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Help for WinCheck v2.0B



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Keyboard

Keyboard short cuts:

F1	Help.
F2	<u>Display Current Balance</u>
F3	Write Check.
F4	Checking Deposit.
F5	Bump date up (While in <u>Transaction</u> Dialogs).
F6	Bump date down (While in <u>Transaction</u> Dialogs).

Commands

Menu choices with an asterisk* are only available at certain times.

FILE
DATA*
CHECKING
SAVINGS
TOOLBOX
WINDOW*
COMMON*
HELP

Dialog Boxes

<u>LOAD</u>	Prompts for Account ID to load new account. Previous accounts are automatically saved.
<u>TRANSACTIONS</u>	These dialogs are the actual transactions.
<u>PICK A MONTH</u>	Prompts for a month to display a <u>Register</u> or <u>Statement</u> .
<u>EDIT/DELETE</u>	Allows editing of <u>Common</u> Transactions.
<u>FIND</u>	Prompts for information to find a transaction.
<u>SETTINGS</u>	Prompts for program options.
<u>CURRENT BALANCE</u>	Displays Current Balance.
<u>FORM ATTRIBUTES</u>	Defines a check form for printing.
<u>CHECK FIELD ATTRIBUTES</u>	Defines a text field on a check form.
<u>TRANSACTION DETAILS</u>	Details about a transaction are entered here.
<u>SPLIT</u>	Allows for transaction dollar amounts to be split over multiple categories.
<u>EDIT CATEGORIES</u>	Allows for editing/deletion of <u>transaction categories</u> .
<u>REPORT GENERATOR</u>	Allows for report printing.
<u>SELECT PRINTER</u>	Allows for printer selection.

Overview

WinCheck is a checkbook program for Microsoft® Windows Version 3.00. It allows the user to enter and track their transactions for a savings and a checking account.

All account information is stored with the file extension of the account ID (requested upon startup). This way, if you have two accounts, you can use two sets of IDs.

Valid account ID's are 1-3 characters in length, only **A-Z, 0-9** characters are allowed.

FILE

Load Account	Brings up the <u>Load</u> dialog to change accounts.
Display Register	Brings up a check register for a specified month.
Display Statement	Brings up a bank statement for a specified month.
Display Current Balance	Brings up the <u>Current Balance</u> dialog.
Close*	Closes the active Register or Statement Window.
Find	Brings up the <u>Find</u> dialog.
Edit Categories	Brings up the <u>Edit Categories</u> dialog.
Report Generator	Brings up the <u>Report Generator</u> dialog.
Export*	Exports the active register window to a tabbed text file which is readable by Microsoft Excel®, 1-2-3®, etc. See <u>Export</u> .
Check Form Setup	Brings up the <u>WinCheck Form Designer</u> , which allows you to edit and create templates for printing on different check forms.
Select Printers	Brings up the <u>Select Printer Dialog</u> , which allows for selection of separate printers (or the same) for <u>reports</u> and <u>checks</u> .
Printer Setup	Allows for configuration of installed printers.
Settings	Brings up the <u>Settings</u> dialog.

DATA*

Print Checks	Prints selected checks. See Printing Checks .
Sum Highlighted Amts	Sums the highlighted amounts and displays the total.
Clear	Tags selected transaction(s) as cleared by the bank, indicated by an asterisk. The "BnkChk" or "BnkSav" columns will indicate the "Banks opinion" on your account.
UnClear	Untags selected transaction(s).
Delete	Deletes selected transaction(s).
Display Uncleared	When checked, filters out cleared transactions from Statement.
Headings	Add/Remove header from the active Statement/Register.
Sort ->	
By Date*	Sorts register by date.
By Number*	Sorts register by check number.
Date,Number*	Sorts register by Date, then Number.
Number,Date*	Sorts register by Number, then Date.
Checks by Date*	Sorts statement check section by date.
Checks by Number*	Sorts statement check section by number.

