

Child Support Tracker for Windows

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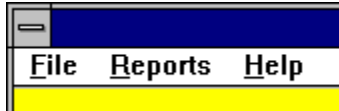
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Menus



There are three main menu groups: File, Reports, and Help.

File

The File menu group contains five items:

New CPR File - Allows you to create a new Child/Payee/Recipient (CPR) file

New Payment/Arrears File - Allows you to create a new transaction file

Open CPR File - Allows you to access a current Child/Payee/Recipient (CPR) file

Open Payment/Arrears File - Allows you to access a current transaction file

Reports

The Reports menu group contains eight items:

Payment Reports - Complete file or date range payment transaction reports

Arrears Reports - Complete file or date range arrears transaction reports

Child Information Report - Name, SSN, case #, support amt., frequency

Payee Information Report - Name, SSN, case #, order date, support amt., frequency

Payee Insurance Status Report - Payee provides, does not provide insurance

Recipient Information Report - Name, child name, order date, support amt., freq.

Payee Mailing Labels - Payee address labels

Recipient Mailing Labels - Recipient address labels

Help

The Help menu group contains two items:

Help Topics - Displays the help file's topic section.

About Child Support Tracker - Displays the author's title/version/credits dialog box.

New Child/Payee/Recipient (CPR) File

Selecting this menu option opens a file box for selecting the file name, directory (optional), and drive (optional) for a new Child/Payee/Recipient (CPR) database file.

New Payment/Arrears File

Selecting this menu option opens a file box for selecting the file name, directory (optional), and drive (optional) for a new Payment/Arrears database file.

Open Child/Payee/Recipient (CPR) File

Selecting this menu option opens a file box for selecting an existing Child/Payee/Recipient (CPR) file to open.

Open Payment Arrears File

Selecting this menu option opens a file box for selecting an existing Payment/Arrears file to open.

Payment Reports

Selecting this menu option opens a file box to select the Payment/Arrears file to create payment transaction reports from. After selecting a Payment/Arrears file, the Report Options dialog box is opened and allows two types of reports: Complete File, and Date Range.

Date Range Payment Reports

<input checked="" type="radio"/> Date Range	From Date	To Date
<input type="radio"/> Complete File	03-07-1984	02-27-1996

To create a payment report within a defined date range, click the Date Range radio button and enter a beginning (from) date and an ending (to) date and click the Continue button.

A video report is displayed showing all transactions within the specified date range. If the report has more than 20 transactions, use the [browse buttons](#) to move forward and backward through the video report. Click the Print Current List button to print the video report's currently displayed contents. Click the Grand Totals Report button to print a complete report of all date range transactions complete with grand totals. Click the Subtotals/GT Report button to print a complete report of all date range transactions complete with annual subtotals and grand totals. To close the video report dialog box, click the Exit button. This returns you to the Report Options dialog box. Click the Exit button to return to the main menu window.

Complete File Payment Reports

To create a payment report for an entire database file, click the Complete File radio button and click the Continue button.

A video report is displayed showing all transactions within the selected file. If the report has more than 20 transactions, use the [browse buttons](#) to move forward and backward through the video report. Click the Print Current List button to print the video report's currently displayed contents. Click the Grand Totals Report button to print a complete report of all date range transactions complete with grand totals. Click the Subtotals/GT Report button to print a complete report of all file transactions complete with annual subtotals and grand totals. To close the video report dialog box, click the Exit button. This returns you to the Report Options dialog box. Click the Exit button to return to the main menu window.

Arrears Reports

Selecting this menu option opens a file box to select the Payment/Arrears file to create arrears transaction reports from. After selecting a Payment/Arrears file, the Report Options dialog box is opened and allows two types of reports: Complete File, and Date Range.

Date Range Arrears Reports

<input checked="" type="radio"/> Date Range	From Date	To Date
<input type="radio"/> Complete File	03-07-1984	02-27-1996

To create an arrears report within a defined date range, click the Date Range radio button and enter a beginning (from) date and an ending (to) date and click the Continue button.

A video report is displayed showing all transactions within the specified date range. If the report has more than 20 transactions, use the [browse buttons](#) to move forward and backward through the video report. Click the Print Current List button to print the video report's currently displayed contents. Click the Grand Totals Report button to print a complete report of all date range transactions complete with grand totals. Click the Subtotals/GT Report button to print a complete report of all date range transactions complete with annual subtotals and grand totals. To close the video report dialog box, click the Exit button. This returns you to the Report Options dialog box. Click the Exit button to return to the main menu window.

