

MAXI CHECK REGISTER ACCOUNTING SYSTEM

For TRS-80 Models I and III
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Written by
EXADOR, INC.
265 Hollyberry Court
Roswell, Georgia 30076

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P.O. Box 3435
Longwood, Florida 32750
(305) 862-6917

User's Manual Written By Paul S. Grupp

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Maxi C.R.A.S.

The multi-use Check Register
Accounting System
Completely user-oriented
and menu-driven.

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MAXI CRAS User's Manual

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CHAPTER 1

MAXI CRAS Means Business!

If you're like most people, taxes are taking a bigger bite of your budget every year. And it really hurts to know that you could reduce that tax bite if you just kept better records. We can help. MAXI Check Register Accounting System delivers the information you need in the format required for income tax preparation, and it can put a muzzle on a lot of other budget-biters too.

MAXI CRAS is a computerized check writing and recording system for small business or personal use. It can print checks singly or on continuous forms. Print a month's checks in minutes, or write checks by hand, and enter them into the register at your convenience. Need to know your balance? MAXI CRAS gives it to you in seconds. Reconciling your bank statement is so easy, it's almost enjoyable! And MAXI CRAS never places a limit on your financial activity like some systems do. Write as many checks per month as you need; MAXI CRAS has no limitations in this regard!

But MAXI CRAS does much more than balance a checking account. It's an indispensable tool for managing money most effectively. You create up to 223 income and expense accounts in the system. Income accounts are for transactions that put money in the account, and expense accounts are for transactions that take it out. When you record a check or deposit, you assign it to one or even several accounts. A single transaction entry is all you need to print a wide variety of statements. At any time, you can print a detailed statement that shows all activity in one or more of your accounts over a specified period of time. You always know exactly where your money is coming from, and more importantly, where it's going.

There's more! You can print complete check registers, income and expense sub-totals, and an account distribution statement that tells how each transaction was distributed over each and every account. Accountants love this feature; you will too!

When you're ready for it, MAXI CRAS can create a data file readable by VISICALC[®], the management planning and forecasting program sold by Radio Shack.

Don't Know Anything About Computers?

Even with all this versatility, MAXI CRAS is so easy to use that we recommend it as an ideal first program for new computer owners. It's carefully designed to help you avoid errors in data entry, and so reliable you might never learn the meaning of the word "bug."

Like the other programs in Adventure International's "MAXI" series, MAXI CRAS is designed to be one of the most useful programs in your software library. Because of its menu-driven format and thorough on-screen documentation, you'll find you can run the program without constant reference to this manual. Nevertheless, to get the most out of MAXI CRAS you should read this instruction manual carefully before starting.

CHAPTER 2

Getting Started

SYSTEM REQUIREMENTS

This package is designed for use on a TRS-80 Model I or Model III. A separate Model II version is also available.

TRS-80 MODEL I

You'll need 48K of RAM, two single or double density disk drives, and a printer. MAXI CRAS will also run if your Model I has the following additions or modifications:

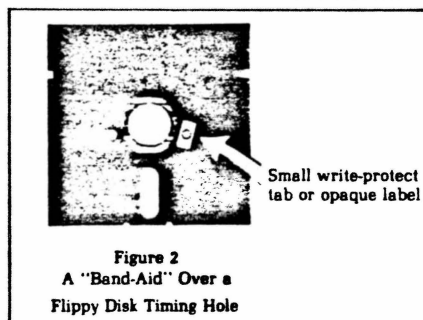
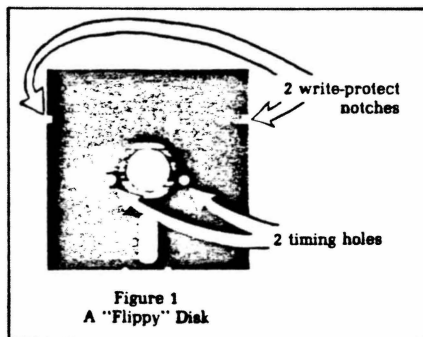
- 1) Radio Shack RS-232C serial interface board.
- 2) Small Systems Hardware TRS232 interface.
- 3) Lower case modification (either Radio Shack or Electric Pencil versions).
- 4) Percom Doubler or equivalent.
- 5) 80-column printer.

