



## **OWL'S BANK ANALYSIS 2011 ©**

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# INSTALLATION INSTRUCTIONS

To install the program, follow these easy steps:

1. Place the CD in the appropriate drive;
2. If the installation program does not start, open **My Computer**, and then double click on the CDROM drive. If that fails to start the install program, open the CDROM drive and click on **Launch.exe**
3. After installation is complete, the program will place a program icon in the folder, Owl's Programs on the Start Menu and on the desktop.

# Owl's Bank Analysis



## INFORMATION

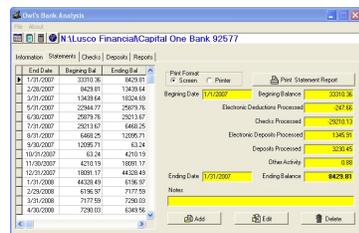
Before you can use the program for the first time, you must first create a new file or select a file previously created. After a file is created, the next item is to enter the basic information shown on the first tab of the screen. To do so, click on the “Edit” button and the edit controls will change from green to white. Enter the appropriate information. The Name of the Account and the Account Number are mandatory entries. After making the entries, click on the “Post” button and the edit controls will again return to the green state. You can now access the other tab for information entry.

The menu “**File**” has the following choices:

1. **New** - Creates a new file.
2. **Open** - Opens an existing file.
3. **Copy** - Copies a file to another file or location.
4. **Delete** - Deletes the selected file and all associated files .
5. **Exit** - Exits the Bank Analysis Program.

The three buttons under the file menu have the following functions:

1. The **calendar** will display a calendar.
2. The **notepad** will start windows notepad program if it is located in the windows system directory.
3. The **calculator** will start the windows calculator if it is located in the windows system directory.
4. The **globe** will open the About Owl information box.



Edit Statement Screen

## STATEMENTS

To make entries on the statement screen, click on the Statement Tab. Use the “Add”, “Edit”, and “Delete” Buttons. When adding or editing, enter the information beginning with the beginning date and amount, followed by the checks, deposits, ACH activity and other charges. Add the ending date and any notation. (The ending balance will be computed for you.)

At the top of the screen are two radio buttons to select the printer format. If you select screen, the report will be printed first to the screen. At that point you can view the information and by clicking on the envelope, export the report to several different formats and files for use by other programs. By clicking on the printer button you can print the report on the windows default printer. If you select printer, the report will print immediately.



## CHECKS & DEPOSITS

The Checks and the Deposits screens are similar in appearance and function. At the top of the screen is a grid showing the items you have entered. Below that grid is a green or a blue box. In this box is displayed all of the information of the item which is selected in the item grid.

### **Check and Deposit Tab**

The items in the grid can be sorted in various manners. The column which indicated the active sorting of the file, is shown in yellow. The type of sorting can be changed by clicking the appropriate radio selector under the heading "sort items".

To the right of the sorting control, is a group of check boxes grouped under the heading "Carry Forward". The purpose of these check boxes is to carry the information indicated to the next item you are adding without you having to re-enter the information each time. What each selection does is indicated by the comment next to the check box.

There are three buttons at the bottom of the screen. The "Add" button will add an item and take you to the edit-entry screen. The "Edit" button will place the selected item in edit mode on the edit-entry screen. The "Delete" button will delete the selected item. If an item is deleted by mistake you will have to re-enter that item again by adding the item.

### **Edit-Entry Screen**

## EDIT- ENTRY SCREENS

This screen is where the information for the checks and deposits are added and edited. After entering the information indicated, you have three choices. The "Cancel and Return" button will cancel your changes and close the multiple entry screen. The "Post and Return" button will record the entry and close the multiple edit screen. The "Post and Add Another" button save the entry and will add another item to the data. The Carry Forward check boxes have the same function as on the Checks and Deposits screen. If they are checked, the information indicated by the label will be carries forward to the next item you add.



**Report Tab**

## **REPORTS**

The report screen is the heart of the analysis program. On the right side you will see a control labeled “Report Items”. Here you select whether to report Checks, Deposits, or Both. The “Print Format” control allows you to send the report to the screen first or directly to the windows default printer.

To the left is a green box labeled filters. The initial state is to report all items without applying any filters. To apply one or more filters to the report, enter the information in the appropriate edit control. You can return to the unfiltered state easily by clicking on the “Remove Filters” button.

Below the green box is a box labeled “Report Types”. In this box are two buttons. One will always be grayed out and the other one active. Anytime you change the filter information, or the items to be reported, the “Print Selected Report” button will become inactive and the “Generate Report Data” button will become active. After you have generated the report data, the “Print Selected Report” button will become active, and the “Generate Report Data” will become inactive.

When the “Print Selected Report” button is active, the reported indicated by the type of report you have selected by clicking on the appropriate radio button and report label. Please note that the “missing items and unusual dates” selection will be active on for either Checks or Deposits, but not for Both.



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