Readme for WinCheck v1.6B

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:

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).

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 <u>one</u> 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 lighbulb to see though 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

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.

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 Excelr, 1-2-3r, 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).

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.

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