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Help for WinCheck v1.10



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Wilson WindowWare  
2701 California Ave SW #212  
Seattle, WA 98116 USA

Orders: (800) 762-8383  
Support: (206) 937-9335  
Fax: (206) 935-7129

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## Keyboard

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 <u>Transaction</u> Dialogs).
<b>F6</b>	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

### 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**

<b>Load</b>	Brings up the <u>Load</u> 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 <u>Current Balance</u> dialog.
<b>Find</b>	Brings up the <u>Find</u> dialog.
<b>Export*</b>	Exports the active register window to a tabbed text file which is readable by Microsoft Excel®, 1-2-3®, etc. See <u>Export</u> .
<b>Close*</b>	Closes the active Register or Statement Window.
<b>Settings</b>	Brings up the <u>Settings</u> 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.
<b>Clear</b>	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.
<b>Unclear</b>	Untags selected transaction(s).
<b>Display Uncleared</b>	When checked, filters out cleared transactions from Statement.
<b>Delete</b>	Deletes selected transaction(s).



## CHECKING

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

## **SAVINGS**

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

**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.

<b>EDIT</b>	Edits the selected Common Transaction.
<b>DELETE</b>	Deletes the selected Common Transaction.
<b>LEAVE</b>	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 -&gt; month/year).</i>
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 <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).
<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.
<b>iii</b>	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 <u>Register</u> 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 <u>Statement</u> 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 <u>transactions</u> have a colorful texture (Color systems only).
Toolbox on startup	If checked, the <u>Toolbox</u> appears when you start WinCheck.
Balance on startup	If checked, the <u>Balance</u> 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:


<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.

**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:

<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.

**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 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.