Complete File Arrears Reports

To create an arrears report for an entire database file, click the Complete File radio button and click the Continue button.

A video report is displayed showing all transactions within the selected file. If the report has more than 20 transactions, use the [browse buttons](#) to move forward and backward through the video report. Click the Print Current List button to print the video report's currently displayed contents. Click the Grand Totals Report button to print a complete report of all date range transactions complete with grand totals. Click the Subtotals/GT Report button to print a complete report of all file transactions complete with annual subtotals and grand totals. To close the video report dialog box, click the Exit button. This returns you to the Report Options dialog box. Click the Exit button to return to the main menu window.

Child Information Report

Selecting this menu option opens a file box to select the Child/Payee/Recipient (CPR) file to create the report from.

A video report is displayed showing all related child information records within the selected file. If the report has more than 20 items, use the [browse buttons](#) to move forward and backward through the video report. Click the Print Current List button to print the video report's currently displayed contents. Click the Print Entire Report to print a complete report of the entire file. Click the Exit button to close the video report window.

Payee Information Report

Selecting this menu option opens a file box to select the Child/Payee/Recipient (CPR) file to create the report from.

A video report is displayed showing all related payee information records within the selected file. If the report has more than 20 items, use the [browse buttons](#) to move forward and backward through the video report. Click the Print Current List button to print the video report's currently displayed contents. Click the Print Entire Report to print a complete report of the entire file. Click the Exit button to close the video report window.

Payee Insurance Status Report

Selecting this menu option opens a file box to select the Child/Payee/Recipient (CPR) file to create the report from.

A video report is displayed showing all related payee information records within the selected file. If the report has more than 20 items, use the [browse buttons](#) to move forward and backward through the video report. Click the Print Current List button to print the video report's currently displayed contents. Click the Print Entire Report to print a complete report of the entire file. Click the Exit button to close the video report window.

Recipient Information Report

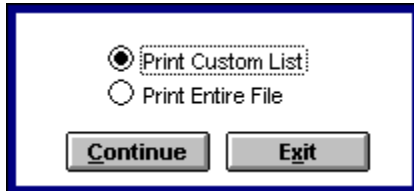
Selecting this menu option opens a file box to select the Child/Payee/Recipient (CPR) file to create the report from.

A video report is displayed showing all related recipient information records within the selected file. If the report has more than 20 items, use the browse buttons to move forward and backward through the video report. Click the Print Current List button to print the video report's currently displayed contents. Click the Print Entire Report to print a complete report of the entire file. Click the Exit button to close the video report window.

Payee Mailing Labels

Selecting this menu option opens a file box to select the Child/Payee/Recipient (CPR) file to create the labels from.

After selecting the file, the following dialog box is opened:



Print Custom List

To print custom payee mailing label lists, select Print Custom List and click the Continue button.



Use the browse buttons to display the payee address information. Click the Add To Print List button to place the payee name in the print list.



The Print List may hold up to 100 names. The list is sorted alphabetically in descending order. This sort order is updated each time you add a name.

The Total Print List Items indicator just below the Print List informs you of how many names you have added to the print list.

Click the Print Labels button to print all the address labels from the Print List.

To delete a name from the print list, highlight it and click the Delete Selected Item button.

To remove all names from the print list, click the Clear Print List button.

Click the Exit button to return to the label options dialog box.

Print Entire File

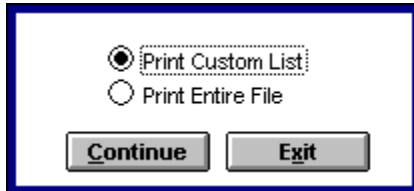
To print mailing labels for all payees in a database file, select Print Entire File and click the Continue button.

Click the Exit button on the label options dialog box to return to the main menu window.

Recipient Mailing Labels

Selecting this menu option opens a file box to select the Child/Payee/Recipient (CPR) file to create the labels from.

After selecting the file, the following dialog box is opened:




Print Custom List

To print custom recipient mailing label lists, select Print Custom List and click the Continue button.

Label Information

Name:
Address:
City/State/Zip:



Use the browse buttons to display the recipient address information. Click the Add To Print List button to place the recipient name in the print list.

