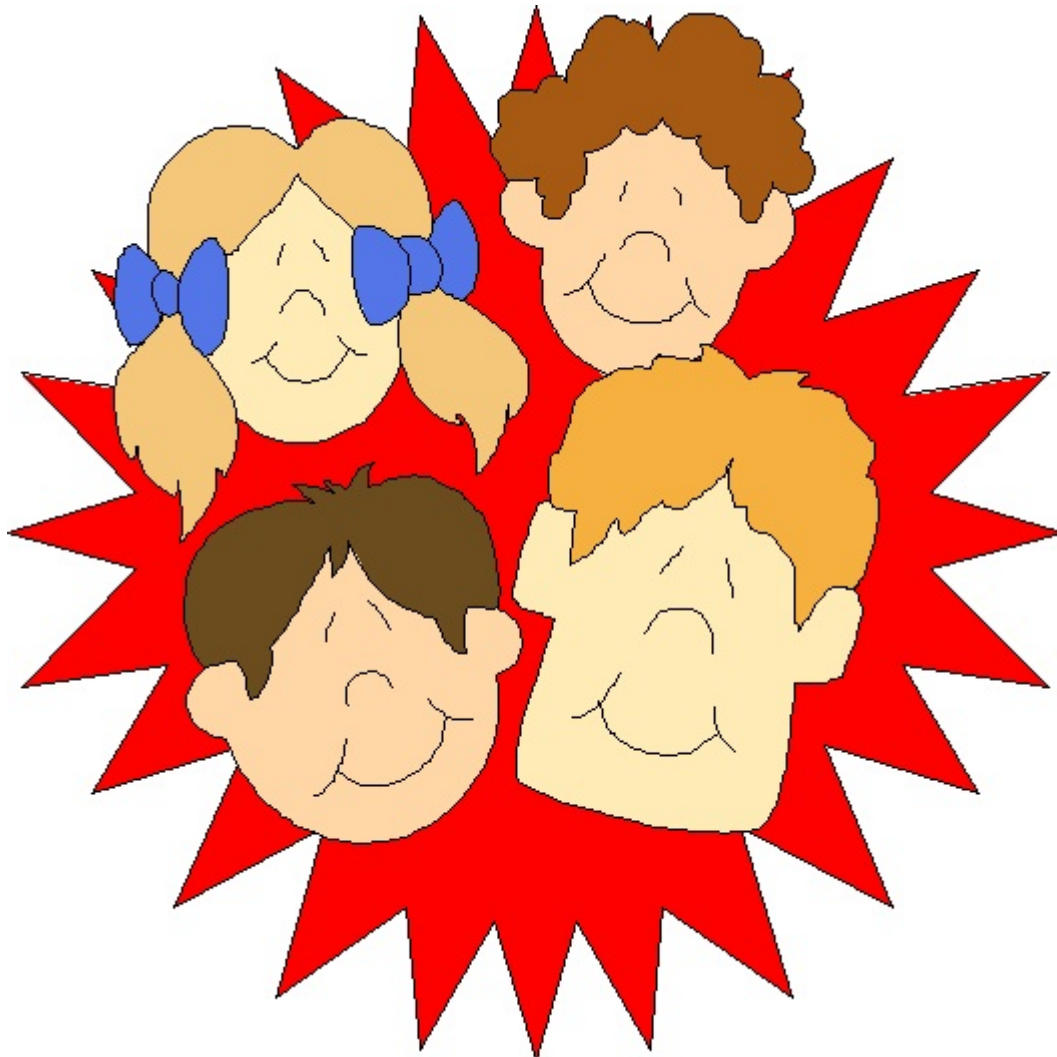


# OWL'S TEXAS CHILD SUPPORT 20XX©



**Owl Software Inc.**  
Since 1984  
515 N. Velasco  
Angleton, Texas 77516  
979.849.8511  
[owlsoftwareinc.com](http://owlsoftwareinc.com)

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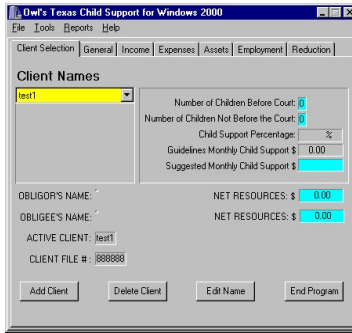
# INSTALLATION INSTRUCTIONS

To install Texas Child Support, 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 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.