TRS-80 MODEL III

If you are using a Mod III TRS-80, you'll need 48K of RAM, two double density disk drives, and an 80-column printer.

SOFTWARE CONFIGURATION

For your convenience, MAXI CRAS comes supplied with its own operating system, TDOS, a subset of DOSPLUS 3.3. The Model III version of MAXI CRAS is supplied on one diskette, marked "MODEL 3," which contains ALL programs you need to use the MAXI CRAS system, including double-density TDOS. The Model I version is equipped with single-density TDOS, and is supplied on either one or two diskettes, depending on the type of diskettes used in production.



MODEL I ONLY

If there is only one Model I diskette in your MAXI CRAS package, the program is contained on both sides of the diskette. This type of diskette is called a "flippy." You can access either side of the diskette by merely flipping it over. (See Figure 1.) If your disk drives spin without seeming to find anything, you may have to install a "bandaid" over one of the two small timing holes near the large center hole. (See Figure 2.)

Your Model I version of MAXI CRAS may, instead, be supplied on two diskettes, marked "Program A" and "Program B." The "A" diskette is usually, but not always, used in drive 0, and the "B" diskette in drive 1. When asked to switch disks, follow the instructions on the video display carefully.

If your Model I disk drives allow double-density operation, all programs can be transferred to a single program diskette. You must provide a double-density DOS (such as DOSPLUS 3.3D), however, which is **not** included with this package. During normal single-density operation with your Mod I, MAXI CRAS will prompt you for insertion of the "B" diskette in drive 1 when needed.

MAKING BACKUPS

Before using MAXI CRAS, you should:

- 1) Make at least two backup copies of the original diskette(s). To avoid accidental loss of your MAXI CRAS program, use the original diskette only to make backups. Store the original and one copy in a safe place, away from sources of heat and electrical equipment of any kind.
- 2) Create a blank formatted diskette to store the data used by MAXI CRAS. You will need to purchase blank diskettes to be used for backups and data storage; they are not included with this package. Use only top-quality diskettes!
- 3) Obtain a three-ring binder to file your printed reports in.

The BACKUP (and FORMAT) procedures in DOSPLUS are very similar to those found in TRSDOS. However, you will need to bypass the automatic program execution commands to gain access to the DOS. To bypass the automatic execution commands and make a backup:

- 1) Turn on your computer in the usual manner. Make sure that there are no diskettes in the drives before applying power.
- 2) Put a write-protect tab over the write-protect notch (the small rectangular notch on one side of the diskette) on the diskette marked "MODEL 3" (Mod III users) or the diskette marked "Program A" (Mod I users). Insert the diskette in Drive 0.
- 3) Hold down **ENTER** and press the orange reset button at the upper right-hand side of the keyboard area on the MODEL III, or the button at the rear left on the back of the keyboard on the MODEL I.
- 4) Keep **ENTER** pressed until you see:

DOSPLUS Ready

on the video screen. This means that you have bypassed the automatic program execution commands and have gained access to the DOS.

- 5) Put a blank diskette in Drive 1.
- 6) Type **BACKUP** and press **ENTER**.
- 7) Type in the answers to the following questions:

SOURCE DRIVE NUMBER ?

Type **0** (zero) and press **ENTER**.

DESTINATION DRIVE NUMBER ?

Type **1** and press **ENTER**.

BACKUP DATE (MM/DD/YY) ?

Type today's date in MM/DD/YY format and press **ENTER**. For example, July 21, 1982 would be typed as **07/21/82**.

- 8) If you attempt to backup onto a diskette which has already been used, the computer will give you the following message:

DISKETTE CONTAINS DATA, USE OR NOT?

If you want to use it, type **Y** and press **ENTER**. If not, take the diskette out of the drive and start over using another diskette.

- 9) When the backup is complete,

INSERT SYSTEM DISK

will appear on the video screen. Remove the Adventure International diskette from drive 0, and store it in a safe place.

Model I users should repeat steps one through eight above with the "Program B" diskette (or the other side of the "floppy"). **Do not use a floppy diskette for your backup. Use separate diskettes for your backups of programs "A" and "B"!**

If you wish to label a diskette, write the label BEFORE you apply it. Never write directly on a diskette—the pressure of the pen can destroy it.

FORMATTING THE DATA DISKETTE

Before a data diskette can be used, it must be formatted. You **may** format several data diskettes at one time if you wish, but this is not really necessary; one diskette will hold several months of transactions for the average user.