Print List

John H. Smith
John H. Smith
John H. Smith
John H. Smith
John H. Smith
John H. Smith

Total Print List Items: 6

The Print List may hold up to 100 names. The list is sorted alphabetically in descending order. This sort order is updated each time you add a name.

The Total Print List Items indicator just below the Print List informs you of how many names you have added to the print list.

Click the Print Labels button to print all the address labels from the Print List.

To delete a name from the print list, highlight it and click the Delete Selected Item button.

To remove all names from the print list, click the Clear Print List button.

Click the Exit button to return to the label options dialog box.

Print Entire File

To print mailing labels for all recipients in a database file, select Print Entire File and click the Continue button.

Click the Exit button on the label options dialog box to return to the main menu window.

Database Browse Buttons



Displays the first record in the file



Displays the previous record in the file (if there is one)



Opens the Search dialog boxes for the following:

Child/Payee/Recipient (CPR) database search options

Payment/Arrears database search options

Payee Mailing Labels database search options

Recipient Mailing Labels database search options



Displays the next record in the file (if there is one)



Displays the last record in the file

Video Report Browse Buttons

These buttons, located at the lower left of the video report dialog box, move you forward and backward through a video report:



Displays the first "page" of the video report



Displays the previous "page" of the video report (if there is one)



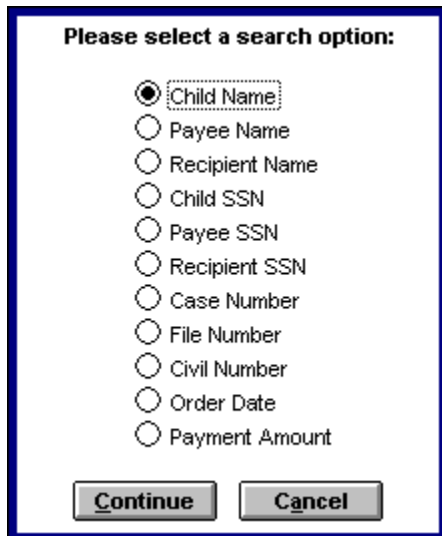
Displays the next "page" of the video report (if there is one)



Displays the last "page" of the video report

Child/Payee/Recipient (CPR) Database Search Options

This is the CPR Database Search Options dialog box:



Please select a search option:

- Child Name
- Payee Name
- Recipient Name
- Child SSN
- Payee SSN
- Recipient SSN
- Case Number
- File Number
- Civil Number
- Order Date
- Payment Amount

Child Name

This option opens a dialog box prompting you to enter 1 to 30 characters of the child's name (spaces are allowed).

Make an entry and click the Continue button to start the search process. If there is no match a message will tell you the record was not found. If the match is successful, the first record matching your entry will be displayed.

Click the Cancel button to cancel the search process.

Payee Name

This option opens a dialog box prompting you to enter 1 to 30 characters of the payee's name (spaces are allowed).

Make an entry and click the Continue button to start the search process. If there is no match a message will tell you the record was not found. If the match is successful, the first record matching your entry will be displayed.

Click the Cancel button to cancel the search process.

Recipient Name

This option opens a dialog box prompting you to enter 1 to 30 characters of the recipient's name (spaces are allowed).

Make an entry and click the Continue button to start the search process. If there is no match a message will tell you the record was not found. If the match is successful, the first record matching your entry will be displayed.

Click the Cancel button to cancel the search process.

Child SSN

This option opens a dialog box prompting you to enter 1 to 11 characters of the

child Social Security Number with punctuation.

Make an entry and click the Continue button to start the search process. If there is no match a message will tell you the record was not found. If the match is successful, the record matching your entry will be displayed.

Click the Cancel button to cancel the search process.

Payee SSN

This option opens a dialog box prompting you to enter 1 to 11 characters of the payee Social Security Number with punctuation.

Make an entry and click the Continue button to start the search process. If there is no match a message will tell you the record was not found. If the match is successful, the record matching your entry will be displayed.

Click the Cancel button to cancel the search process.

Recipient SSN

This option opens a dialog box prompting you to enter 1 to 11 characters of the recipient Social Security Number with punctuation.

Make an entry and click the Continue button to start the search process. If there is no match a message will tell you the record was not found. If the match is successful, the record matching your entry will be displayed.

Click the Cancel button to cancel the search process.

Case Number

This option opens a dialog box prompting you to enter 1 to 20 characters of the case number.