When starting the program for the first time indicate where the data files are to be placed. If you are updating from the prior version of the program, select the path where the old data files are located to use previous information. All computations will be updated to the current support standards.

If the data for the child support program is not in the same directory where the program is located (a workstation on a network), you can change where the program looks to find the data. Choose **File, Change Path for Data Files** and then select the path where the data file is located.



### CLIENT SELECTION

This screen is the heart of the child support program. Look it over carefully, paying attention to the various controls. At the top is a menu. Just below the menu are tabs. Whenever the mouse pointer is placed on the tab and you click the mouse, the tab will show the attached screen. The "General", "Income" and "Reduction" must be finished to complete the child support forms. The "General", "Expenses", "Assets", and "Employment" tabs must be finished to complete the financial information forms.

Below the tabs is a yellow control called a listbox. If you place the mouse pointer on the small down arrow and click the mouse, a list of all the clients you have entered will be displayed. Clicking on that name will select the data associated with that name. Also, you will see some information displayed in a blue or aqua color. If you double-click on these areas, you will go to the data entry control for that item. You will usually do this to correct or change the item after you have made all of the data entries.

At the bottom of the screen you will see four buttons. If you select the **Add Client** button, the client edit screen will be displayed. Enter the name of the client and your office file identification number. Click on **OK**. In doing so, the client's record will be added to the database. At this time the information will be empty waiting for you to fill in the forms. To delete the client's record from the database, click on **Delete Client** and confirm the deletion. To edit the client's name or file number, click on **Edit Name**, and change the name and/or the file identification.

You can terminate the program properly in one of three ways: Click on the **x** at the top of screen, choose **File, Quit**, from the menu; or Click on the button labeled **End Program**.

Although you can complete the data entry in any order, the most efficient way would be to begin with the tab labeled **General** and work your way label by label until you have completed each screen. In making data entries, remember two things: (1) Use the

tab key to move from one data entry control to another; and (2) use the **Enter/Return** key only when editing the parties and the court fields in the caption portion of the **General** form.

### GENERAL

In the **General** section, enter the cause number and the caption of the case. When entering the Parties and the Court information, remember that you can use the **Enter/Return** key to terminate lines. You can only have 12 lines in either window. If you use all capital letters and run out of room, try using upper and lower case letters.

The second section applies to the child support forms. When entering the age of the children, use two digits for the ages of children less than 10. Eight years of age would be **08**. In the third section, furnish data for the financial information sheet.

	Term Distant		William Durant	
	Monthly	Yearly	Monthly	Yearly
Wages and salary	1500.00	18000.00	1500.00	18000.00
Bonuses & Tips	0.00	0.00	0.00	0.00
Interest & Dividends	0.00	0.00	0.00	0.00
Self-Employment Income	0.00	0.00	0.00	0.00
Other Taxable Income	0.00	0.00	0.00	0.00
Rental Gross Income	0.00	0.00	0.00	0.00
Less: Mort. Payment	0.00	0.00	0.00	0.00
Less: Paid Expenses	0.00	0.00	0.00	0.00
Total Taxable Income	1500.00	18000.00	1500.00	18000.00
Federal Tax Withholding	-438.54	-5262.48	-136.88	-1642.56
Social Sec./Medicare	-240.88	-2891.76	-114.75	-1377.00
Non-Taxable Income	0.00	0.00	0.00	0.00
Union and Prof Dues	0.00	0.00	0.00	0.00
Child's Health Ins	-21.37	-256.44	0.00	0.00
<b>Net Resources</b>	2445.11	29369.32	1248.37	14980.44

