

# Cash for Kids Help

## Using the Main Menu

From the Main Menu, you can view and manage accounts.

Related Topics

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[Creating New Accounts](#)

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## Using the Kid's Register

The Kid's Register screen shows entered transactions. You can add, delete or change transactions from this screen. You can view dialog boxes where you can set goals, work with memorized transactions or view graphs.

Related Topics

[Using the Kid's Register](#)

[Using the Keyboard and Mouse](#)

[Adding, Editing and Deleting Transactions](#)

[Printing a Report](#)

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## Parenting Guide

Be sure to read the Cash for Kids Parenting Guide to plan your approach in promoting money management skills.

## **Creating New Accounts**

Choose Administration / New Bank Account to view the Create a New Bank Account dialog box. Normally, you will create one for each child.

## Managing Accounts

Choose Administration / Bank Account Administration from the Main Menu to manage your accounts. You see the Bank Account Administration dialog box where you can:

- Edit an account's name
- Delete an account
- Change the order of the account buttons
- Set the account colors

### Related Topics

[Main Menu](#)

[Setting Account Colors](#)

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## Setting Account Colors

Choose Administration / Bank Account Administration from the Main Menu to manage your accounts. From this dialog box, choose Account Colors to change the colors of this account's:

Register Row Background colors  
Graph Bar colors

Related Topic

[Managing Accounts](#)

## Working with Passwords

Add passwords to keep records confidential. There are two kinds of passwords:

**Account Passwords** When activated, you must enter an Account Password to view or change the account.

**Supervisor Password** This password is for parental use. It lets parents or guardians view or change any account. Setting up a Supervisor Password prevents children from using the Administration pull down menu. Then only supervisors can delete accounts or set passwords and permissions.



This icon is visible when the Supervisor mode is on.

## Don't Forget the Supervisor's Password

Choose a password that you won't forget or write this password down and keep it in a safe place.

## Removing Passwords

Type in blanks for the password while viewing the Passwords and Permissions dialog box. You can remove the Supervisor Password as well as Account Passwords.

Related Topic

[Setting Account Permissions](#)

## **Setting Account Permissions**

Choose Administration / Passwords and Permissions to set account permissions.

### **Supervisor Update Only**

When this is on, only Supervisors can add, change or delete transactions in this account. Children can view this account, but they can't change it. The Supervisor icon must be on to make any changes.

### **Hide Main Menu Balance**

When this is on, the account balance is not visible on the Main Menu. You must enter the Kid's Register to see the balance. You should assign an account password for this to be effective.

Related Topic

[Working with Passwords](#)

## **Date Format**

You can use either of the following date formats:

Month-Day-Year

Day-Month-Year

Choose Administration / Program Options from the Main Menu and select the format.

## Using the Keyboard and Mouse

Use the keyboard or the mouse to navigate around the Kid's Register screen.

### Keyboard

Cursor Up	Move the Gray Rectangle up one transaction
Cursor Down	Move the Gray Rectangle down one transaction
Home	Move to the first transaction in the register
End	Move to the last transaction in the register
Page Up	Page backwards through the register
Page Down	Page forwards through the register

### Mouse

Click	Move the Gray Rectangle to the transaction under the mouse pointer
Double-click	Move the Gray Rectangle to the transaction under the mouse pointer and edit this transaction
Scrollbar	Control movement through the Kid's Register



## **Adding, Editing and Deleting Transactions**

From the Kid's Register, use these buttons to add, edit and delete transactions:

Withdraw	Withdraw funds from the register
Deposit	Deposit funds into the register
Edit	Change the date, description or amount of the selected transaction
Delete	Delete the selected transaction

## **Printing a Report**

Choose Print from the Kid's Register command line to print a report. The report shows future financial trends including future goals.

Cash for Kids prints to the default printer defined by the Windows Control Panel.

## **Working With Memorized Transactions**

Remember frequently used transactions like Allowances in the Memorized List. Memorized transactions can be added automatically to the register on specified dates. For example, you can add a memorized transaction to automatically deposit allowances every Saturday.

You can edit and delete memorized transactions.

## **Setting Goals**

Use Cash for Kids' goal setting ability to save for items like a new bicycle.

Press the Goals button while viewing the Kid's Register to work with goals. When you add a goal, you indicate the description, amount and the planned date of purchase. Cash for Kids projects if goals are achievable.

## **Graphing Future Trends**

Use Cash for Kids' graphing ability to see if the financial plan is achievable. Press the Graph button while viewing the Kid's Register to view a graph. The financial plan is achievable if the graph shows a steady growth rate and stays above zero.

# Using the Calculator and Calendar

## Calculator



Press the Calculator button to run the Windows Calculator. Use Ctrl+Insert and Shift+Insert to copy numbers between the Calculator and Cash for Kids.

## Calendar



Press the Calendar button to view the Calendar.

## Setting Dates

Many dialog boxes use the following buttons to change dates:



Previous month.



One day at a time. Hold the button down to advance through the days quickly.



Next month.

## **Main Menu**

### **Viewing Accounts**

Choose an account button to view the Kid's Register screen.

### **Account Administration**

Choose the Administration command to create or manage accounts.

### **Exiting**

Choose the Exit button to exit the program.

#### Related Topics

[Creating New Accounts](#)

[Managing Accounts](#)

[Setting Account Colors](#)

[Working with Passwords](#)

[Setting Account Permissions](#)

[Date Format](#)



## **Entering Passwords**

Enter the password in the text box. Passwords are not case sensitive so you can type upper or lower case characters. Choose OK when finished.

## **Creating a New Bank Account**

Type the Account Name and Starting Balance and choose OK. The new account is added to the bottom of the list of buttons. Change the order of accounts by choosing Administration / Bank Account Administration.

