

*(If there isn't a "\$100 from Checking" One-Touch button, it means that you or someone else already reconfigured that button to represent another transaction.)*

That was a transaction with a fixed amount -- it's configured to always use \$100 as the amount. One-Touch buttons can also be set up to enter everything for you, except the amount, leaving it for you to fill in. Try this:

- Click the One-Touch button on the tool bar to move to the **One-Touch** screen
- Click the "Savings to Checking" button
- A dialog box appears with an "Amount" field; fill in a number, by typing or clicking the keypad buttons; click "Ok."

Now you've created a transaction with most of the information automatically created, but with the amount you specified. One-Touch buttons can be set up to request just the set of information that varies and do all the rest for you. Note especially that Keep Track fills in today's date automatically -- especially handy for tax-related transactions.

*(Again, if there isn't a "Savings to Checking" One-Touch button, it means that it's already been reconfigured.)*

## 1.6.2. Using the Enter Transaction Screen

Use the **Enter Transaction** screen for record keeping that's not frequent enough to set up as a One-Touch button. When you move to the **Enter Transaction** screen, you see a dialog box with a set of fields and buttons:

- **Amount:** Type the amount of the transaction or use the keypad buttons
- **From:** Type an account or select one from the list
- **To:** Type an account, store, or vendor or select one from the list
- **Notes:** Type anything you like; this field is good for recording details of the transaction, including things like confirmation numbers for online purchases
- **Category:** Type a category of transaction, or select one from the list
- **Transaction Type Buttons:** Select one of these to describe the general type of transaction
- **Check #:** If this is a check, enter the check number

If one or more of the **transaction types** are not selectable, it means that you haven't filled in a piece of information required by that type. For example, all types require an amount and a from or to account; until you provide that information, all the type buttons are grayed out. Fill in an amount and a from account, and some of them become available, but not all. With an amount and a to account, a different set are selectable.

**Check numbers** have a handy feature; if you record a check transaction and you don't enter a check number, Keep Track looks at the last check transaction for that account and assigns the next sequential check number. If you've never entered a check transaction for that account, Keep Track starts out with "1."

To record your transaction, click a transaction button. You'll see a confirmation dialog box that summarizes the transaction about to be entered. Most of the information can be edited -- for example, the date and time will be today's date and the current time, but you can change them if you want. The transaction type and the from and to accounts appear, and the account balance after the transaction will be displayed (for credit card accounts, the balance is the amount of credit remaining). To record the transaction, click "Ok" or cancel it by clicking on "Cancel."

*(Didn't see a confirmation dialog box? Whether or not one appears is controllable from Configure, Options, Confirm. Note that this option might be in a different location on your mobile device.)*

## 1.7. Reviewing Transactions



### Tip

to see totals for all accounts or categories, use **File, Display Totals**. (Note that this option might be in a different location on your mobile device.)

Use the **Transaction List** screen to:

- Review your transactions
- Transfer them to your checkbook or financial database
- Compare them against your bank statement or credit card bill

Move to the **Transaction List** screen by clicking its button on the tool bar. *(You can also expand the Keep Track window so that the transaction list is always visible, even if you're on the **One-Touch** or **Enter Transaction** screens; just drag the bottom corner of the window until you can see the transaction list.)*

### 1.7.1. Selecting an Account

You can see all transactions for all accounts, or just those for one account; select either "All Accounts" from the pull down menu, or the name of one account.

When you select an account, the balance for the account is displayed above the transaction list. To see total information for all accounts, select **Display Totals** from the **File** menu. You can choose totals for all transactions or for just the selected, marked or unmarked ones.

### 1.7.2. Sorting Transactions

The transactions are initially sorted by date and time, but you can sort by any field. Click any column header to sort the rows by that field. Click the header a second time to sort in the reverse order. Sorted transactions will be sorted by the specified column first, and date second.

### 1.7.3. Finding Transactions

Keep Track lets you search for values in your transaction records, using its Find and Find Again capability. To search for transactions, select **Edit, Find** or click the Find button on the tool bar. You see a dialog box that gives you the following options:

- Find: enter a value or a string of characters you want to find, depending on which field you select in Search In:
- Search In: provides a list of Keep Track fields (Amount, Category, Date, From, Notes, and To) in which to search. If you select Amount, you must enter a numeric value in the Find box; all the others accept any string of characters.
- Match: gives you control over how the search is done, depending on which field you select to search in. For Amount, you can select:
  - Equals
  - Greater than
  - Greater than or equal to
  - Less than
  - Less than or equal to

- For any other field, the search method is "Contains," letting you find transactions where your search value is contained anywhere in the field you selected.

Click "Find" to carry out the search or "Cancel" to skip it.

Finding Again - to carry out the same search, finding the next transaction that matches your search value, select **Edit, Find Again** or click the Find Again button.