CHECKING

Check	Brings up the <i>Write Check</i> dialog.
Deposit	Brings up the <i>Deposit</i> dialog.
Cash Machine	Brings up the <i>Cash Machine</i> dialog.
Misc	Brings up the <i>Make your own</i> dialog.
XFer Savings to Checking	Brings up the <i>Transfer Savings to Checking</i> dialog.
XFer Checking to Savings	Brings up the <i>Transfer Checking to Savings</i> dialog.
Interest accrued	Brings up the <i>Checking Interest Accrued</i> dialog.

SAVINGS

Withdrawal	Brings up the <i>Savings Withdrawl</i> dialog.
Deposit	Brings up the <i>Savings Deposit</i> dialog.
Cash Machine	Brings up the <i>Savings Cash Machine</i> dialog.
Misc	Brings up the <i>Make your own</i> dialog.
XFer Savings to Checking	Brings up the <i>Transfer Savings to Checking</i> dialog.
XFer Checking to Savings	Brings up the <i>Transfer Checking to Savings</i> dialog.
Interest accrued	Brings up the <i>Checking Interest Accrued</i> dialog.

TOOLBOX

Displays the Icon-Based toolbox (mouse required).



Check



Deposit



Withdrawal



Cash Machine



Misc



XFer Savings to Checking



XFer Checking to Savings



Interest accrued

WINDOW*

Cascade

Cascades the Register/Statement Windows.

Tile

Tiles the Register/Statement Windows.

Arrange Icons

Arranges any minimized Register/Statement icons.

COMMON*

ADD ->

Brings up the requested *Common Transaction* dialog. A common transaction is one that you make usually on a monthly basis (such as a car payment). You can fill in as many fields as you wish. Maximum 32 Common transactions.

Edit/Delete

Allows you to change or delete Common Transactions.

Date/Transaction/\$\$\$*

These menu items represent the common transactions created with the Add menu choice. When you select these choice(s), the appropriate transaction will appear, with the month of the date set to the current month in the active register. If no active register is present, the system clock month will be used.

HELP

Index

Displays the Index.

Overview

Displays the Overview.

Keyboard

Displays the Keyboard Controls.

Commands

Displays the Menu Commands.

About

Displays the *About* dialog.

LOAD

This allows you to load in another account.

OK Loads new account.

CANCEL Does not load new account.

If the account is password protected, the user will be prompted for a password after pressing OK.

Note: Only one account can be loaded at a time.

TRANSACTIONS

These are the checks, deposits, cash machines items, etc. Use the *TAB* key to move between fields.

OK	Adds this transaction.
CANCEL	Does not add this transaction.
ANOTHER	Adds this transaction, clears fields.
DETAILS	Brings up the <u>Transaction Details</u> dialog.
PRINT	<u>Prints this check</u> (or adds it to the Check Queue).

Hint: While on the *Date* field:

F5	Moves back a day.
F6	Moves ahead a day.

Note: A maximum of 16 transaction dialogs can be displayed at any one time.

The *Type* drop down listbox allows you to specify the category of the transaction. By default, all transactions are *Personal*. To add more types, simply type the new type into the edit field of the drop down listbox. If the type already has been entered, it can be selected from the listbox.

If the type is "Split..." the Split Dialog will appear after the transaction has been completely entered by pressing the OK or ANOTHER button.

Exported files are divided by category.

PICK A MONTH

This dialog appears when you open a Register or a Statement. Select the month and year you want.

OK Opens this register/Statement.

CANCEL Does not open.

EDIT/DELETE

Displays a listbox with the *Common Transactions* dialog.

EDIT	Edits the selected Common Transaction.
DELETE	Deletes the selected Common Transaction.
LEAVE	Exits this dialog.

Hint: Double Clicking on a Common Transaction edits it.

FIND Transaction

Allows you to search for a string or *types* of transactions.

