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Help for WinCheck v1.10

Distribution by Wilson WindowWare

Registration Fee: $39.95   Checks, American Express, Visa, MasterCharge, EuroCard accepted.

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Keyboard

Keyboard short cuts:

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

Commands

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

FILE
DATA*
CHECKING
SAVINGS
TOOLBOX
WINDOW*
COMMON*
HELP

Dialog Boxes

LOAD	Prompts for Account ID to load new account. Previous accounts are automatically saved.
TRANSACTIONS	These dialogs are the actual transactions.
PICK A MONTH	Prompts for a month to display a Register or Statement.
EDIT/DELETE	Allows editing of Common Transactions.
FIND	Prompts for information to find a transaction.
SETTINGS	Prompts for program options.
CURRENT BALANCE	Displays Current Balance.

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	Brings up the Load dialog to change accounts.
Register	Brings up a check register for a specified month.
Statement	Brings up a bank statement for a specified month.
Current Balance	Brings up the Current Balance dialog.
Find	Brings up the Find dialog.
Export*	Exports the active register window to a tabbed text file which is readable by Microsoft Excel®, 1-2-3®, etc. See Export.
Close*	Closes the active Register or Statement Window.
Settings	Brings up the Settings dialog.

DATA*

Header	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.
None*	No register sorting (fast recalcs).
Checks by Date*	Sorts statement check section by date.
Checks by Number*	Sorts statement check section by number.
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).
Display Uncleared	When checked, filters out cleared transactions from Statement.
Delete	Deletes selected transaction(s).

CHECKING

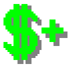
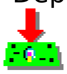
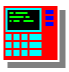
Check	Brings up a write *Write Check* dialog.
Deposit	Brings up the *Deposit* dialog.
Cash Machine	Brings up the *Cash Machine* dialog.
Misc	Brings up the *Make your own* dialog.
XFer Savings to Checking	Brings up the *Transfer Savings to Checking* dialog.
XFer Checking to Savings	Brings up the *Transfer Checking to Savings* dialog.
Interest accrued	Brings up the *Checking Interest Accrued* dialog.

SAVINGS

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

TOOLBOX

Displays the Icon-Based toolbox (mouse required).


Check

Deposit

Withdrawl

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.

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.

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 nature 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.

Exported files are divided by type.

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: *Search Current Month Only* *Search ALL months* *Search from: (fill in month/year -> month/year).*
Trans:	Determines the transaction to search for.
Type:	Determines the type of 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 *To* line for a check, or the *Description* 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.

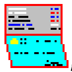
Default Register Sorting	Determines how to sort the Register. This can be changed for each Register window at any time; this is purely the initial sort method.
Default Statement Sorting	Determines how to sort the Statement. This can be changed for each Statement window at any time; this is purely the 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.
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:

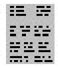
Date	The transaction Date.
#	Check Number.
Description	Description of transaction.
ChkAmt	Amount of checking transaction.
ChkBal	"Your Opinion" of your running balance.
BnkChk	"Banks Opinion" of your running balance. Only transactions cleared are figured into this balance.
SavAmt	Amount of savings transaction.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

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.

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

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.

Hints and Tips

Take advantage of the *Misc transaction*,  .   Direct Deposits, automatic withdrawls, 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.