(NOTE: Model I users must place diskette "B" in drive 0 to format another diskette, since diskette "A" does not contain a format program.)

Follow instructions 1-4 listed above under "Making Backups" which describe how to bypass the automatic program execution commands. Then:

- 5) Install the blank diskette in drive 1.

- 6) Type **FORMAT**, press **ENTER**, and answer the following questions:

WHICH DRIVE IS TO BE USED?

Type **1** and press **ENTER**.

DISKETTE NAME?

Type any eight-letter name and press **ENTER**.

FORMAT DATE?

Type today's date in "MM/DD/YY" form and press **ENTER**.

MASTER PASSWORD?

Type any eight-letter word and press **ENTER**. Don't forget the word you use! Write it down in a safe place.

NUMBER OF TRACKS (35-80)?

Type the number of tracks your disk drives are configured to support and press **ENTER**. Most Model III drives are 40 track, and most Model I drives are 35. For more information, consult your disk drive instruction manual.

SINGLE OR DOUBLE DENSITY?

This question will only be asked on the MOD III system. Type **D** and press **ENTER**. The program will operate under double density with a properly-equipped Model I, but you must provide your own double-density DOS.

If you attempt to format a diskette which has already been used, the computer will give you the following message:

DISKETTE CONTAINS DATA, USE OR NOT?

If you want to use it, type **Y** and press **ENTER**. If not, take the diskette out of the drive and start over using another diskette.

CHAPTER 3

Running MAXI CRAS

SYSTEM INITIALIZATION

Turn on the computer, but **CAUTION! Never turn a TRS-80 on or off with diskettes in the drives!** If the drive's head is in contact with a diskette, the transient created by operating the power switch will erase that portion of the disk. Always insert diskettes after power up and before power down.

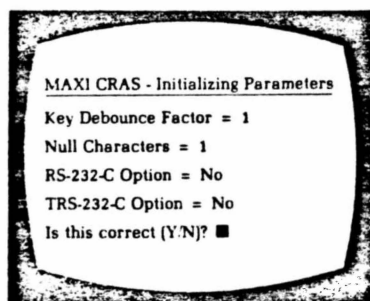


Figure 3
Initializing Parameters for the Model I

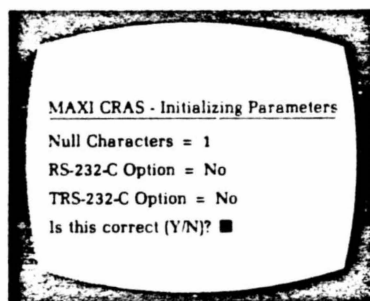


Figure 4
Initializing Parameters for the Model III

MODEL I ONLY

Install a backup copy of the MAXI CRAS program diskette (diskette "A") in drive 0 and the blank formatted data diskette in drive 1. Neither diskette should have a write-protect tab in place. Press the reset button found at the rear left-hand side of the keyboard and MAXI CRAS will automatically begin running. After several seconds, your screen should look like Figure 3.

MODEL III ONLY

Install a backup copy of the MODEL 3 MAXI CRAS program diskette in drive 0 and the blank formatted data diskette in drive 1. Neither diskette should have a write-protect tab in place. Press the orange button found near the upper right hand side of the keyboard. MAXI CRAS will automatically begin running. After a few seconds, your screen should look like Figure 4.

BOTH MODELS I AND III

If all the statements on the screen are correct, press **ENTER** to proceed. If you wish to change an item, type **N** and press **ENTER**. You will be prompted for answers to the following questions:

Key Debounce Factor (1-5)? (Model I only)

Some Model I computers print multiple characters when a key is pressed, a fault known as keybounce. One way to defeat keybounce is to have the computer pause between scans of the keyboard. If you have very bad keybounce, type either **4** or **5** in answer to this question. If you have no problems you can leave the Debounce Factor at 1 by pressing **ENTER**.

Null Characters (1-255)? . . .

Some printers require nulls, sent after each carriage return to give the print head time to get to the beginning of the next line. Consult the instruction manual for your printer to see if it needs them. Enter a number from 1 to 255 for the number of null characters required. If nulls aren't required, press **ENTER** and go on to the next question.

RS-232C Option (Y/N)?.