Search Range	Determines the dates to search. Can be: <i>Search Current Month Only</i> <i>Search ALL months</i> <i>Search from: (fill in month/year -> month/year).</i>
Trans:	Determines the transaction to search for.
Type:	Determines the <u>category</u> of the transaction (Personal, etc) to search for.
Amount:	Determines the amount to search for. If left blank, then the search will consider any amount (wildcard).
Check #:	For checks only, indicates the check number. If left blank, then the search will consider any number (wildcard).
Keyword:	For checks and Miscellaneous transactions only. If the keyword in the field is in the <i>To</i> line for a check, or the <i>Description</i> line of a Misc, the search will consider it. If left blank, the search will consider all descriptions (wildcard).
SEARCH	Start the search.
CANCEL	Don't Search.

EXPORT

When selected, a file with a extension of the Account ID is created. The file is saved in a tabbed text format which is readable by most other programs such as Microsoft Excel®, 1-2-3®, etc.

The filename consists of EXPmmyy.iii, where:

mm	The Month of the exported register.
yy	The Year of the exported register.
iii	The Account ID.

Example: EXP0990.TUT, for September, 1990 Month, account TUT.

SETTINGS

Allows you to choose the preferences of WinCheck.

- Default Register Sorting** Determines how to sort the Register. This can be changed for each Register window at any time; this is purely the initial sort method.
- Default Statement Sorting** Determines how to sort the Statement. This can be changed for each Statement window at any time; this is purely the initial sort method.
- Check Type** Endstub checks have a different Tab field order than conventional checks. Otherwise, there is no difference.
- Headings** If checked, displays headings for the Register or Statement.
- Transaction Wallpaper** If checked, the transactions have a colorful texture (Color systems only).
- Toolbox on startup** If checked, the Toolbox appears when you start WinCheck.
- Balance on startup** If checked, the Balance dialog appears when you load an account.
- Password Protection** If checked, the user will have to enter a password when opening the account. There are two fields to enter the password into, both must match.
- OK** Saves preferences.
- CANCEL** Uses previous preferences.

CURRENT BALANCE

Allows you to view your balance and the bank's current balance.

OK Close Balance window.

The Register



The Register sheet, , is a window, which contains the transactions for the month in the caption.

An optional header provides descriptions of each column:

Date	The transaction Date.
#	Check Number.
Description	Description of transaction.
ChkAmt	Amount of checking transaction.
ChkBal	"Your Opinion" of your running balance.
BnkChk	"Banks Opinion" of your running balance. Only transactions cleared are figured into this balance.
SavAmt	Amount of savings transaction.
SavBal	"Your Opinion" of your running balance.
BnkSav	"Banks Opinion" of your running balance. Only transactions cleared are figured into this balance.

The *Data* menu allows you to specify a different sorting order.

Hints: Double Clicking on the header removes it. The *Register* sheet allows multiple selections, consult your Windows manual for Multi-Select Listbox procedures. Double Clicking on a transaction brings up the appropriate transaction dialog box.

By selecting "Sum Highlighted Amt's" from the "Data" menu, it is possible to see how much money is involved for the selected transactions.

Registers can be exported to a tabbed text file, readable by most spreadsheet programs.

The Statement

The Statement sheet, , is a window, which contains the transactions for a period of one month, starting on the date specified in the Settings Dialog.

An optional header provides descriptions of each column:

Date	The transaction Date.
#	Check Number.
Description	Description of transaction.
ChkAmt	Amount of checking transaction.
SavAmt	Amount of savings transaction.

Hints: Double Clicking on the header removes it. The *Statement* sheet allows multiple selections, consult your Windows manual for Multi-Select Listbox procedures. Double Clicking on a transaction brings up the appropriate transaction dialog box.

Common Transactions

Common Transactions are those which are made regularly, such as rent, mortgage, utilities, food, etc. WinCheck allows you to define up to 32 "templates", or "Common Transactions", which allow you to quickly enter the transaction. Create templates using the "Add" menu choice, change or delete them through the Edit/Delete dialog.

As you add common transactions, they will be added to the *Common* menu. Choosing these transactions immediately brings up a filled transaction dialog which you can change if necessary before saving by pressing OK.