#### 1.7.4. Editing Transactions

To edit a transaction, select the transaction in the list and select **Edit Transaction** from the **View** menu, or simply double-click on the transaction. An editing dialog box appears, allowing you to change values.

#### 1.7.5. Marking Transactions

Marking a transaction simply means flagging it; you can mark one or more transactions to be deleted, copied, or exported. To mark one or more transactions, highlight them (click on one or use shift-click or ctrl-click to highlight several), then click the Mark button on the tool bar, or use the **Edit, Mark Transactions** menu choice.

Marked transactions show an "X" in the column to the right of "Amount." ( You can mark one transaction just by clicking here.)

#### 1.7.6. Unmarking Transactions

To unmark one or more transactions, highlight them (click on one or use shift-click or ctrl-click to highlight several), then click the Unmark button on the tool bar, or use the **Edit, Unmark Transactions** menu choice.

Unmarked transactions no longer show an "X" in the column to the right of "Amount." ( You can unmark one marked transaction just by clicking here.)

#### 1.7.7. Deleting Transactions

There are several ways to delete transactions:

- Highlight one or more transactions and press the Delete Key
- Highlight one or more transactions, right click, and select "Clear"
- Mark one or more transactions and click the Delete button on the tool bar, or use the **Edit, Clear Marked** menu choice.

When you use "Clear Marked," you see a dialog box that gives you the option of retaining the total amount of the transactions in their account or accounts. This means that even though you're getting rid of \$500 worth of check records, for example, the checking account on which they were drawn won't lose track of that \$500 worth of debits.

### 1.7.8. Copying Transactions

If you want to transfer some transactions to another program, such as Excel, you can select them and then copy them to the clipboard. (Use **Select Marked** or **Select Unmarked** from the **Edit** menu to selecting the transactions you've marked.) Then use **Edit, Copy** or simply Ctrl-C to copy the transactions to the Windows clipboard.

### 1.7.9. Exporting Transactions

Another way of getting transaction records out of Keep Track is to export them to a text file. Use **File, Export** to display an export dialog box. It allows you to specify:

- An account or all accounts
- Marked, Unmarked, or all transactions
- A date range
- Three different export file formats

### 1.7.10. Importing Transactions

There are two ways to pull transaction records into Keep Track from external sources. One is to copy to the clipboard tab-delimited records, in exactly the same field order as Keep Track uses, then paste them into the Keep Track transaction list. Click anywhere in the transaction list and use Ctrl-V to paste the records.

You can also use **File, Import** to retrieve transactions from a file created with **File, Export**.

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# Chapter 2. Using Keep Track

## 2.1. Transactions

Each transaction in Keep Track can contain a date, an amount, a from field, a to field, a transaction type, a category, a note and a check number. The category, note and check number are optional.

The transaction date is always set to the current date and time when you create a transaction; of course, you can edit both date and time if you want to.

The Amount field refers to the amount of money being transferred to or from your accounts. It represents the amount of money subtracted from the from account or added to the to account. Always enter the Amount as a positive number; Keep Track performs subtraction and addition from and to accounts using your amounts as positive numbers.

### 2.1.1. From and To Fields

The *from* and *to* fields refer to accounts, people, stores or institutions that your money is being transferred from or to. In each transaction, the money is subtracted from the from account and added to the to account. For example, when you write a check, the name of your checking account would go in the from field and the name the check is written to ("Pay to the order of" on the check itself) goes in the to field. On the other hand, if you deposited your paycheck into your checking account, you would put the name of your checking account in the to field. You would enter your employer's name in the from field (or you might just leave the from field blank if you didn't want to record who your paycheck comes from all the time).

When you record credit card transactions, put the name of the credit card account in the from field when you buy something and in the to field when you make a payment on your credit card bill.

### 2.1.2. Transaction Types

The following table summarizes the transaction types that Keep Track supports. The from and to fields actually determine what accounts the money is subtracted from or added to, and the transaction type serves mostly to describe the transaction. However, for each transaction type, certain fields may be required.

Transaction Type	'from' required	'to' required	Description
Withdraw	X		Withdraw cash from account
Deposit		X	Deposit cash or checks into account
Transfer	X	X	Transfer money from one account to another
Check	X	X	Write a check from a checking account
Advance	X		Get cash advance from a credit card account

Transaction Type	'from' required	'to' required	Description
Charge	X		Make a charge on a credit card
Refund		X	Get a refund to a credit card account
Debit	X		Use a debit card
Interest		X	Record interest an account has earned
Payment	X	X	Record a direct payment from an account
Service Charge	X		Record a service charge for ATM withdrawal or monthly bank account fees

If you have a transaction that doesn't fit neatly into one of these descriptions, just pick one that seems closest. The information is being recorded for your benefit and there are no other implications of the transaction type. You can add something in the Note field if necessary to help you describe the transaction.

One other thing to remember is that only Check transactions will display the check number.

