

PURPOSE

This program is designed to be an electronic supplement to your checkbook register. The program contains a menu of fourteen options:

- 1) check/deposit entry & modification.
- 2) reconciliation of checks or deposits.
- 3) sort by check number.
- 4) sort by code for year.
- 5) sort by code for month.
- 6) output the activity for year to date.
- 7) output the activity for a month.
- 8) printer/video plot trend analysis-bar graph month vs code.
- 9) " " " " " " " income.
- 10) " " " " " " " expenses.
- 11) " " " " " " " gain or loss.
- 12) current account status.
- 13) reconciled check status.
- 14) quit the program.

When this program is executed the first thing that appears on the screen is the title page. At the bottom of the page the program asks you to supply the "ACCOUNT NAME". This is the name you gave to the file when you first created it. After you enter the name press the return key and the program will then ask you if this name is the name of an existing file or a new one that you will be creating in this session.

!!! IMPORTANT !!!

If you answer YES and the file name was used for a PREVIOUSLY created file on the data disk then ALL of the DATA in the existing file will be DESTROYED.

Each check/deposit entry consists of six items:

- 1) CHECK # 0 = deposit; -1 makes entry invisible; any number from 1 to 9999 is a valid check number.
- 2) MONTH - any number from 1 to 12 is valid.
- 3) DAY - any number from 1 to 31 is valid.
- 4) CODE - up to 5 alphanumeric characters.
- 5) DESCRIPTION - up to 13 alphanumeric characters.
- 6) AMOUNT - value of check or deposit.

TO CREATE A FILE

1. Answer Y to "NEW FILE (Y/N)" question.
2. Select menu option #1
3. Answer E to "ENTER OR MODIFY A CHECK/DEP (E/M)" question
4. Read instructions displayed on screen
5. Answer Y to "ARE YOU READY (Y/N)" question

6. Enter each check/deposit following the prompts displayed on screen
7. After program redisplay your check entry, answer the question "DO YOU AGREE (Y=YES;N=NO;M=MENU)". Y if entry is correct; N if incorrect; M if check is OK and the last one you want to enter
8. If you answered with a Y and discover that you have no more entries then, when check # prompt appears, answer with a -1 to return to menu mode
9. Select menu option #14
10. Answer Y to "DO YOU WANT TO SAVE NEW DATA? (Y/N) question. Program will then record all data entered during session.

ADD,CHECKS/DEPOSITS TO FILE

1. Answer N to "NEW FILE (Y/N)" question.
2. Follow steps 2 thru 10 under TO CREATE A FILE SECTION.

CHANGE A CHECK/DEPOSIT IN FILE

1. Answer N to "NEW FILE (Y/N)" question.
2. Select menu option #1
3. Answer M to "ENTER OR MODIFY A CHECK/DEP (E/M)" question.
4. Give check # to be changed.
5. Give month check was entered
6. Give appropriate answer to ITEM RECONCILED question.
7. The program will display the first check/deposit which matches. If this is the check you wish to change then answer question with Y. If it is not then answer with N. The program will then scan the file for the next match.
8. If yes then the program will request the number of the item you wish to change.
9. You can now enter the change & hit the return key.
10. The program will now ask if there are any additional changes to be made to that check. If you answer Y then the program will go back to step 8.
11. If you answer N then the program will ask if another check has to be modified. If you answer Y then the program will go back to step 4.
12. If you answer N then the program will return to the menu mode.

DELETE CHECK/DEPOSIT

Follow same procedure for changing a check but when you get to the item number to be changed call for item #1 "CHECK #". Then change check number to -1. This will make this entry invisible to the other routines.

CHANGE STARTING BALANCE

If you wish to change the Starting Balance from what you had earlier entered then, when in menu mode, request option -1. Although this option is not listed in the menu display it will allow you to modify the Starting Balance.

PRINTER PROBLEMS

This program is set up using SLOT #1 for the printer interface card. It also assumes the use of the APPLE PARALLEL PRINTER BOARD. This program should also work with the APPLF SERIAL BOARD. If you have a problem because you are using a different printer interface then you may have to change or delete those portions of the program lines in SUPER CHECKBOOK which control the printer. The following is a list of the program lines: 35;37;39;511;517

CHECK/DEPOSIT RECONCILIATION

Option #2 allows you to tick off each check and deposit when the bank returns them to you.

Option #13 provides you with following information:

- Beginning balance
- Total income (deposits)
- Total check & service charges
- List of unreconciled checks/deposits
- Checkbook balance with & without service charges
- Bank balance

After compilation it will ask if you agree. If not, then a list of reconciled checks is outputted to the screen or printer.

NOTES

In any routine, except where mentioned, a "-1" response will cause a return to the menu mode. When using the printer option for output all items will be printed before returning to the menu.

The number of checks in a file depends on the APPLE II RAM & ROM configuration.

- 1150 checks with 48K RAM and APPLESOFT in ROM.
- 770 checks with 48K RAM and APPLESOFT in RAM
- 400 checks with 32K RAM and APPLESOFT in ROM
- 40 checks with 32K RAM and APPLESOFT in RAM

REQUIREMENTS

APPLESOFT II and DISK II

GUARANTEE

Powersoft, Inc., guarantees the playback of its pre-recorded tapes and diskettes when purchased new, provided the playback head of the tape recorder used, when on tape, is properly aligned. All pre-recorded tapes are produced on the finest quality professional duplicating equipment available. The program is recorded at least twice on cassettes.