Note: If you add details to a common transaction, they will be copied over to each new check created. This is useful for placing information that does not change (such as account numbers, recipient's addresses, etc) on every common check written. For example, if you make a credit card payment every month, you can put the account ID in the Memo Line of the *Details* of the common check. When you select the credit card check from the common menu, the account number will automatically be placed in the Memo Line.

WinCheck Form Designer

The Form Designer allows you to create, edit, and select check templates for printing:

[Form Designer Overview](#)

[Adding a New Template](#)

[Edit an already existing Template](#)

[Select a Template](#)

[Form Attributes Dialog](#)

[Check Field Attributes](#)

[Transaction Details Dialog](#)

Form Designer Overview

- Create:** You can add text fields to the template. Move the mouse cursor to where you want to place the text field. Press the INSERT key, or double click on the Right mouse button. You will see a Check Field Attributes dialog. Enter the information and press OK.
- Edit:** You can move text fields around to align to your check forms by clicking and dragging them with the mouse. The text fields will align on a character basis, which depends on your Form Attributes settings. You can delete a text field by moving the cursor over the field, and pressing the DEL key. The cursor will change into a crosshair when you move over a field. Double Clicking on a text field will bring up the Check Field Attributes dialog. Double Clicking on the workspace will bring up the Form Attributes dialog, or Select the File... Form Attributes menu option.
- Select:** You can select the template to use for WinCheck by choosing the File... Load option in the Form Designer.

Adding a New Template

If you get a WinCheck template file, you will want to add it to your Template List. Choose the File... Load option to load the template. Enter the filename (without extension) in the Filename field, and press OK. Make sure the template is the way you like it. Then, choose File... Save & Add to add this template to your list. Future Load File dialogs will display the template description in the listbox for easy retrieval.

Edit an already existing Template

Choose File... Load to bring in the template. Edit the template. Choose File... Save to save them template. If the template is not in your list, you may want to choose File... Save & Add.

Select a Template

Choose File... Load to load in the template. This will automatically select this template as the printing template.

Form Attributes Dialog

This dialog box defines the check form you are printing on.

The form is the size of a *single* check. Therefore, if you have three checks per page, your dimensions would still be for only one of those checks. In this case, be sure to specify "3" in the Forms Per Page field.

- Lines Per Inch:** This defines the number of lines per inch your form is designed for. Almost every form is designed for 6 lines per inch (the default value).
- Characters Per Inch:** This defines the number of characters per inch your form is designed for. Almost every form assumes 10 characters per inch (default).
- Form Vertical Size:** This defines the number of lines for a *single* check. For example, if you have a check that is 3.5 inches deep, and you are printing at 6 lines per inch, then your check would be 21 lines long.
- Form Horiz Size:** This defines the number of inches wide your form measures. Typically 8 inches (default).
- Forms Per Page:** This defines the number of checks that fit on a single printer page. A check queue will be the size of this number (1-5). As you print checks, this queue will fill up. When the queue is full (or when you exit WinCheck), the queue will print. This allows laser printer forms with three checks per page to print all three checks at once. If you are using a dot matrix printer, you may find it annoying that a Form Feed is produced after printing a check. This is a limitation of Windows. Therefore, by specifying the number of checks per page, you can print a pageful of checks at a time, reducing the number of times you need to "Wind the printer back".

Check Field Attributes Dialog

- Chars Wide:** This defines the number of characters wide the text field may be.
- Lines Deep:** This defines the number of lines deep the field may be. Generally the field is one line deep, with the exception of the address field. In this case, it should be four lines deep.
- Check Field Type:** This allows you to define the type of text field. There are seven standard fields, plus a custom field. The standard fields will be automatically filled in when you print the check. The custom field will print the text you enter in this dialog.

Transaction Details Dialog

This dialog allows you to save additional information about a transaction. Information entered in the Memo Line field will be printed in the Memo Line field(s) when printing checks. Information entered in the address section will be printed in the address field(s) when printing checks. Comments are not printed.

