

Sheet1

HLINE,C,75	HCODE,C,2
ENTER A NUMBER IN THE BLANK BOX	01
If you call up an item number that has been entered previously the data will be listed on the screen, and you will be given the choice of overwriting the data if you wish. Whichever you choose the balance of your checkbook will remain correct. At the original entry of an item the data is keyed as an Open item, and to be printed on next monthly report. Overwriting will not change the keys, so you may safely overwrite an item after the Reconciliation routine has changed the keys. Note that options are available upon exit to change the status (R by bank or not), and add to the monthly print list. This is the only method to correct a mistake made in the reconcil Module.	01 01 01 01 01 01 01 01 01 01
Use arrow keys &/or PgUp, PgDn to find returned items on the list of all open items on this screen. Press Enter to Mark these as returned in the data base. You have an option (PRESS F2) to make corrections. You may add an item from this screen (PRESS F3); note that items previously accepted as returned will not appear on this screen. Go back to main entry screen, and restore to open item via the Overwrite function. Then return to this screen. Del is a toggle key (will undelete a deleted item) PRESS Esc when finished, and any items marked 'deleted' will be erased from the data base.	08 08 08 08 08 08 08 08 08 08 08
USE CAPITAL LETTER or ARROW KEY & Press Enter	10
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Note: The individual data entry blocks are referred to as GETS. Typing until a character is entered in last space of the GET or pressing Enter will normally result in a READ of your entry	10 10 10 10
Full-screen Navigation Keys	10
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Left arrow Character left. Does not move cursor to previous GET	10 10
Right arrow Character right. At end of GET, cursor moves to next GET	10 10
Ctrl-Left arrow Word left	10 10
Ctrl-Right arrow Word right	10 10
Up arrow Previous GET	10 10
Dn arrow Next GET	10 10
Home Beginning of GET	10 10
End Last character of GET	10 10
Full-Screen Editing Keys	10

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Del	Delete character at cursor position	10
		10
Backspace	Destructive backspace	10
		10
Ctrl-U	Restore current GET to original value	10
		10
PgDn	Terminate saving current GET	10
PgUp		10
		10
Esc	Terminate without saving current GET	10
		10
Ins	Toggle insert mode	10
		10
Alt-C	Abort (Terminate out of program)	10
		10
F1	Brings up help screen (any time)	10

	ACTIVE 'HOT' KEYS	04
	-----	04
F2	Post expenditures (Cash or Credit Card)	04
		04
F3	Post deposits	04
		04
F4	Post withdrawals	04
		04
F5	List Checks	04
		04
F6	List open items	04
		04
F7	List expenditures	04
		04
F8	List deposits	04
		04
F9	Add, edit, select Codes	04
		04
F10	Budget (enter, list, print)	04

Use up & down arrow keys and Page Up & Page Down keys to find items09
 this file. Use F2 to edit a highlighted item, Del to delete or 09
 undelete a highlighted item. When you Esc from this screen, items that 09
 were still keyed 'deleted' may be erased permanently, if you so choose. 09
 Use F3 to add an item at any time (does not matter where the 09
 highlight bar is located). Then the highlight bar will move to 09
 a new bottom line, and you will be able to enter the appropriate data at 09
 the bottom. Press <Enter> to mark highlighted item returned from bank. 09
 Go back to main entry screen & use overwrite to restore open bank status09