### INCOME

In the **Income** section, you furnish the information which will allow the proper computation of net resources. Please note that if you have a monthly value, the yearly value will always be 12 times that month. If you have a value for the yearly amount, and a 0 for the value of the monthly amount, the monthly amount will be automatically computed when you tab out of the yearly amount. You can use the **Tab** key to navigate the entry cells or you can click on the cell you want to change with the mouse.

At any time that the focus is on the net resources button, by either clicking on it or by using the tab key, the computation will be made with the existing values. If you have checked **Obligor** on the **General** screen, the amount entered for **health insurance** and **union dues** will be entered in the expense information automatically.

House Payment	500.00	Child Care	0.00
House Rent	0.00	School Lunch/Supplies	0.00
Utilities	120.00	Clothing	0.00
Food	300.00	Cleaning & Laundry	0.00
Doctor/Dentist	0.00	Furniture	0.00
Insurance Premiums	0.00	Church Support	0.00
Children Health Ins.	0.00	Entertainment (Child)	0.00
Auto Payments	0.00		0.00
Gas Oil	0.00		0.00
Auto Maintenance	0.00		0.00
Union Dues	0.00		0.00
<b>Total Monthly Expenses</b>		\$ 920.00	

**CLIENT EXPENSES**

Your client's usual monthly expenses are entered under the **Expense** tab. If you have checked **Obligor** on the **General** information screen, your entries in the **Children Health Insurance** and the **Union Dues** fields will be duplicated under those headings on the **Income** screen. There are four empty fields where you can enter your own expense descriptions for a class of monthly expense which is not listed.

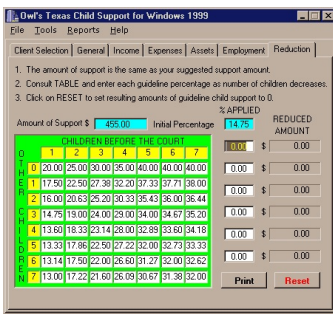
Whenever the focus is placed on the **Total Monthly Expenses** button, the expenses will be totaled. This information is printed on the financial data report.

**CLIENT ASSETS**

Fill in the information for the assets under the control of your client and those under the control of the other spouse. The totals will be printed on the financial data report.

**EMPLOYMENT DATA**

Fill in the information located on the employment form for your client and your client's spouse. This information will be printed on the financial report.

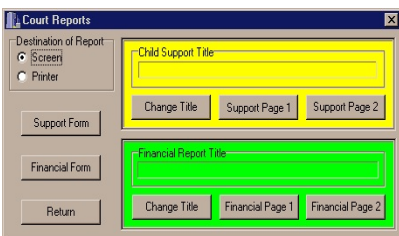


**SUPPORT REDUCTION**

In order to access this screen, you must have entered the number of children before the court and the amount of your proposed support. The guideline percentage in the light blue box is the initial percentage that was computed after you entered the number of children of the obligor. The purpose of this screen is to compute the amount of support as the percentage decreases. When you print the child support report, any percentage listed will be reported on the second page of the report.

The **Print** button will print out the percentage computations, and the **Reset** button will reset all values to 0.00.

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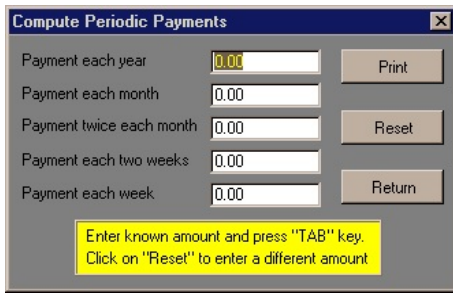


**REPORT SECTION**

Choosing **Reports** and **Court Reports** from the menu will bring up the child support and financial report screen. Use the **Change Title** button to add or change the title of the report. There is one title for the support report and one title for the financial report.