Make an entry and click the Continue button to start the search process. If there is no match a message will tell you the record was not found. If the match is successful, the record matching your entry will be displayed.

Click the Cancel button to cancel the search process.

File Number

This option opens a dialog box prompting you to enter 1 to 20 characters of the file number.

Make an entry and click the Continue button to start the search process. If there is no match a message will tell you the record was not found. If the match is successful, the record matching your entry will be displayed.

Click the Cancel button to cancel the search process.

Civil Number

This option opens a dialog box prompting you to enter 1 to 20 characters of the civil number.

Make an entry and click the Continue button to start the search process. If there is no match a message will tell you the record was not found. If the match is successful, the record matching your entry will be displayed.

Click the Cancel button to cancel the search process.

Order Date

This option opens a dialog box prompting you to enter 1 to 10 characters of the order date with punctuation.

Make an entry and click the Continue button to start the search process. If there is no match a message will tell you the record was not found. If the match is successful, the first record matching your entry will be displayed.

Click the Cancel button to cancel the search process.

Payment Amount

This option opens a dialog box prompting you to enter the payment amount.

Make an entry and click the Continue button to start the search process. If there is no match a message will tell you the record was not found. If the match is successful, the first record matching your entry will be displayed.

Click the Cancel button to cancel the search process.

Click the Cancel button on the search options dialog box to cancel the search process.

Payment/Arrears Database Search Options

This is the Payment/Arrears Database Search Options dialog box:



Please select a search option:

Transaction Date

Payee Name

Support for

Amount to Pay

Transaction Amount

Transaction Date

This option opens a dialog box prompting you to enter 1 to 10 characters of the transaction date with punctuation.

Make an entry and click the Continue button to start the search process. If there is no match a message will tell you the record was not found. If the match is successful, the first record matching your entry will be displayed.

Click the Cancel button to cancel the search process.

Payee Name

This option opens a dialog box prompting you to enter 1 to 30 characters of the payee name (spaces are allowed).

Make an entry and click the Continue button to start the search process. If there is no match a message will tell you the record was not found. If the match is successful, the first record matching your entry will be displayed.

Click the Cancel button to cancel the search process.

Support for

This option opens a dialog box prompting you to enter 1 to 30 characters of the supportee name (spaces are allowed).

Make an entry and click the Continue button to start the search process. If there is no match a message will tell you the record was not found. If the match is successful, the first record matching your entry will be displayed.

Click the Cancel button to cancel the search process.

Amount to Pay

This option opens a dialog box prompting you to enter the payment amount.

Make an entry and click the Continue button to start the search process. If there is no match a message will tell you the record was not found. If the match is successful, the first record matching your entry will be displayed.

Click the Cancel button to cancel the search process.

Transaction Amount

This option opens a dialog box prompting you to enter the transaction amount.

Make an entry and click the Continue button to start the search process. If there is no match a message will tell you the record was not found. If the match is successful, the first record matching your entry will be displayed.

Click the Cancel button to cancel the search process.

Payee Mailing Label Database Search Options

This is the Payee Mailing Labels Database Search Options dialog box:



Name

To search for a payee name, select Name and click the Continue button. A dialog box is opened, prompting you to enter 1 to 30 characters of the payee name. Type the first five letters (spaces are allowed) and click the Continue button. If the search is successful the payee address information is displayed. If a match is not found, a message is displayed informing you the record was not found.

To cancel the search process, click the Cancel button.

Address

To search for a payee address, select Address and click the Continue button. A dialog box is opened, prompting you to enter 1 to 30 characters of the payee address. Type the first ten characters (spaces are allowed) and click the Continue button. If the search is successful the payee address information is displayed. If a match is not found, a message is displayed informing you the record was not found.

To cancel the search process, click the Cancel button.

City/State/Zip Code

To search for a payee city/state/zip code, select City/State/Zip Code and click the Continue button. A dialog box is opened, prompting you to enter 1 to 30 characters of the payee city/state/zip code. Type the first ten characters (spaces are allowed) and click the Continue button. If the search is successful the payee address information is displayed. If a match is not found, a message is displayed informing you the record was not found.

To cancel the search process, click the Cancel button.

To cancel the search process, click the Cancel button on the search options dialog box.

Recipient Mailing Label Database Search Options

This is the Recipient Mailing Labels Database Search Options dialog box:



Name

To search for a recipient name, select Name and click the Continue button. A dialog box is opened, prompting you to enter 1 to 30 characters of the recipient name. Type the first five letters (spaces are allowed) and click the Continue button. If the search is successful the recipient address information is displayed. If a match is not found, a message is displayed informing you the record was not found.

