

HLINE,C,75

ENTER A NUMBER IN THE BLANK BOX

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.

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.

KEY TABLES

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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

Full-screen Navigation Keys

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- |                  |  |
|------------------|--|
| Left arrow       | Character left. Does not move cursor to previous GET     |
| Right arrow      | Character right. At end of GET, cursor moves to next GET |
| Ctrl-Left arrow  | Word left  |
| Ctrl-Right arrow | Word right   |
| Up arrow         | Previous GET   |
| Dn arrow         | Next GET   |
| Home             | Beginning of GET   |
| End              | Last character of GET                                    |

Full-Screen Editing Keys

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

KEYS ACTIVE NOW (TOP ENTRY BAR WITHOUT PULL DOWN BOXES)

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

Use up & down arrow keys and Page Up & Page Down keys to find items in this file. Use F2 to edit a highlighted item, Del to delete or undelete a highlighted item. When you Esc from this screen, items that were still keyed 'deleted' will be erased permanently. Use F3 to add an item at any time (does not matter where the highlight bar is located). Then the highlight bar will move to a new bottom line, and you will be able to enter the appropriate data at the bottom. Press <Esc> to EXIT