If you have a serial printer, type **Y** and press **ENTER**. Consult the instruction manual for your printer. If you have a parallel printer, press **ENTER** and go on to the next question.

TRS-232C Option (Y/N)?.

If you are using the Small Systems Hardware TRS-232C interface, type **Y** and press **ENTER**. If not, press **ENTER** to go on. (If you answer "Y" to this question, output is set at 300 baud, 7-bit word, 1 stop bit, no parity, and cannot be altered by the user.)

Next, you will be prompted to:

ENTER TODAY'S DATE (MM/DD/YY)

It must be entered in the MM/DD/YY format. For example, March 11, 1982 should be entered as **03/11/82**. After you have entered this date, any further requests for the current date may be answered by simply pressing **ENTER**. This applies to both month and day requests.

When the system initialization parameters have been set and the date entered, the program's main menu will appear and you are ready to begin using MAXI CRAS.

CHAPTER 4

Setting Up Your Accounts

★ ★ ★ MAXI CHECK REGISTER ACCOUNTING SYSTEM MENU ★ ★ ★	
Code	Function
1	— Input Transactions
2	— Print The Check Register Statement
3	— Print Checks
4	— Print Selected Account Statements
5	— Checkbook Reconciliation
6	— Print The Account Distribution Statement
7	— File Maintenance
8	— Utility Programs
9	— End Operations

Figure 5
Main Menu

Your video screen should now look like Figure 5 above. This screen is called the Main Menu, and you select from it the tasks you wish MAXI CRAS to perform. To select an option, type in its number and press **ENTER**. Some of the options on the Main Menu, such as #8, "Utility Programs" will display other menus from which you make further choices. Whenever a task is completely finished you will be returned to the Main Menu, or given the option to do so.

INITIALIZE NEW DATA DISKETTE

The first option you should select from the Main Menu is Option #8, "Utility Programs." From the utility menu you should select #1, "Initialize DATA Disk for New Year."

You will be asked several questions, some of which are necessary to initialize the system, and others which are designed to protect your data from accidental erasure. When answering a question, corrections can be made by backspacing with the left arrow key, and retyping the incorrect portion of the entry. Most yes and no questions can be answered by typing **Y** or **N**. Model I users will be asked to insert the "Program B" diskette in drive 1 from time to time. Follow the instructions which appear on your video display very carefully.

The questions are:

DO YOU ALREADY HAVE TRANSACTIONS ON FILE?...

If this is the first time you have used the disk, type **NO** and press **ENTER**.

DO YOU WISH TO BYPASS INITIALIZATION PROCEDURES?...

Type **NO** and press **ENTER**.

HAVE YOU FILED THE NAME OF YOUR
MAXI CHECK REGISTER ACCOUNTING SYSTEM?...

Type **NO** and press **ENTER**.

NAME OF YOUR CHECKING ACCOUNT?.....

Type either your name and/or that of your spouse, or your company name.
Press **ENTER** when done.

NUMBER OF YOUR CHECKING ACCOUNT?.....

Enter the number of your checking account. Insert hyphens where spaces appear in the account number. For example, account number 011 67341 223 should be entered as **011-67341-223**. Check for accuracy, and press **ENTER**.

NAME OF YOUR BANK?.....

Enter the name of your bank and press **ENTER**.

ENTER THE NUMBER OF THE
BEGINNING MONTH OF THE FISCAL YEAR.

Type a number from 1 to 12 (such as 1 for January or 11 for November) and press **ENTER**. If you don't enter a number, the month of January will be assigned by default. MAXI CRAS permits use of a fiscal year that begins with any month.

ENTER THE NUMBER OF THE BEGINNING MONTH. .

This will be the first month for which you will enter transactions. It would be different from the beginning month of the fiscal year if, for example, your fiscal year begins in January, but you start using MAXI CRAS in July. Type a number from 1 to 12, and press **ENTER**.

ENTER THE YEAR?....

Enter all four digits of the year and press **ENTER**.

HAVE YOU FILED YOUR ACCOUNT TITLES?...

Type **NO** and press **ENTER** if you are initializing the system for the first time.

HOW MANY ACCOUNTS DO YOU NEED?

You may use up to 223 accounts, divided any way you like between income and expense accounts. You don't have to use all 223 accounts—but they're there if you need them. If you don't know what accounts you need for your family or business, consult an accountant.

