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Help for WinCheck v1.6B

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Distribution by Wilson WindowWare

Registration Fee: $39.95   Checks, American Express, Visa, MasterCharge, EuroCard accepted.

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

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

Keyboard

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).

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.
FORM ATTRIBUTES	Defines a check form for printing.
CHECK FIELD ATTRIBUTES	Defines a text field on a check form.
TRANSACTION DETAILS	Details about a transaction are entered here.

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

Load Account	Brings up the Load dialog to change accounts.
Display Register	Brings up a check register for a specified month.
Display Statement	Brings up a bank statement for a specified month.
Display 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 Excel®, 1-2-3®, etc. See Export.
Close*	Closes the active Register or Statement Window.
Check Form Setup	Brings up the WinCheck Form Designer, which allows you to edit and create templates for printing on different check forms.
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.
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

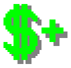
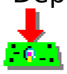
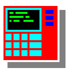
Check	Brings up the *Write Check* dialog.
Deposit	Brings up the *Deposit* dialog.
Cash Machine	Brings up the *Cash Machine* dialog.
Misc	Brings up the *Make your own* dialog.
XFer Savings to Checking	Brings up the *Transfer Savings to Checking* dialog.
XFer Checking to Savings	Brings up the *Transfer 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).


Check

Deposit

Withdrawl

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.
DETAILS	Brings up the Transaction Details dialog.
PRINT	Prints this check (or adds it to the Check Queue).

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.

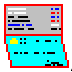
Default Register Sorting	Determines how to sort the Register. This can be changed for each Register window at any time; this is purely the initial sort method.
Default Statement Sorting	Determines how to sort the Statement. This can be changed for each Statement window at any time; this is purely the 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:

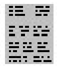
Date	The transaction Date.
#	Check Number.
Description	Description of transaction.
ChkAmt	Amount of checking transaction.
ChkBal	"Your Opinion" of your running balance.
BnkChk	"Banks Opinion" of your running balance. Only transactions cleared are figured into this balance.
SavAmt	Amount of savings transaction.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

Note: If you add details to a common transaction, they will be copied over to each new check created.   This is useful for placing information that does not change (such as account numbers, recipient's addresses, etc) on every common check written.   For example, if you make a credit card payment every month, you can put the account ID in the Memo Line of the *Details* of the common check.   When you select the credit card check from the common menu, the account number will automatically be placed in the Memo Line.

WinCheck Form Designer

The Form Designer allows you to create, edit, and select check templates for printing:

Form Designer Overview
Adding a New Template
Edit an already existing Template
Select a Template
Form Attributes Dialog
Check Field Attributes
Transaction Details Dialog

Form Designer Overview

Create:	You can add text fields to the template. Move the mouse cursor to where you want to place the text field. Press the INSERT key, or double click on the Right mouse button. You will see a Check Field Attributes dialog. Enter the information and press OK.
Edit:	You can move text fields around to align to your check forms by clicking and dragging them with the mouse. The text fields will align on a character basis, which depends on your Form Attributes settings.You can delete a text field by moving the cursor over the field, and pressing the DEL key. The cursor will change into a crosshair when you move over a field.Double Clicking on a text field will bring up the Check Field Attributes dialog.Double Clicking on the workspace will bring up the Form Attributes dialog, or Select the File... Form Attributes menu option.
Select:	You can select the template to use for WinCheck by choosing the File... Load option in the Form Designer.

Adding a New Template

If you get a WinCheck template file, you will want to add it to your Template List. Choose the File... Load option to load the template. Enter the filename (without extension) in the Filename field, and press OK. Make sure the template is the way you like it. Then, choose File... Save & Add to add this template to your list. Future Load File dialogs will display the template description in the listbox for easy retrieval.

Edit an already existing Template

Choose File... Load to bring in the template. Edit the template. Choose File... Save to save them template. If the template is not in your list, you may want to choose File... Save & Add.

Select a Template

Choose File... Load to load in the template.   This will automatically select this template as the printing template.

Form Attributes Dialog

This dialog box defines the check form you are printing on.

The form is the size of a *single* check. Therefore, if you have three checks per page, your dimensions would still be for only one of those checks.

Lines Per Inch: This defines the number of lines per inch your form is designed for. Almost every form is designed for 6 lines per inch (the default value).

Characters Per Inch: This defines the number of characters per inch your form is designed for. Almost every form assumes 10 characters per inch (default).

Form Vertical Size: This defines the number of lines for a *single* check. For example, if you have a check that is 3.5 inches deep, and you are printing at 6 lines per inch, then your check would be 21 lines long.

Form Horiz Size: This defines the number of inches wide your form measures. Typically 8 inches (default).

Forms Per Page: This defines the number of checks that fit on a single printer page. A check queue will be the size of this number (1-5). As you print checks, this queue will fill up. When the queue is full (or when you exit WinCheck), the queue will print. This allows laser printer forms with three checks per page to print all three checks at once.If you are using a dot matrix printer, you may find it annoying that a Form Feed is produced after printing a check. This is a limitation of Windows. Therefore, by specifying the number of checks per page, you can print a pageful of checks at a time, reducing the number of times you need to "Wind the printer back".

Check Field Attributes Dialog

Chars Wide: This defines the number of characters wide the text field may be.

Lines Deep: This defines the number of lines deep the field may be. Generally the field is one line deep, with the exception of the address field. In this case, it should be four lines deep.

Check Field Type: This allows you to define the type of text field. There are seven standard fields, plus a custom field. The standard fields will be automatically filled in when you print the check. The custom field will print the text you enter in this dialog.

Transaction Details Dialog

This dialog allows you to save additional information about a transaction. Information entered in the Memo Line field will be printed in the Memo Line field(s) when printing checks. Information entered in the address section will be printed in the address field(s) when printing checks. Comments are not printed.

Filenames

WinCheck templates have the file extension WCT. You do not need to enter this extension when indicating the filename to load or save. WinCheck will automatically add the file extension.

Hints and Tips

Printing Checks

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 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!

Other Hints...

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.