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## **Adding Transactions**

Five types of transactions may be entered. These include checks, deposits, withdrawals, service charges, and interest.

## **Totals**

Two types of information may be calculated upon request. These include a bank statement balance and a totals report

## Adding Checks

To add a check, either choose "Check" in the "Add" menu or press Ctrl-C to get the dialog box needed.

A dialog box will appear which will need 4 fields (date, check number, amount and description) to be filled in.

The date field and the check number field should both contain pre-assigned values. These values may be overwritten.

The date field will contain the current date according to the system clock in the form MM/DD/YYYY. This field may be overwritten using the format given. leading zeros may be omitted.

The check number field will contain the number of the last check written plus 1. This may be overwritten also. In order to specify a pre authorized check (PAC), simply type a 'p' or "P" in the check number edit box.

The amount field needs a numeric value in the range .00 to 9999999.99. Leading and trailing zeros may be omitted.

The description field is used to list the reason (payee) for a check. This field may contain up to 30 characters of text. As descriptions are entered, they are saved in a payee list. The list will be displayed in a scrolling list box below the description edit box. If a description is to be used again, simply pick it from the list box.

Pre Authorized fixed deduction from your checking account to the payee listed. This payment generally occurs on a monthly bi-weekly or weekly basis.

## **Adding Withdrawals**

To add a check, either choose "Withdrawal" in the "Add" menu or press Ctrl-W to get the dialog box needed.

A dialog box will appear which will need 2 fields (date and amount) filled in.

The date field should contain pre-assigned values. The value may be overwritten.

The date field will contain the current date according to the system clock in the form MM/DD/YYYY. This field may be overwritten using the format given. Leading zeros may be omitted.

The amount field needs a numeric value in the range .00 to 9999999.99. Leading and trailing zeros may be omitted.

## **Adding Deposits**

To add a check, either choose "Deposit" in the "Add" menu or press Ctrl-D to get the dialog box needed.

A dialog box will appear which will need 2 fields (date and amount) filled in.

The date field should contain pre assigned values. The value may be overwritten.

The date field will contain the current date according to the system clock in the form MM/DD/YYYY. This field may be overwritten using the format given. leading zeros may be omitted.

The amount field needs a numeric value in the range .00 to 9999999.99. Leading and trailing zeros may be omitted.

## **Adding Interest**

To add a check, either choose "Interest" in the "Add" menu or press Ctrl-I to get the dialog box needed.

A dialog box will appear which will need 2 fields (date and amount) to be filled in.

The date field should contain pre assigned values. The value may be overwritten.

The date field will contain the current date according to the system clock in the form MM/DD/YYYY. This field may be overwritten using the format given. leading zeros may be omitted.

The amount field needs a numeric value in the range .00 to 9999999.99. Leading and trailing zeros may be omitted.

## **Adding Service Charges**

To add a check, either choose "Service Charge" in the "Add" menu or press Ctrl-S to get the dialog box needed. A dialog box will appear which will need 2 fields (date and amount) to be filled in.

The date field should contain pre assigned values. The value may be overwritten.

The date field will contain the current date according to the system clock in the form MM/DD/YYYY. This field may be overwritten using the format given. leading zeros may be omitted.

The amount field needs a numeric value in the range .00 to 9999999.99. Leading and trailing zeros may be omitted.

## **Correcting Transactions**

In order to correct a transaction, move the highlight bar over the transaction to be corrected.

Then, either choose "Correction" in the "Transactions" menu or press the "F10" key.

A dialog box will appear with all of the transaction information. Any field may be changed to any legal value.

If the description field is changed on a check, a dialog box will appear asking if all descriptions should be changed.

By responding "yes" to this inquiry, all transactions which contained the same description as the current transaction originally had will be changed to the new description given.

## Posting Transactions

There are three ways to post a transaction.

The first way is to move the mouse cursor over the Post column of a transaction. The cursor will change to a cross hair when it is placed over the Post Column of a transaction. Once the cursor is in the correct position, press the left mouse button.

The second way is to highlight a transaction and press F9.

The third way is to highlight a transaction and choose "Post" in the "Transactions" menu.

It is also possible to remove a posting by applying one of these methods to a posted transaction.

Indicate that the transaction was listed on a bank statement. By posting all of the transactions on the bank statement, it is possible to check the correctness of the bank statement balance.

## **Merging Transactions**

Merging transactions allows you to remove some transactions from your file and just record the resulting balance. This can help save disk space.

Simply highlight a record and press "F8" or choose "Merge" from the "Transactions" menu.

If all the transactions from the 1st transaction to the highlighted transaction are posted, the transactions will be merged into one transaction.

The new transaction will contain a description of "Balance" along with the account balance of the merged transactions.

All records of those transactions will be lost. Therefore, when a Totals Report is calculated, the records which were merged will not be reflected in the Totals Report

Combining a series of transactions into one transaction. This saves the resulting balance while eliminating the details of how the balance was obtained.

## **Balance**

To obtain a balance of all the posted transactions, either press Ctrl-B or choose "Balance" from the "Totals" menu. This will bring up a dialog box containing the balance of all the posted transactions. This should match the balance given on your bank statement if your transactions are posted properly.

## **Reports**

To obtain a report of your totals, either press Ctrl-R or choose "Report" from the "Totals" menu. This will bring up a dialog box containing the total amount of all your deposits, checks, service fees, interest and withdrawals.

The report will only reflect entries made since the last Merge. When a Merge occurs, all the data is lost aside from the balance.

## **Column Size**

The number of columns reserved for dollars in your amount fields (CREDIT, DEBIT and BALANCE) may be changed from 3 - 7.

To change the column size, choose the correct entry from the "Column Size" menu or press the shift key and either the "F3", "F4", "F5", "F6" or "F7" key simultaneously.

If a number is too large to fit into a field, the high digits of the number will not be displayed.

## **Printing Transactions**

To print out all the transactions, simply press "F12" or choose "Print" from the "File" menu.

All of the transactions will be printed in a standard checkbook format, utilizing 2 lines per transaction.

Note: This has only been tested on a Hewlett Packard Deskjet printer but should work on all printers.

## Highlighting Transactions

One transaction will be highlighted at all times. In order to change the highlighted transaction, use one of the following methods.

Use the arrow, PgUp, PgDown, Home or End keys to move the highlight bar up and down.

Move the mouse pointer over a transaction and click the left mouse button. The mouse pointer may be anywhere on a transaction except for the "Post" column to change the highlight.

Displayed in reverse colors than the other transactions. The highlighted transaction indicates the current transaction

## **Payee List (Descriptions)**

The "Add Check" and "Correct Check" dialog boxes contain a list of descriptions.

This list will be empty when a new file is opened. As checks are added to the file, the descriptions will be saved off and placed in this list. It is advisable to use the scroll list to find payees once they have been used instead of typing in the descriptions repeatedly.

Every time a payee is typed in, it will be added to the list (even if it duplicates an entry already in the list).

The person or business in which a check is payable to.

