

# *Readme for WinCheck v1.6B*

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Wilson WindowWare

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## **WinCheck Tutorial**

The Tutorial for WinCheck consists of some sample data, with the Account ID of TUT. When you first run WinCheck, the Tutorial data may be loaded in. There is data entered for January and February of 1990. Experiment around with the features, look at the registers for January and February. The statement date is set for the 1st of the month by default. Change this to the 15th of the month (in the "Settings" dialog box), so you can look at the statements for December 1989, and January 1990.

Go ahead and write some fake checks, make that lottery check deposit you've always wished for, and get a good feel for WinCheck before entering your own data.

The file EXP0190.TUT is the tabbed text output from the Export function.  
The file EXP0190.WRI is the tabbed text output after being formatted a tiny bit by Write.

## **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.

## **Keyboard short cuts:**

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

## **WinCheck Version History**

1.00D:	Initial Release 10/31/90.
1.10A:	Bug fixes 11/05/90.
1.50A:	Added the ability to print checks. Added Memo and comment fields. 11/15/90.
1.6A:	Added extra Memo Line. 12/15/90.
1.6B:	Maintenance release 12/27/90.

## **Information not covered well in the Manual**

Printing checks is not covered completely in the Registered Owner's Manual. 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). Type LASERCHK in the File field. 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!

## **Commands**

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

**FILE  
DATA  
CHECKING  
SAVINGS  
TOOLBOX  
WINDOW  
COMMON  
HELP**

## Dialog Boxes

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

## FILE

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

## DATA\*

<b>Header</b>	Add/Remove header from the active Statement/Register.
<b>Sort -&gt;</b>	
<b>By Date*</b>	Sorts register by date.
<b>By Number*</b>	Sorts register by check number.
<b>Date,Number*</b>	Sorts register by Date, then Number.
<b>Number,Date*</b>	Sorts register by Number, then Date.
<b>None*</b>	No register sorting (fast recalcs).
<b>Checks by Date*</b>	Sorts statement check section by date.
<b>Checks by Number*</b>	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**

**Display Uncleared**

Untags selected transaction(s).  
When checked, filters out cleared transactions from Statement.

**Delete**

Deletes selected transaction(s).

## **CHECKING**

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

## **SAVINGS**

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

## **TOOLBOX**

Displays the Icon-Based toolbox (mouse required).

## **WINDOW\***

<b>Cascade</b>		Cascades the
<b>Tile</b>	Register/Statement Windows.	Tiles the Register/Statement
<b>Arrange Icons</b>	Windows.	Arranges any minimized
	Register/Statement icons.	

## **COMMON\***

<b>ADD -&gt;</b>		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**  
**Overview**  
**Keyboard**  
**Commands**  
**About**

Displays the Index.  
Displays the Overview.  
Displays the Keyboard Controls.  
Displays the Menu Commands.  
Displays the About dialog.

## **LOAD**

This allows you to load in another account.

**OK**  
**CANCEL**

Loads new account.  
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**  
**CANCEL**  
**ANOTHER**

Adds this transaction.  
Does not add this transaction.  
Adds this transaction, clears

fields.

**Hint:**

While on the Date field:

**F5**  
**F6**

Moves back a day.  
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**  
**CANCEL**

Opens this register/Statement.  
Does not open.



## **EDIT/DELETE**

Displays a listbox with the Common Transactions dialog.

<b>EDIT</b>	Transaction.	Edits the selected Common
<b>DELETE</b>	Transaction.	Deletes the selected Common
<b>LEAVE</b>		Exits this dialog.
<b>Hint:</b>	Transaction edits it.	Double Clicking on a Common

## **FIND Transaction**

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

<b>Search Range</b>	Can be:  -> month/year).	Determines the dates to search.  Search Current Month Only Search ALL months Search from: (fill in month/year)
<b>Trans:</b>	search for.	Determines the transaction to
<b>Type:</b>	transaction (Personal, etc) to search for.	Determines the type of
<b>Amount:</b>	search for. If left blank, then the search will consider any amount (wildcard).	Determines the amount to
<b>Check #:</b>		For checks only, indicates the check number. If left blank, then the search will consider any number (wildcard).
<b>Keyword:</b>		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).
<b>SEARCH</b>		Start the search.
<b>CANCEL</b>		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:

<b>mm</b>	The Month of the exported register.
<b>yy</b>	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.

<b>Default Register Sorting</b>	Determines how to sort the Register. This can be changed for each Register window at any time; this is purely the initial sort method.
<b>Default Statement Sorting</b>	Determines how to sort the Statement. This can be changed for each Statement window at any time; this is purely the initial sort method.
<b>Check Type</b>	Endstub checks have a different Tab field order than conventional checks. Otherwise, there is no difference.
<b>Headings</b>	If checked, displays headings for the Register or Statement.
<b>Transaction Wallpaper</b>	If checked, the transactions have a colorful texture (Color systems only).
<b>Toolbox on startup</b>	If checked, the Toolbox appears when you start WinCheck.
<b>Balance on startup</b>	If checked, the Balance dialog appears when you load an account.
<b>OK</b>	Saves preferences.
<b>CANCEL</b>	Uses previous preferences.

## **CURRENT BALANCE**

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

<b>OK</b>	Close Balance window.
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## 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:

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

<b>Hints:</b>		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:

<b>Date</b>		The transaction Date.
<b>#</b>		Check Number.
<b>Description</b>		Description of transaction.
<b>ChkAmt</b>		Amount of checking
	transaction.	
<b>SavAmt</b>		Amount of savings transaction.
<b>Hints:</b>		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 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.

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