To cancel the search process, click the Cancel button.

Address

To search for a recipient address, select Address and click the Continue button. A dialog box is opened, prompting you to enter 1 to 30 characters of the recipient address. Type the first ten characters (spaces are allowed) and click the Continue button. If the search is successful the payee address information is displayed. If a match is not found, a message is displayed informing you the record was not found.

To cancel the search process, click the Cancel button.

City/State/Zip Code

To search for a recipient city/state/zip code, select City/State/Zip Code and click the Continue button. A dialog box is opened, prompting you to enter 1 to 30 characters of the recipient city/state/zip code. Type the first ten characters (spaces are allowed) and click the Continue button. If the search is successful the recipient address information is displayed. If a match is not found, a message is displayed informing you the record was not found.

To cancel the search process, click the Cancel button.

To cancel the search process, click the Cancel button on the search options dialog box.

Child/Payee/Recipient (CPR) File Functions

After creating a new Child/Payee/Recipient (CPR) file, or opening an existing CPR file, a form window is opened to allow the following functions:



Browse Records - Display and locate database records



Add Records - Insert records into a database file



Change Records - Edit records in a database file



Delete Records - Remove records from a database file



Sort Records - Change the order of records in a CPR database file



Print Records - Print individual or all database records



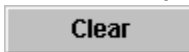
Save As - Copy a database file to a different location and/or name



Help - Displays this help topic.



Exit - Closes the database file, saving any changes, and closes the window.



Clear - Blanks all input fields and radio buttons.

Add Records - Child/Payee/Recipient (CPR) File

The Add Record button creates a new Child/Payee/Recipient (CPR) file record. File records are automatically sorted by child name each time a new record is added.

To add a new record to a CPR database file:

Enter the child's name in the Child's Name field.

Enter the child's Social Security Number in the Child's SSN field.

Enter the payee's name in the Payee's Name field.

Enter the payee's Social Security Number in the Payee's SSN field.

Enter the payee's address in the Payee's Address field.

Enter the payee's city, state, and zip code in the Payee's City/State/Zip field.

Enter the recipient's name in the Recipient's Name field.

Enter the recipient's Social Security Number in the Recipient's SSN field.

Enter the recipient's address in the Recipient's Address field.

Enter the recipient's city, state, and zip code in the Recipient's City/State/Zip field.

Enter the case number in the Case # field.

Enter the file number in the File # field.

Enter the civil number in the Civil # field.

Enter the order date in the Order Date field in MM-DD-YYYY format.

Enter the payment amount in the Payment Amount field.


Enter any miscellaneous documentation in the NOTES field (optional).

Click Monthly, Weekly, or Other on the Frequency radio button.

Click Minor, Full-Time Student, or Other on the Child's Status radio button.

Click Provided or NOT Provided on the Health Insurance radio button.



After making all of the above entries, click  to add the record to the database file. A message will inform you the record was added to the file. All entry fields and radio buttons are cleared and the cursor is placed in the Child's Name field.

Change Records - Child/Payee/Recipient (CPR) File

The Change Record button saves changes made to a Child/Payee/Recipient (CPR) file record. File records are automatically sorted by child name each time a record is modified.

To edit a CPR record:

Locate the record to be edited using the [browse buttons](#).
Select any entry field or radio button and edit the information as necessary.



Click . A message will inform you the record was modified.

Delete Records - Child/Payee/Recipient (CPR) File

The Delete Record button removes records from a Child/Payee/Recipient (CPR) file. After a record is deleted the database file is automatically packed to maintain the most efficient file size.

To delete a CPR record:

Locate the record to be deleted using the [browse buttons](#).



Click  .

A dialog box will open prompting you to confirm the deletion.

Click the Yes button to delete the record. A message will inform you the record was deleted.

Click the No button to cancel the delete process.

WARNING: Once a record is deleted it CANNOT be recovered! The only way to retrieve a deleted record is to restore a backup copy of the database file. Use this option with caution.

Sort Records - Child/Payee/Recipient (CPR) File

To change the sort order of a Child/Payee/Recipient (CPR) database file click the Sort button. The sort options dialog box is opened.