Related Topic

[Managing Accounts](#)

## **Bank Account Administration**

### **Edit Account Name**

Choose this button to change the name of the selected account. This does not change any data within the account.

### **Account Colors**

Choose this button to change the colors in the Kid's Register or the colors of the graph bars for the selected account.

### **Delete Account**

Choose this button to delete the selected account. A message box appears for you to confirm the deletion.

### **Moving Accounts**

Press the Move Up in List or Move Down in List buttons to change the order of the accounts.

## **Editing an Account's Name**

Type the new Account Name and choose OK. Any data within this account remains unchanged.

## **Changing Account Colors**

Click on the desired colors with your mouse. Choose OK to make the changes permanent and exit.

## **Passwords and Permissions**

Enter passwords and permission settings in this dialog box. Choose OK to make the changes permanent and exit.

### **Passwords**

If you enter an Account password, you must also enter a Supervisor password. If you add or change the Supervisor password, a confirmation box appears for you to confirm the change. Enter the Supervisor password again and choose OK.

[More Information on Passwords](#)

### **Don't Forget the Supervisor's Password**

Choose a Supervisor password that you won't forget or write it down and keep it in a safe place. If you forget an Account password, you can see it in the Passwords and Permissions dialog box.

### **Removing Passwords**

Type in blanks in the password text box to remove Supervisor or Account passwords.

### **Permissions**

Check the boxes for the permissions you desire.

[More Information on Account Permissions](#)

## **Program Options**

The only available option is for the Date Format. Choose the format and choose OK to exit.

# Using the Kid's Register

## Buttons



Withdraw funds from this account.



Deposit funds into this account.



Edit the selected transaction.



Delete the selected transaction.



View the Goals list.



View a graph predicting future cash flow.



View the Windows Calculator.



View the Calendar.

## Commands

Print            Print out a report on your printer.  
Memorized    View the Memorized list of transactions.

### Related Topics

- [Using the Keyboard and Mouse](#)
- [Adding, Editing and Deleting Transactions](#)
- [Printing a Report](#)
- [Working with Memorized Transactions](#)
- [Setting Goals](#)
- [Graphing Future Trends](#)
- [Using the Calculator and Calendar](#)





## **Adding and Editing Transactions**

Dialog boxes for Withdraw, Deposit and Edit are the same. Edit has the information already filled in.

### **Date**

Use your mouse to set the transaction's date.

[Setting Dates](#)

### **Description and Amount**

Fill in these text boxes and choose OK to enter this transaction in the register.

### **Using the Recall Button**

Click on the Recall button to pick a transaction from the Memorized List. Only transactions matching the characters in the Description field at the time the Recall button is pressed appear in the Select from Memorized List dialog box. For example, if the Description field contains the characters "SA" when the Recall button is pressed, only transactions starting with "SA" will appear. If you leave the Description field blank, all transactions will be visible in the Select from Memorized List dialog box.

Related Topics

[Working with Memorized Transactions](#)

[Using the Calculator and Calendar](#)

## Memorized List

This list contains memorized transactions. You can have them automatically deposit or withdraw from the account on specified dates. The Next column shows the next date when this transaction will be inserted into the account. If it is blank, no insertion will occur. The Frequency shows how often the insertion will occur.

## Buttons

Add Withdrawal	Add a memorized Withdrawal .
Add Deposit	Add a memorized Deposit.
Edit	Edit a memorized transaction.
Delete	Delete a memorized transaction.

Related Topic

[Working with Memorized Transactions](#)

## **Adding and Editing Memorized List Transactions**

Dialog boxes for Add Memorized Withdrawal, Add Memorized Deposit and Edit Memorized Transaction are the same. Edit Memorized Transaction has the information already filled in.

### **Description and Amount**

Fill in these text boxes and choose OK to enter this transaction in the Memorized List.

### **Auto Insert**

Turn this on if you want this transaction to be automatically inserted into this account. Set the Next Date for this transaction and the Repeat Frequency.

Related Topics

[Setting Dates](#)

[Working with Memorized Transactions](#)

[Using the Calculator and Calendar](#)

## Using the Goals Dialog Box

### Buttons

Add Goal	Add a goal to the list.
Edit	Edit the selected goal.
Delete	Delete the selected goal.
Graph	Graph the future cash flow. Use this to see if goals are achievable. If not, you must change the amounts or dates of goals.

### Related Topic

[Setting Goals](#)

[Graphing Future Trends](#)

## **Adding and Editing Goals**

Dialog boxes for Add Goal and Edit Goal are the same. Edit Goal has the information already filled in.

### **Date**

Use your mouse to set the goal's date.

[Setting Dates](#)

### **Description and Amount**

Fill in these text boxes and choose OK to add this goal to the list. The Amount is an estimate of how much the goal costs.

Related Topics

[Setting Goals](#)

[Using the Calculator and Calendar](#)

## **Using the Graph Dialog Box**

Graphing future cash flow and trends shows if the financial plan is achievable. The graph bars should grow steadily. If they dip below zero, then reduce or defer some goals. Otherwise, negotiate for more money.

Use the Bigger and Smaller buttons to change the graph scale.

Choose OK to leave the graph dialog box.

## **Using the Calendar**

Use the scroll buttons to change months. Choose Current to view the current month.  
Choose OK to exit the Calendar.



## **Select from Memorized List**

Click on a transaction from the Memorized List. Choose OK to load it into the Withdraw, Deposit or Edit dialog box. Note that you can double-click on the transaction to load it without choosing OK.

Related Topic

[Working with Memorized Transactions](#)