On the left is a check box control to allow you to print directly to your printer or to the screen to preview the report prior to printing. You can print on the preview screen by clicking on the printer icon. While viewing the preview screen you can enlarge the report to read it better with a zoom control and you can also export the report to another program format.

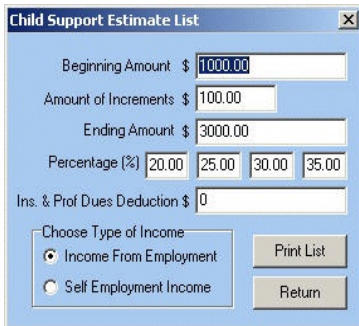
Each page of the reports are printed separately when you click on the respective button. On the left hand side are two buttons, **Financial Form** and **Support Form**. These choices will print out forms for the client to fill out with information for you to use.



**SUPPORT BREAKOUT**

Choosing **Tools** and **Payment Breakdown** from the menu will allow you to compute periodic payments. To begin, all fields must be 0.00. To reset the fields to 0.00, click on the **Reset** button. Using the tab key, tab to the appropriate amount. Enter that amount and press the **Tab** key. The other

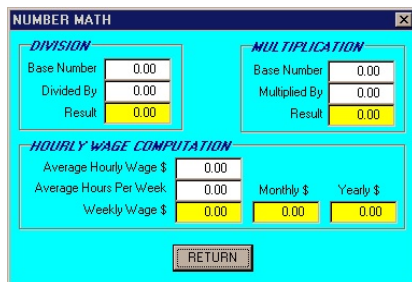
amounts will be computed and shown. The **Print** button will print out the computation. The **Return** button will return to the program.



**PRINT SUPPORT TABLE**

Choosing **Tools** and **Support Table** allows you to print out a child support table in the increments you choose and in the percentages that you desire. It will print out both the employed tables and the self-employed tables. Use the **Tab** key to navigate through the edit controls. After the desired values are entered, click on the **Print List** Button and the report will be printed for

you to use.



**NUMBER MATH**

Choosing **Tools** and **Number Math** will allow you to perform perform some quick math. You can do this without leaving the program. In addition to division and multiplication, you can compute weekly, monthly, and yearly income from the hourly wage and number

of average hours worked per week.



**QUICK NET RESOURCE**

Choose **Tools** and **Quick Net Resource** to quickly determine the exact net resources available from any given gross amount without filling out the formal information? Use this choice. Enter the monthly income and when you tab out of the edit control, the amounts will be computed. Click on **Print** and print out the results.

**SUPPORT REDUCTION**

Choosing **Tools** and **Reduction of Support** allows you to compute and print the reduction in support that will occur in the future. Enter the amount of support and the present percentage. Then enter the percentage of each reduction as the support decreases.

Click on **Compute** to display the resulting amounts.

**QUICK CHILD SUPPORT**

To compute the child support without all of the information of the formal presentation, choose **Tools** and **Quick Child Support**. Fill in the obligor and obligee names and the known monthly values.

If you do not know the monthly values but you know the other periodic value, use the breakout form. When you return, the monthly value will be copied to the clipboard which you access

**PERIODIC AMOUNT**

by choosing the pencil button. Then the value will be copied to the edit window. After the information has been entered, select the "child support" button to compute the child support. The computed support then can be printed for your file.

**SUPPORT AMOUNT**

## PROGRAM DATA BACKUP

You can now back up the program data to a disk or other directory. To backup the data, choose **File, Save Data Files** and then select the location or folder where you want to save the data.



Thank you for purchasing our program. Call us or visit us at our Internet site at <http://www.OwlSoftwareInc.com> if you have any problems or suggestions about future editions of the program.

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