

Chronicle 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 Overview Screen. It features a table of active bills, a sidebar with a calendar and summary, and a bottom navigation bar. Numbered callouts point to specific elements:

- 1: New Bill Button
- 2: List of Bills & Income
- 3: Action Buttons
- 4: New Income Button
- 5: Monthly Summary
- 6: Calendar
- 7: Bill Filter & Search

Bill	Average	Amount	Next Due Date
Netflix Repeats: Every month	\$0.00	\$9.99	Due in 1 day Fri, May 5, 2017
City Utilities Repeats: Every month	\$72.31	\$75.20	Due in 4 days Mon, May 8, 2017
Credit Card Repeats: Every month	\$1,427.50	\$550.00	Due in 6 days Wed, May 10, 2017
Gym Payment Repeats: Every month	\$0.00	\$40.00	Due in 8 days Fri, May 12, 2017 (adjusted for weekend)
Payday Repeats: Every month	\$0.00	\$4,000.00	Paid in 9 days Sat, May 13, 2017
Student Loan Repeats: Every month	\$0.00	\$400.00	Due in 14 days Thu, May 18, 2017
Childcare Repeats: Every 3 weeks	\$0.00	\$200.00	Due in 22 days Fri, May 26, 2017 (adjusted for weekend)
Hospital Bill Repeats: Never	\$0.00	\$900.00	Due in 22 days Fri, May 26, 2017 (adjusted for weekend)
Car Payment Repeats: Every month	\$0.00	\$350.00	Due in 26 days Tue, May 30, 2017
Mortgage Repeats: Every month	\$900.00	\$900.00	Due in 28 days Thu, Jun 1, 2017
Payday Repeats: Every month	\$0.00	\$4,000.00	Paid in over 1 month Tue, Jun 13, 2017
Auto Insurance Repeats: Every 6 months	\$0.00	\$400.00	Due in over 1 month Fri, Jun 16, 2017
Personal Loan Repeats: Every quarter	\$0.00	\$	Due in over 1 month Fri, Jun 30, 2017 (adjusted for weekend)

May 2017

3 BILLS DUE SOON
Est. Amt Due \$635.19

8 BILLS DUE THIS MONTH
Est. Amt Due \$2,525.19

1 BILLS PAID THIS MONTH
Amount Paid \$83.20

Show All Active Bills

Monthly Balance

EXPECTED TOTAL INCOME	\$4,000.00
PAID THIS MONTH	\$83.20
STILL DUE THIS MONTH	\$2,525.19
BALANCE	\$1,391.61

+ New Credit Card Log Payment Pay View Edit Get Help + New Income

1. New Bill Button: Click here to create a new bill.

- *Tip:* The bill detail screen is for quickly creating bills. You can add other details like balance, interest rate & general notes later, on the bill detail screen.