### 2.1.3. The Transaction Category Field

You can use the Category field for any type of classification you want. For example, you might make categories to help you analyze your expenses and income, or to categorize transactions for other purposes, such as tax-deductible expenses, purchases for a specific purpose, etc.

### 2.1.4. The Note Field

The Note field is a simple text field that you can use for any information you need to remember about the transaction. Typical uses are for account numbers, reference numbers, confirmation numbers, alternate currency values and other comments. With Keep Track's Find capability, notes become even more useful, since you can search them for any string of characters.

### 2.1.5. The Check Number Field

The check number field holds the check number for Check transactions. Each account records the last check number written and supplies the next check number as a default value when entering Check transactions.

### 2.1.6. The Marked/Unmarked Field

This field simply shows an "X" if you've marked the transaction; if it is unmarked, no "X" appears.

### 2.1.7. Some Transaction Examples

The following examples are suggestions about how to fill in transaction fields for common types of transactions:

from	to	Type	Amount	Check No.	Category	Note
<i>to write check 1102 to Hand-E-Mart for \$34.50 for groceries:</i>						
Checking	Hand-E-Mart	Check	34.50	1102	Groceries	
<i>to charge \$13.47 on your VISA card for gas at the Qwik-Pump gas station:</i>						
VISA	Qwik-Pump	Charge	13.47		Gas	2.49 per gallon
<i>to pay your MasterCard bill of \$135.90 with check 1103:</i>						
Checking	MasterCard	Check	135.90	1103		
<i>to record a withdrawal of \$50 from your checking account at an ATM machine:</i>						
Checking		Withdraw	50.00			
<i>to record the service charge of \$1.50 for that last transaction:</i>						
Checking		Service Charge	1.50			
<i>to deposit your paycheck of \$950 to your savings account:</i>						
	Savings	Deposit	950.00		Salary	
<i>to get a cash advance of \$100 with your Discover card at an ATM machine:</i>						
Discover		Advance	100.00			
<i>to record your mortgage payment to 1st National Bank of \$855 which is automatically withdrawn from your checking account each month:</i>						
Checking	1st National Bank	Payment	855.00		Mortgage	

## 2.2. Accounts and Names

The *from* and *to* fields of each transaction can hold the name of one of your accounts or simply a name of a person, store or institution that you are dealing with. You can configure Keep Track to remember information about your accounts and to keep a list of names of people, stores and institutions that you frequently have transactions with. All accounts and names you have configured show up in the from and to lists wherever they appear in Keep Track.

### 2.2.1. Accounts

You'll probably want to set up accounts in Keep Track for at least your bank accounts and credit cards. Each account has a name, a type (bank account, cash, credit card or loan), a starting balance and an optional credit limit (only for credit cards and loans). For starting balance, enter the balance of the account at the point before you start entering transactions.

For each account, Keep Track maintains the current balance and, for credit cards and loans, the amount of

credit remaining. If you write checks from an account, Keep Track will remember the last check number for the account so it can supply the next check number as a default the next time you do a check transaction.

Accounts are linked internally to all the transactions and One-Touch buttons that use them. If you rename an account, the new name will automatically show up in all transactions and buttons that reference the account. If you delete an account, all transactions and buttons that reference the account will be deleted (unless they also reference another account -- those associated only with names will be deleted).

### 2.2.2. Adding, Editing, and Deleting Accounts

To add an account, select **Configure, Accounts**. You see a dialog box with the current list of accounts and buttons to add, edit, or delete them. To add an account, click "Add." You see a further dialog box, asking you to enter the account's name, a type ("bank account," "cash," "credit card", or "loan") and starting balance and credit limit.

To edit an account, highlight it in the list of accounts and click the "Edit" button. You see the same dialog box, with the same set of choices.

To delete an account, highlight it and click the "Delete" button. You're asked to confirm removing it, along with its transactions.

### 2.2.3. Names

Use the names table to maintain a list of people, stores and institutions that you frequently have transactions with, but that aren't bank accounts, cash accounts, credit cards, or loans, and that would never have a **Balance**.

### 2.2.4. Adding, Editing, and Deleting Names

To add a name, select **Configure, Names**. You see a dialog box with the current list of names and buttons to add or delete them. To add a name, type the name in the box above the list, then click "Add."

To delete a name, highlight it and click the "Delete" button. You're asked to confirm removing it. Deleting a name does not remove its transactions; it simply removes it from the list of names.

## 2.3. Categories

Each transaction can include a category, if you want. You can use categories to classify your transactions in any way that's useful to you. For example, you might make categories to help you analyze your expenses and income or to categorize transactions for other purposes, such as tax-deductible expenses or purchases for a specific purpose, etc.

Typical categories include:

- Personal expenses such as Auto, House, Grocery, Utility, Dining
- Financial groups such as Interest, Salary, Retirement, Contribution, Tax-Deductible
- Business topics such as Supplies, Travel, Entertainment

When you enter or edit a transaction or click a One-Touch button, all categories currently in Keep Track will be available in the category pull-down menu.