Select items from the Options list to sort the CPR file by. Highlight an item and click the Add button to place it in the Sort List. The item is placed in the Sort List and removed from the Options list. You may select up to all 11 sort fields to sort files by if you wish.

To move a sort field option from the Sort List back to the Options list, highlight the Sort List item and click the Remove button. The item is placed in the Options list and removed from the Sort List.

To reset both the Options list and Sort List to their original state, click the Reset button.

After placing the sort fields in the Sort List, click the Exit button. This closes the sort options dialog box and sorts the database file in the order of the fields placed in the Sort List. If the Sort List is left blank, no file sort occurs.

Print Database Records

The Print button allows you to print database records in the format of the entry window. There are two record printing options: Print Current Record, and Print All Records.

Print Current Record

To print an individual database record:

Locate the record using the [browse buttons](#).



Click .

The print options dialog box is opened.

Select Print Current Record and click the Continue button.

A print box is opened to give you options to select printers, etc. Click the OK button to print the record.

Print All Records

To print all the records of a database file:



Click .

The print options dialog box is opened.

Select Print All Records and click the Continue button.

A print box is opened to give you options to select printers, etc. Click the OK button to print the file records. THIS MAY TAKE SEVERAL MINUTES.

Click the Exit button to close the print options dialog box.

Save As

The Save As button allows you to make copies of your database files for backup or transportation purposes. The Save As option copies the currently open file.

To save a copy of a database file:



Click . A file box is opened.

Select the name, directory, and/or drive to copy the database file to and click the OK button.

Payment/Arrears File Functions

After creating a new Payment/Arrears file, or opening an existing file, a form window is opened to allow the following functions:



Browse Records - Display and locate database records

Get Payment Information

Get Payment Information - Import CPR payment file information



Add Records - Insert records into a database file



Change Records - Edit records in a database file



Delete Records - Remove records from a database file



Print Records - Print individual or all database records



Save As - Copy a database file to a different location and/or name



Help - Displays this help topic.



Exit - Closes the database file, saving any changes, and closes the window.

Clear

Clear - Blanks all input fields and radio buttons.

Get Payment Information

The Get Payment Information button provides a way to import payee information directly from a Child/Payee/Recipient (CPR) file into a Payment/Arrears file. It fills in the Payee Name, Support For, Amount To Pay, and Transaction Amount fields and highlights the Payment/Arrears radio button.

After opening the Payment/Arrears file, click the Get Payment Information button. A file box is opened allowing you to select the Child/Payee/Recipient (CPR) file to import the information from. Click the OK button to open the CPR file. Use the browse buttons to locate the record containing the payment information. Click the Exit button to close the CPR file. The Payee Name, Support For, Amount To Pay, and Transaction Amount fields are filled in with the information from the selected CPR file record and the Payment/Arrears radio button is highlighted.

Add Records - Payment/Arrears File

The Add Record button creates a new Payment/Arrears file record. File records are automatically sorted by transaction date each time a new record is added.

To add a new record to a Payment/Arrears database file:

Click the [Get Payment Information](#) button, or:

Enter the payee's name in the Payee Name field.

Enter the child's name in the Support For field.


Enter the payment amount in the Amount to Pay field.

Enter the payment/arrears amount in the Transaction Amount field.

Click either the Payment or Arrears radio button to indicate the transaction type.

Type any transaction documentation into the Notes field (optional).



After making all of the above entries, click  to add the record to the database file. A message will inform you the record was added to the file. All entry fields and radio buttons are cleared and the cursor is placed in the Transaction Date field.

Change Records - Payment/Arrears File

The Change Record button saves changes made to a Payment/Arrears file record. File records are automatically sorted by transaction date each time a record is modified.

To edit a Payment/Arrears record:

Locate the record to be edited using the [browse buttons](#).
Select any entry field or radio button and edit the information as necessary.



Click . A message will inform you the record was modified.

Delete Records - Payment/Arrears File

The Delete Record button removes records from a Payment/Arrears file. After a record is deleted the database file is automatically packed to maintain the most efficient file size.

To delete a Payment/Arrears record:

Locate the record to be deleted using the [browse buttons](#).



Click  .

A dialog box will open prompting you to confirm the deletion.

Click the Yes button to delete the record. A message will inform you the record was deleted.

Click the No button to cancel the delete process.

WARNING: Once a record is deleted it CANNOT be recovered! The only way to retrieve a deleted record is to restore a backup copy of the database file. Use this option with caution.