Split Transaction Dialog

Splitting a transaction takes place after you have pressed the OK or ANOTHER button on a transaction if the "Type" field displays "Split...".

Amount Accted For	This is how much money has been assigned a <u>category</u> .
Amount Remaining	This is how much money is not assigned to a category. This number must be 0.00 in order to leave the Split Dialog.
ADD	Assigns the amount in the edit field to the category in the Type field, and adds it to the list of assigned amounts.
DELETE	If an amount is selected in the list, this will delete it.
MODIFY	If an amount is selected in the list, this will replace it.
HELP	Brings up this help screen.
OK	Accepts the list.

Example: You have written a check to your stockbroker for \$1000.00. Of this amount, \$500.00 is for stock, \$250.00 is for a money market, and \$250.00 is for a margin call.

1. Enter the check for \$1000.00, and make sure that the type field displays "Split...".
2. Press OK or ANOTHER to bring up the Split Dialog.
3. Type "500.00" into the Amount field, and select "Stock" in the type field. If this category does not exist, type the word "Stock" into the field.
4. Press ADD.
5. Type "250.00" into the amount field, select "Money Mkt" (or type it in), and press ADD.
6. Do the same for "Margin".
7. Press OK.

Filenames

WinCheck templates have the file extension WCT. You do not need to enter this extension when indicating the filename to load or save. WinCheck will automatically add the file extension.

Hints and Tips

Take advantage of the *Misc transaction*,  . Direct Deposits, automatic withdrawals, service fees, and more can be entered here.

Take advantage of the Type field in the Transaction dialogs. You can accurately and carefully track your finances this way.

Register this product! By registering this product, you will keep informed about updates, and you will keep me motivated to make more nifty windows apps.

Printing Checks

Here are the steps that should be taken when you get ready to print checks the first time:

1. Purchase computer check forms from your favorite dealer.
2. Start up WinCheck, do not put check forms in printer yet.
3. If you are using the NEBS General Purpose Laser Check, part number B9039-1, choose "Load Form Template" from the WinCheck Form Designer (Activated by choosing "Check Form Printer Setup" from the "File" menu of WinCheck). Select the default LaserJet II Template (even if you don't have a LaserJet II). NEBS can be reached at 1-800-225-9550.
4. If you want to create a new check form, choose "New Form Template" from the WinCheck form designer. Create the fields to fill in for your check (double clicking the right button on the mouse adds a new field, or press the Insert key). Describe the attributes of the field(s). Double clicking with the left button on an already existing field will allow you to edit the attributes. Double clicking with the left button on the "workspace" of the WinCheck form designer will allow you to describe your form attributes. Form attributes describe the size of one check. If you are using a laser printer, describe the full page (unless your check form has multiple checks per page). If you are using a dot-matrix printer, describe one check. If three checks fit on a page, you can indicate this.
5. Once you have described the "rough draft", print a test form on blank paper. Hold the blank paper against your check form, and make sure all of the fields line up (you can use a lightbulb to see through the papers). Click and drag fields to line them up.
6. Repeat step 5 until your rough draft is OK. If you have not saved this template before, choose "Save &Add" from the WinCheck form designer. Describe your template however you want, and pick a filename. If you have previously saved your file, just choose "Save".
7. Now you are ready to print checks!

Printing Reports

Report Generator Dialog

WinCheck has a report generator that allows for printing and viewing reports. Bring up the Report Generator Dialog from the "File" menu. Select the starting month of the report span, then select the ending month. Select the report type you wish to view.

Pressing the "View" button gives a quick look at the report on the screen. It is not possible to page backwards through the report.

Pressing the "Print" button prints the report on the printer specified in the Select Printer dialog.

Selecting Printers

Choosing "Select Printer" from the "File" menu will bring up the Select Printers dialog. For each type of printout (Checks, Reports), choose a printer. When complete, press OK. To use the default printer (the one selected in Control Panel), press USE DEFAULT, and OK.