Categories are linked internally to the transactions that use them. If you rename a category, the category will be renamed in all transactions that use it. If you delete a category, the category will be removed from all transactions that reference it. The transactions are not removed.

### 2.3.1. Adding, Renaming, and Deleting Categories

To add a new category, select **Configure, Categories**. You see a dialog box with the current list of categories and buttons to Add, Rename, and Delete them. To add a category, type its name in the box that appears above the list and click "Add."

You can also add a category just by typing its name into the "Category" box on the Enter Transaction screen. The new category is added to that transaction and also to the list for future use.

To rename a category, highlight it in the list and click "Rename." You see a dialog box, permitting you to retype the category name.

To delete a category, highlight it in the list and click "Delete." You are asked to confirm removing it.

## 2.4. One-Touch Buttons

### 2.4.1. Configuring Your One-Touch Buttons

Keep Track's One-Touch Buttons make it simple to enter transactions that you do frequently. Many of the financial transactions we do are things we do over and over, such as withdrawing a certain amount of cash from an ATM, depositing a paycheck, paying for gas at the same gas station or food at the same store. Keep Track lets you configure a button to record each of your frequent transactions with as little as a single click

Keep Track comes with 12 buttons already configured. You'll probably want to reconfigure them to reflect your own frequent transactions.

To configure a button, select **Configure, One-Touch**. The One-Touch button configuration dialog box appears, showing you all the buttons. Click on the button you want to configure (they are all in the same position in this dialog box as they are on the One-Touch Button screen). You see the One-Touch button dialog box, giving you the following set of options to configure:

- **Button Label:** the text you want displayed on the face of the button
- **Type:** the kind of transaction, for example, "Withdraw"
- **From:** the account from which this button will take money
- **To:** the account or name to receive the money
- **Amount:** a standard amount of money
- **Category:** a category to assign to this transaction

- **Notes:** the usual transaction notes field
- **Confirmation/Prompt:** a set of choices for how you want Keep Track to behave after you click this One-Touch button
- **Disable:** checking this box will keep the One-Touch button from being used
- **Font:** Launches a dialog box that lets you select the font to use on the button's face

## 2.4.2. Creating a New Button

Keep Track comes with 12 buttons, initially. You can change them or create up to three additional new ones, just by dragging the window wider. Note that these three additional buttons all begin with their "Disable" button checked, so be sure to uncheck it as you configure them.

## 2.4.3. Notes and Tips

Any of the normal transaction values that you leave blank can become a value you have to fill in when you use the One-Touch button. So, for example, if you leave the amount blank or set it to zero, you will always see a dialog box, asking you to provide an amount.

Whether you get the opportunity to fill in other values depends on which of the Confirmation/Prompt options you select:

- **None:** only missing amounts are prompted for
- **Exit with no Dialog:** only missing amounts are prompted for, and Keep Track quits after adding your transaction
- **Confirm:** you're prompted for missing amounts and whether to add the transaction; you can also edit date and time fields, if you want
- **Edit:** you get a full dialog box, letting you edit the entire transaction

Note: these confirmation choices affect only the individual button you're configuring; to control confirmation for the Enter Transaction screen, see Keep Track Options.

The *from* field must have a value; you can't set up a One-Touch button without a from account.

If you want to make a keystroke combination to launch your buttons, you can do it by using the ampersand (&) character in the button label. Put the ampersand immediately ahead of the character you want to be the special key; holding the Alt key and the key that follows the ampersand will then launch the One-Touch button. Note that if you actually want an ampersand character to display in the button label, you have to enter two of them (&&).

The Category and Notes fields are optional. You may select a category from the list or type in a new one. If you type in a category that is not in the list, Keep Track will add it to the Category table for you.

## 2.5. Keep Track Options

Choose **Configure, Options** to set up the following kinds of Keep Track configuration:

- Keep Track's behavior after you complete a transaction
- Which Keep Track screen appears first at start up
- Display options for the Transaction List screen
- Locking and unlocking Keep Track (if a password has been set)

### 2.5.1. Confirm Options

Click the "Confirm" tab to control what Keep Track does each time you enter a transaction

- **None:** No dialog will be displayed and the transaction will be entered without giving you a chance to confirm or cancel it
- **Exit with no dialog:** No dialog will be displayed **and** the Keep Track program will exit after the transaction has been entered
- **Show dialog:** A dialog box appears that describes the transaction and allows you to confirm or cancel it. This dialog supplies a default date and (for Check transactions) a check number that you may edit. It also tells you what the Account balances will be after the transaction.

Please note: these settings are overridden by the Confirmation/Prompt settings on One-Touch buttons.