One way to set up your accounts is to take last year's cancelled checks and sort them into categories. You may wish to have a separate account for subdivisions of the categories. For example, one category might be defined as AUTOMOBILE. This category could be subdivided into accounts for OIL & GAS, AUTO PAYMENT, AUTO INSURANCE, AUTO REPAIRS, and PARKING. You may also wish to anticipate new accounts that won't be needed until later in the year, such as loans or new sources of income, by including some unnamed accounts.

First you will be asked for the number of income accounts required. Type a number from 1 to 223 and press **ENTER**.

Next you'll be asked for the number of expense accounts required. Type the number and press **ENTER**.

Expense accounts will be assigned numbers first, starting with number 1. Income accounts are assigned last.

NAMING THE ACCOUNTS

After the account numbers have been entered, you will be asked to supply account titles. Several account numbers will be displayed on the screen, each followed by a line of blanks. An account number and line with a blinking cursor indicates an account that is ready to be named. Type in the account name. When you are sure that the account name has been typed correctly, press **ENTER** to go on to the next account. Again, feel free to leave some accounts unnamed if you have allowed space for them.

As you enter the names of the accounts, make a list of the account numbers and the names you have assigned them. You will need this information in the next step, when you file the opening balances for each account.

FILING OPENING BALANCES

You will be asked for the opening balance of your checking account. Type the number, check for accuracy, and press **ENTER**.

You will then be asked if you wish to set all income and expense account balances to zero. If you answer NO, you will be given an opportunity to enter the beginning balance for each account. If you answer YES, MAXI CRAS will enter an opening balance of \$0.00 for each account.

LIST OF ACCOUNTS

When the account balances have been filed, MAXI CRAS will ask if you wish to print out the chart of accounts. This is highly recommended, and the front of your report binder is a good place to keep this printout. Note that on the printout, the account numbers of income accounts are preceded by an asterisk.

The account numbers and titles may also be viewed on the screen in groups of twenty.

EDITING ACCOUNT TITLES

Account balances and transaction information cannot be altered. Only account titles may be edited. To edit any account title during initialization procedures, type **E** and press **ENTER**. Designate the number of the account to be edited. Correct the title, press **ENTER** and MAXI CRAS will automatically store the new title.

If you wish to edit the account titles at some future time, select Option #7, "File Maintenance" from the Main Menu, and the File Maintenance submenu will be presented. From this menu select Option #1, "Account File Maintenance." You will be given an opportunity to display or print out a list of account titles. Then you will be asked:

DO YOU WANT TO EDIT THE ACCOUNTS FILE?...

If you answer **Y** and press **ENTER**, you will be able to edit any of the account titles just as you did when you first initialized the system.

CHAPTER 5

Entering Transactions

Now that the drudgery of initializing the system and setting up your accounts is behind you, you can begin doing what you bought MAXI CRAS for in the first place—keeping track of your transactions. A transaction is anything that will affect the balance of your checking account. Checks you write, deposits, automatic withdrawals, and service fees charged to the account by your bank are examples of transactions. For MAXI CRAS to be accurate, each transaction must be entered into the system.

Memo transactions can also be recorded, and should be entered in the amount of \$0.00. These have no effect on the overall Check Register balance and are used to shift money from one account to another. More detail will be provided later on the use of memo transactions.

To enter transactions, select Option #1 from the Main Menu. As always, there are prompts on the screen and ample precautions are taken to enable you to review and verify data before it is stored on the data diskette. It is important to enter the data carefully, because once a transaction has been saved to disk, the data cannot be changed (although memo transactions can be made to correct errors.)

When you select Option #1, MAXI CRAS will ask:

WHAT IS THE NUMBER OF THE MONTH? . . .

Type the number of the month for which transactions are to be posted, and press **ENTER**. If the month is the same as the date entered when you began running the program, simply press **ENTER** to continue. Let's suppose you type 1 (January). If you haven't previously entered transactions for the month of January, you'll be asked:

IS THIS THE FIRST TRANSACTION
FOR THE MONTH OF JANUARY (Y/N)?