2. List of Bills & Income: 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.

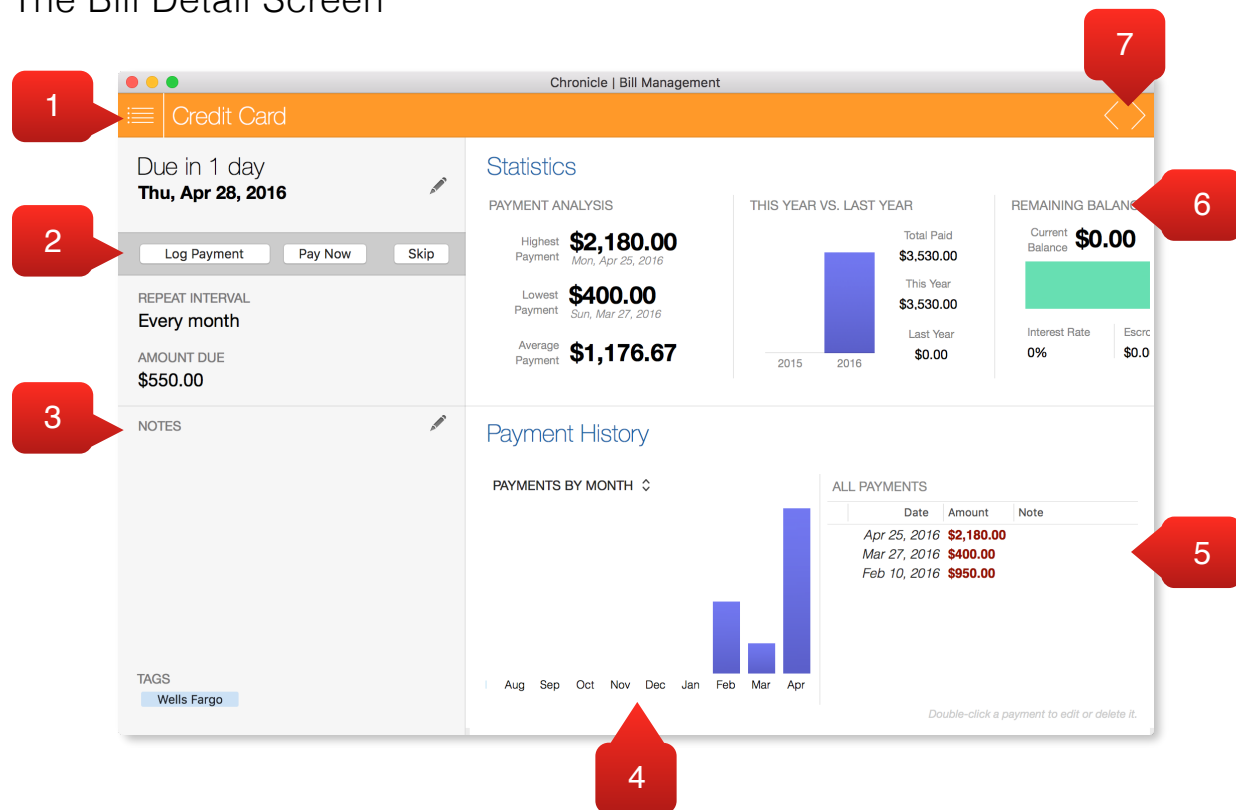
- *Tip:* Chronicle shows you all incomes for the current month, plus the first one that will occur in the next month to help you plan.

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



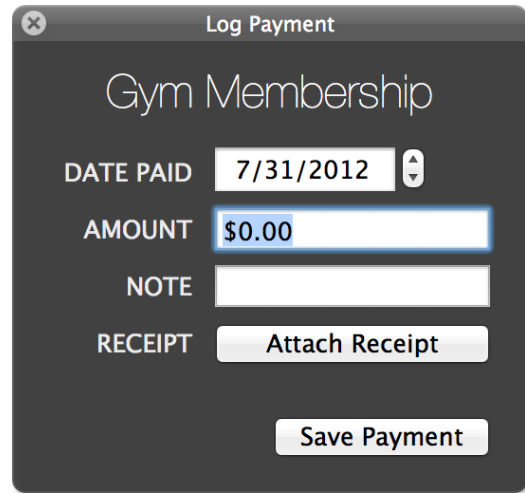
- 1. Overview Button:** Click here to return to the overview
- 2. Action Buttons:** Actions you can take appear here.
 - *Tip:* For more details on logging a payment, see page 3.
 - *Tip:* To edit a bills details, click the pencil icon above the action button.
- 3. Notes:** Click the pencil icon next 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 image shows a 'Log Payment' window with a dark grey background. At the top, it says 'Gym Membership'. Below that, there are four rows of input fields: 'DATE PAID' with a date picker showing '7/31/2012', 'AMOUNT' with a text box containing '\$0.00', 'NOTE' with an empty text box, and 'RECEIPT' with a button labeled 'Attach Receipt'. At the bottom right, there is a 'Save Payment' button.

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.