### 2.5.2. Startup Options

Click the "Startup" tab to choose which screen will be displayed when Keep Track starts. You may choose one of the following:

- **Enter Transactions:** Keep Track will always start up showing the Enter Transactions screen
- **One-Touch:** Keep Track will always start up showing the One-Touch Buttons screen
- **Transaction List:** Keep Track will always start up showing the Transaction List screen
- **Remember tab from before:** Keep Track will remember which screen was showing when the program last exited and start up showing that screen.

### 2.5.3. Display Options

Click the Display tab to choose display settings that affect the Transaction List screen.

- Check "Color transactions based on amount" to color each transaction in the transaction list. A transaction will be colored red if the transaction amount is less than zero or black if the transaction

amount is greater than zero.

- Check "Display alternating row color" to display the rows of the transaction list in alternating colors

### 2.5.4. Locking Keep Track

Click the "Lock" tab to choose lock settings for Keep Track. Locking Keep Track will leave it open, but all functionality will be disabled. A password is required to continue use of Keep Track. A password must already have been set for you to be able to choose lock options.

- Check "Lock Keep Track after" to lock and/or close Keep Track after a specified amount of time with no user input. If you check "Also close on timeout", Keep Track will quit, and the password will be required to start Keep Track again. You can choose the amount of time Keep Track will wait by entering a value into "minutes of inactivity". Either of the options may prevent someone from being able to see your information if you've unintentionally left Keep Track open.
- Check "Lock out access after " to lock Keep Track if a specified number of incorrect password attempts are made. You can choose how many incorrect password attempts will be allowed before Keep Track access is locked by entering a value into "incorrect password attempts," and you can also choose how long Keep Track access stays locked once the limit has been reached. Enter a value into "minutes." This will make it more difficult for someone to try to break into Keep Track by guessing several passwords. It will also make it more difficult for you to try multiple passwords if you misplace or forget one, so use this option with care.

## 2.6. International Settings

Select **Configure, International** to control Keep Track's settings for date and currency display. If you select "Use System Settings," Keep Track will use the settings you have already set up in your Windows PC's Control Panel. You can also select "Use Custom Settings," and set your preferred date and currency formats for Keep Track alone.

If you select "Use Custom Settings," the Date Format section lets you choose from three month, day, and year orders, and the Currency Format section lets you set the following:

- **Decimal Character:** the character that separates whole currency units from fractional units. In the U.S., it separates dollars and cents and is a period (.) by default
- **Digits Right of Decimal:** the number of digits used for the fractional part. In the U.S. it is the number of digits used for cents, and is 2 by default
- **Grouping Separator:** the character used to separate thousands. It is a comma (,) by default
- **Digits in Group:** the number of digits in each group separated by the Grouping Separator. It is normally 3 for separating thousands

(Note that the options discussed here are for the Windows PC version of Keep Track and are not available

within the application on your mobile device version.)

## 2.7. Password Protection

Since you may not want others to have easy access to your financial data, Keep Track allows you to set a password that must be entered whenever it starts up.

To set up password protection, select **Configure, Password**. (*If you already have set up a password, you'll be asked for it at this point*).

To enable password protection, check "Protect My Data with a Password." You must then enter your password into each of the two fields on the dialog (you must enter it twice, in exactly the same way, for additional insurance that you typed what you meant to type). Click "Ok," and the password will be set. The next time you start Keep Track, you will be asked for the password before the data will be displayed.



### Important

Please Note: Keep Track's password protection is simply a way to prevent someone who might have access to your computer from having easy, casual access to your financial data. The data itself is not encrypted, and Keep Track's password scheme is not bulletproof. It should be sufficient to keep out the merely curious, but it will not stop someone who is truly determined to access your data.

You can increase the security of your Keep Track installation by using lock options available from **Configure, Options**.

You can tell Keep Track to lock and/or close after a specified amount of time if it doesn't get any user input. Locking Keep Track will leave it open, but all functionality will be disabled. A password is required to continue use of Keep Track. If you also choose to close Keep Track after a specified amount of inactivity, once Keep Track is closed, the password will again be required to start Keep Track. You can choose the amount of time Keep Track will wait before locking and closing. Either of these options may prevent someone from being able to see your information if you've unintentionally left Keep Track open.

You can also tell Keep Track to lock out access if a specified number of incorrect password attempts are made. Once Keep Track's access is locked, passwords cannot be entered and Keep Track cannot be used. You can choose how many incorrect password attempts will be allowed before Keep Track access is locked, and how long Keep Track access stays locked once the limit has been reached. This will make it more difficult for someone to try to break into Keep Track by guessing several passwords. It will also make it more difficult for you to try multiple passwords if you misplace or forget one, so use this option with care.

You can also manually lock Keep Track at any time, with **File, Lock Keep Track** or with the Lock tool bar button. Locking Keep Track leaves Keep Track open but disables all functionality. A password is required to continue use of Keep Track.

## 2.8. Database File

You can find out where Keep Track is storing your data by selecting **File, Database File**. A dialog box appears, displaying the path and name of the file in which the data is stored. By default, this file will be in

the directory in which Keep Track was installed. If you want to make a backup copy of your Keep Track data, simply make a copy of this file.