Transaction Categories

Transaction categories, or types, are used to differentiate expenses. For example, the categories "Personal", "Auto", "Home", "College", and "Tax Deductible" could be used. WinCheck starts a new account with the type "Personal". If you want to add more categories, just type the new category in the "Type" field while entering the transaction.

It is possible to split a transaction over several categories. To do this, select "Split..." in the "Type" field of the transaction. Once you press the OK or ANOTHER button, the Split Dialog will be displayed.

It is possible to edit the category names by selecting "Edit Categories" from the File Menu.

Password Protection

WinCheck allows for password protection of data. In the Settings Dialog box, check the Password Protection box, and enter the same password in both edit fields.

For your safety, Wilson WindowWare will not assist users in recovering data due to forgotten or lost passwords.

Editing Categories

To edit categories, choose "Edit Categories" from the "File" menu.

Select a category from the list.

Pressing "Delete" will remove the category.

To modify a category, select it, type the new description in the edit field, and press "Modify".

Note: Deleting a category is a permanent decision. Make sure that none of your transactions are still using this category. WinCheck will not lose these transactions, but the reports will place these dollar amounts in a category titled "Deleted".

Modifying a category will change that category description throughout your entire register. For example, changing "Business" to "Pleasure" will affect every "Business" transaction in your account.

It is not possible to delete or modify the category "Personal".

WinCheck Messages

The following is a list of Messages WinCheck may display, and their explanations/solutions.

Too many open Transactions.

WinCheck can display up to 16 transaction dialogs simultaneously. However, only one new transaction is allowed.

Not Enough Memory. Close some Registers/Statements, and try again.

Too low on memory to do anything (xxx Bytes). Close some registers/statements/other apps and try again.

WinCheck requires about 256K of memory to run efficiently.

Limit Reached on Common Transactions

WinCheck can keep track of 32 Common Transactions.

There is no data to search.

There is no data to calculate.

There is no data to password protect.

WinCheck will not search, or display registers/statements/reports until a transaction has been entered.

Too many matches!

WinCheck can display up to 100 matches during a search. Matches over 100 are not displayed. The "total" figure, however, is accurate.

The date is incorrect. Please use MM/DD/YY format.

Example: 03/09/91

Negative Sign Unnecessary.

WinCheck automatically adds or subtracts the amount from the register. In the case of Miscellaneous transactions, use the "Credit" checkbox to indicate deposits to your account.

Warning: \$.\$\$\$ changed to \$.\$\$

WinCheck rounds transactions to the penny.

Invalid ID- Please use characters and numbers only.

WinCheck must have an account ID of 1-3 characters, A-Z, 0-9 only.

Unknown Data Type. Using Default Data Type

Your data files may be corrupted. Check your register.

Error While PrintingPrinting Aborted

Refer to your Windows owner's manual for printing problems.

Please do not enter a file extension. WinCheck will automatically add .WCT to the filename

All WinCheck templates must have .WCT as the extension.

Unable to access printer driver. Check to make sure the printer is active via Control Panel

Failure to Load Printer DLL

Failure to Access Printer DLL

An error occurred while loading the Windows Printer Driver. Consult your Windows Owner's manual for printing problems.

Added Check to Check Print Queue

WinCheck has queued up this check for printing. It will print it when the queue is full, or when you exit WinCheck.

All money must be accounted for.

Number must be less than or equal to amount available

When splitting transactions, the sum total must equal the total amount of the

transaction.

WARNING: Deleting a category can leave transactions with unresolved categories. Continue?

WinCheck wants to make sure all your money is categorized in other areas. Otherwise, WinCheck reports will have amounts under the category "Deleted".

Field(s) blank on transaction. Discard?

WinCheck will use \$0.00 for a blank amount field.

Only one new transaction allowed at a time. Please complete the current new transaction.

WinCheck allows only one new transaction to be entered at a time to help avoid confusion.

Password and Verify Fields do not match.

WinCheck wants to make sure your typed your password correctly.