If you want to store your data in a different location, click "Change," and you'll see a set of dialog boxes permitting you to edit the path and data file name. You can use the "Browse" button to easily navigate to a different directory.

If a file with the name you've specified does not exist, then when you click OK you'll see a dialog informing you that the data will be moved to the new location. If you confirm this move, the current Keep Track data file will be moved to the location you specified, and Keep Track will use that file for storage in the future.

If a file with the name you specified already exists, you'll be given a chance to use the existing data in that file or to replace it with the data in the current file.

If you have a Windows Mobile device, you'll find that you can't change the location of Keep Track's data file while your Windows PC is connected to your mobile device. This is because the synchronization service has access to the file in order to detect changes and synchronize them. You must disconnect your mobile device in order to change the location of the data file.



### Note

Keep Track works with only one database file. While you can change this file, you should not try to maintain multiple database files.

## 2.8.1. Compacting the Database File

Over time the file used to store Keep Track data may accumulate wasted space. This will be especially true if you have had to Combine Windows PC data and mobile device data when synchronizing. To compact the file and recover some of this space, choose **File, Compact Data**. You are asked to confirm the operation and, if your file has little wasted space, you may see a message telling you that the file is as compact as it can be.

## 2.9. Customizing Columns

Select **Configure, Customize Columns** to change the columns displayed in the Transaction List screen or the order in which they appear.

You see a dialog box with the following options:

- **Customize columns for:** you can make your changes apply to all accounts or only when you've selected a single account to display
- **Available Fields / Show in this order:** two lists of Keep Track fields; on the left, under "Show in this order," are the fields that are currently selected to display, in their left-to-right order. On the right, under "Available Fields," are any fields NOT currently selected to display.
- **Add:** If there are any fields in the left-side, unselected list, and you've highlighted one or more of them, this button adds them to the display list on the right.

- **Remove:** This button removes any highlighted fields from the right-side, selected list.
- **Move Up / Move Down:** these buttons move any highlighted right-side field up or down in the order of fields to be displayed.
- **Reset:** This button resets the display to its original, show-everything state.

Click "Ok" to apply your selections; Click "Cancel" to leave the dialog box without changing anything.

## 2.10. Selecting Fonts

Select **Configure, Fonts** to change the font used in the Transaction List screen (fonts elsewhere in Keep Track are not affected -- use **Configure, One-Touch** to change the fonts that appear on One-Touch buttons.)

You see a dialog box with the following options:

- **Default System Font:** check this box to use the default font
- **Custom font:** check this box to enable a custom font -- nothing changes until you make a selection using the "Change" button
- **Change:** click this button to select your custom font; a dialog box appears, showing you all the fonts installed on your Windows PC. Select one, change its style, size and script if you want, and click "Ok."

Click "Ok" to apply your selections; Click "Cancel" to leave the dialog box without changing anything.

Note that these font options may not be available on all mobile devices.

## 2.11. Tips for Using Keep Track

Set up the One-Touch Buttons for your most frequent transactions in a way that makes sense to you. Use button locations and names to make it even easier to find your most commonly-used buttons.

Use Keep Track for your direct deposits and automatic banking transactions, too. Set up One-Touch transactions to easily record these.

If you don't know what the amount value will be when you create a One-Touch transaction, you can configure it to ask you for an amount each time you use that One-Touch button. You can use these to easily record regular purchases or charges you make from the same bank account or credit card to the same store for different amounts.

Use the Notes field on the **Enter Transaction** screen to store a transaction number or confirmation number or a short phrase that will remind you what the transaction was for. You can also record expected delivery dates, or items ordered. This field is searchable with Keep Track's Find capability.

On the **Transaction List** screen, you can tap a column header to sort the list by that column.

You can correct or change information in any record by double-clicking on the transaction.

Exporting your transactions to a file gives you a permanent, out-of-the-way copy of your activity.

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## Chapter 3. Uninstalling Keep Track

If you're thinking of uninstalling Keep Track in order to install a new version, **don't**. From 2.1 forward, install prompts you to perform the uninstall for you, and makes it much easier to bring any old transaction records along, into the new version. If you want to uninstall for another reason, read on.

To uninstall Keep Track from the Windows PC, use the "Uninstall Keep Track" program, installed in the same directory as the rest of Keep Track programs and files, usually C:\Program Files\Illum Software\Keep Track. It should also be in your start menu, in the same program group as Keep Track. After uninstalling, disconnect and reconnect your Windows Mobile device to be sure ActiveSync is running properly.

To uninstall Keep Track from a Windows Mobile device, use **Settings, System, Remove Programs, Keep Track**.

When Keep Track is uninstalled, the Windows PC synchronization service for Keep Track Transactions may be in use by Windows Mobile Services. If so, you'll be prompted to reboot your PC at the end of the uninstall in order to remove the files that are in use.

---

# Chapter 4. Data Transfer and Synchronization

## 4.1. Synchronizing

If you have a Windows Mobile Pocket PC or Smartphone, Keep Track on the Windows PC can synchronize Transactions with the version of Keep Track running on your mobile device. You can have your transactions synchronized automatically every time you connect your mobile device to your Windows PC. We recommend you install the latest version of [Microsoft ActiveSync](#).



### Important

Note that Microsoft's ActiveSync **does not** support synchronizing data on a storage card in a Windows Mobile device. If you plan to synchronize your data between your PC and your mobile device, you'll need to have the data stored on your device's main memory and not on a storage card.

### 4.1.1. Setup

After you've installed Keep Track on both your Windows PC and mobile device, disconnect the mobile device from your Windows PC and then reconnect them. Select "ActiveSync Options" from the "Tools" menu on the Mobile Devices dialog box to open ActiveSync Options.

Look in the Synchronization services list for a service with the Type "Transaction" and Provider Ilium Software Keep Track. Check the check box for this service and click the OK button. ActiveSync will initialize and attempt to synchronize your computers. You may see a dialog box that asks you to either Combine the information from both or Discard the mobile device data and download data from the Windows PC. If you have entered data on both computers, you'll probably want to choose Combine. All Accounts, Names, Categories and Transactions will be synchronized between your Windows PC and mobile device.

Buttons and other settings are **not** synchronized. This allows you to have different buttons and settings on your Windows PC and mobile devices.

If Keep Track is running on either computer while synchronization occurs, you'll see the data being updated in the Keep Track window. If you're synchronizing a lot of data, you may want to close the Keep Track application so the time taken to update Keep Track's window doesn't slow down the process.

### 4.1.2. Options

To set up Keep Track's synchronization Options, select "ActiveSync Options" from the "Tools" menu of the Mobile Devices dialog box again. Select "Transactions" and click the "Options" button to display the Keep Track Synchronization Options dialog box.

You can choose to synchronize all transactions or just transactions that are less than a specified number of months old. If you choose to synchronize only transactions less than a certain age, all transactions will remain on your Windows PC, but all transactions older than that age will be removed from your mobile device the next time you synchronize. In their place, a transaction that represents the net total of the unsynchronized transactions will be created on the mobile device for each account. This transaction's type is displayed as "\*\*\*\*" on the mobile device and has a note field which contains "Total of Unsynchronized Transactions". This transaction is necessary to keep the Account's balance at the proper value. Using the option to synchronize only transactions less than a certain age allows you to keep your complete set of transactions on the Windows PC while only having to carry around the most recent ones on your mobile device. If storage space is a concern on your mobile device, you may want to choose this option.

## 4.2. ActiveSync Limitations and Issues

Synchronization is a useful and convenient technology, but it is important to understand what it can and can not do. Synchronized data on your Windows PC can act as a backup for the data on your mobile device, but synchronization is not the same thing as a backup and restore mechanism. For example, if you accidentally delete or lose some data on your mobile device, synchronization will not restore that data for you. Instead, the next time you synchronize, that data will be deleted from your Windows PC as well.

If you delete information from your mobile device by accident or suspect you have somehow lost data, you should not synchronize until you determine what data is missing and how you can restore it. One possible way to recover from lost data is to recreate the Partnership between your mobile device and your Windows PC. To do this, open the Mobile Devices window while your mobile device is not connected and delete the icon for your Mobile Device. Then connect your mobile device and step through the Partnership Wizard to create a new partnership. You will be asked if you want to Combine the data on your Windows PC and mobile device or Discard the mobile device data and download the Windows PC data. Choose combine to make sure all the information on both your Windows PC and your mobile device is retained. Note that the Combine operation may take a while and may result in duplicate records in your contacts, calendar or tasks.

In certain circumstances, when ActiveSync asks you to Combine or Discard data and you do the Combine operation, some Transactions may remain unsynchronized after the synchronization is done. Initiating synchronization again may or may not result in all the Transactions being synchronized. If this happens, you should disconnect and reconnect the mobile device and synchronize again.

Many problems with synchronization can be resolved by simply disconnecting the mobile device and reconnecting it again.

## 4.3. Exporting Data

You can export Keep Track transactions to a tab-delimited text file, a comma-separated-values (CSV) text file or a QIF file. To export the data, choose **File, Export**. The Export Transactions dialog will be displayed which will allow you to choose which type of file to export to and which Account's transactions to export. You may choose any Account or All Accounts for tab-delimited and CSV files. For a QIF file you may choose any Account, but you may not choose All Accounts. You may also choose to export All transactions or just Marked or Unmarked transactions. You may optionally limit the transactions exported to a certain date range.

When transactions are exported to text files in either format, the transaction fields are written to each line of

the file in the following order:

- Date
- From Account
- To Account
- Transaction Type
- Amount
- Notes
- Category
- Marked (1=marked, 0=unmarked)
- Check Number

When you copy transactions to the clipboard from the Transactions List screen, the data is formatted as tab-delimited text with the fields in this same order. Transactions pasted from the clipboard must be in this same format as well.

When transactions are exported to QIF files, marked transactions are exported as Cleared transactions. Names in the From or To fields of each transaction are normally exported to the Payee field. Also, since QIF files do not have time information, only the date will be written to the file, not the time of day.

Note that Exporting Data may not be available on your mobile device.

## 4.4. Importing Data

You can import transactions into Keep Track from a tab-delimited file, a CSV (comma-separated) file or a QIF file. To import the data, choose **File, Import**. Choose the type of file you want to import on the File Open dialog and then select the file to import.

When you import a tab-delimited file or CSV file, the data must be in the same format Keep Track uses when it exports to these types of files. See Exporting Data for this information.

When you import data from a QIF file, Keep Track will only import transactions. It will not import a list of Account names or a list of Category names. The transactions will be imported into a single Account, and you will be prompted for the Keep Track Account to import the transactions into. Split transactions will be imported as a single transaction, and the split Account, Category and amount information will not be used. Keep Track will expect all date and amount fields in the QIF file to have the format currently specified in the **Configure, International Settings** dialog box.

Although Keep Track will not import a list of Category names, it will add to the Category table any Categories that are used in any transactions that are imported. Because this is true, you can easily import all the Categories you are currently using in Quicken or MS Money by simply importing all your current transactions. All Categories that you are using in a transaction will be added to the Categories table. If you

don't want to keep all the transactions in Keep Track, you can then delete the transactions themselves.

In addition, since QIF files contain date information but not time of day for each transaction, time information will be generated as each transaction is imported in order to keep the transactions ordered in the same order they were imported. In general, if data is exported to a QIF file and then imported from the file, the transactions imported will not be identical to the original transactions because the time of day and transaction type information will be lost.

Note that Importing Data may not be available on your mobile device.

## 4.5. Printing

You can print the information currently displayed in the Transaction List by selecting **File, Print**. Only the transactions currently displayed will be printed, and they will be printed in the same order they are displayed.

In the Print dialog box, you can choose "All" under "Print Range" to print all the transactions. Choose "Selection" to print only the transactions currently selected in the Transaction List.

Under "Transaction Options", you can choose to print only transactions that fall within a certain date range.

Note that Printing may not be available on your mobile device.

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# Appendix A. Try Keep Track Free for 30 Days

Ilium Software allows you to use Keep Track for **free** for 30 days.

You can evaluate Keep Track without limitation for a full 30 days after installation, without purchasing the software. After that period, the application will stop functioning until you register it. When you purchase a Keep Track license, you will have the opportunity to download a fully registered version of the software, or you will receive codes that will register the version you've already installed. All of your information will remain intact when the application is registered.

You can tell if you're using an unregistered version of Keep Track by opening the About Keep Track window. If you see a Register button, you are using an unregistered version. Otherwise, you have a fully registered version of Keep Track.

Keep Track is currently available for:

- Windows Mobile 6 Classic, Standard and Professional
- Windows Mobile 5.0 Pocket PC
- Windows Mobile 5.0 Smartphone
- Windows Mobile-based Pocket PC (and Pocket PC Phone Edition) 2003 Second Edition
- Windows Mobile-based Smartphone 2003 Second Edition
- Windows Mobile-based Pocket PC (and Pocket PC Phone Edition) 2003

Site licenses, and discounts for current users on one platform are available.

You can purchase Keep Track directly from [Ilium Software](#), as well as from many major software distributors or resellers.

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# Appendix B. Customer and Technical Support

## B.1. How to Contact Ilium Software

### Information

To find out about Ilium Software and the products we sell, visit our web site at [www.iliumsoft.com](http://www.iliumsoft.com). If you have a question, send us an email at [info@iliumsoft.com](mailto:info@iliumsoft.com) or mail, fax or phone in your question at the address or number given below.

### Support

For Technical or Customer Support, [visit our web site](#), send us email at [support@iliumsoft.com](mailto:support@iliumsoft.com) or mail, fax or phone us at the address or number given below.

### Sales

To purchase any of our products, use our secure web site order form at [www.iliumsoft.com](http://www.iliumsoft.com), send order information to [orders@iliumsoft.com](mailto:orders@iliumsoft.com) or mail, fax or phone us your order at the address or number given below.

### Contact Information

Web:	Use our secure web server at <a href="http://www.iliumsoft.com">www.iliumsoft.com</a>
Call:	<b>(888) 632-5388</b> (toll free) or <b>+1 (734) 973-9388</b>
Email:	<a href="mailto:orders@iliumsoft.com">orders@iliumsoft.com</a>
Fax:	+1 (734) 973-2640
Mail:	<b>Ilium Software</b> 3759 Prospect Rd. Ann Arbor, MI 48105 USA



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