Type **Y** and press **ENTER**. If you haven't already inserted January's data diskette into drive #1, MAXI CRAS will ask you to:

INSERT JANUARY DATA DISK INTO DRIVE #1
DEPRESS **ENTER** WHEN READY
ENTER **C** TO CREATE A NEW DATA DISK

Type **C**, and press **ENTER**. In later sessions (after some transactions have been entered) answer this question by simply pressing **ENTER**. If for any reason the proper data disk is not available, you can return to the Main Menu by pressing **@** and then **ENTER**.

Displayed on the video screen will be the MAXI CRAS transaction entry form. At the top of the form is the transaction serial number. Listed at the bottom are four options. You can:

- 1) Enter a check.
- 2) Enter a deposit.
- 3) Display your checking account balance.
- 4) End the session and return to the Main Menu.

ENTERING CHECKS

To enter a check, type **C** and press **ENTER**. MAXI CRAS will ask for the day of the month. To enter today's date, simply press **ENTER**. Otherwise type the day of the month. You will be asked for the payee (who the check is made out to), and what the check is in payment of (reason for payment).

Next you'll be asked for the amount paid. No check may be made out for more than \$999,999.99. If you press **ENTER** in response to this question, a default value of \$0.00 will be entered. You will then be asked:

DO YOU WANT A CHECK PRINTED ON THIS TRANSACTION?...

This is an important question, because it permits checks to be written by hand, as well as printed by MAXI CRAS. If you answer NO, you'll be asked to type the check number. If YES, this transaction is flagged, and will be recalled later when you select the "PRINT CHECKS" option from the Main Menu. Simply pressing **ENTER** will result in a default response of NO.

ASSIGNING CHECKS TO AN ACCOUNT

Once the data has been entered for a transaction, you will be asked to assign it to an account. For example, if you just wrote a \$250.00 check to Jolly John's Jalopy Jumpers for repairs of your automobile, you would assign the check to the AUTO REPAIRS account.

You can also distribute a transaction over multiple accounts. Suppose you had Jolly John fill your tank while he had your car, and you simply added the \$50.00 worth of gas to the \$250.00 you owed him for the new windshield wiper. You write John a check for \$300.00, and charge \$250.00 to the AUTO REPAIRS account, and \$50.00 to the GAS & OIL account.

Actually, you can spread a single check over as many accounts as you like. MAXI CRAS will keep asking you for new account numbers until the full amount of the check has been charged off. Whenever you wish to charge off the entire remaining balance to a particular account, simply press **ENTER** when asked for the amount.

GETTING FANCY

In addition to assigning a check to a single account or assigning specific dollar amounts of the check to several accounts, MAXI CRAS will allow you to pro-rate a transaction over multiple accounts on a percentage or fractional basis. To do this, type **0** (zero) or press **ENTER** when asked for the account number. This calls a special section of the program known as the "pro-rata loop." You will then be asked to type in a denominator. Type **100** if you wish to pro-rate the transaction by percentages. Next you will be asked for an account number and the numerator of the percentage you wish to charge to that account. EXAMPLE:

You have a check for \$100.00 which you wish to distribute over three accounts: 50% to account #10, 25% to account #14, and 25% to account #18.

Type **100** for the denominator, **10** for the first account number, and **50** for the numerator. MAXI CRAS will then display how much of the check is left to be distributed, and ask for another account number. Type **14** for the account number, and **25** for the numerator. MAXI CRAS will again display how much is left to be distributed, and ask you to enter another account number. Type **18** for

the account number, and **25** for the numerator. MAXI CRAS will show that 100% of the amount has been distributed.

PRO-RATING BY FRACTIONS

You may also pro-rate on a fractional basis. If one-third of a transaction is to be charged to an account, type **3** for the denominator. Type **1** when MAXI CRAS asks for the numerator. To charge the entire remaining balance to a particular account while in the pro-rata loop, type **0** or press **ENTER** in response to the request for the numerator.

NOTE: The fractional amount charged will always be based upon the balance remaining to be charged when the pro-rata loop is **first entered** (by typing **0** in answer to the request for an account number). To exit the pro-rata loop and return to the normal mode of Account/Amount Entry, type **0** or press **ENTER** when asked for an account number.

CASH TRANSACTIONS

Another type of transaction that can be handled by MAXI CRAS is one involving cash. This is a transaction for which a check has not been written but an amount needs to be allocated to an account. You may wish to establish a miscellaneous catch-all account for this purpose. When asked for the amount of the transaction (before entering the ACCOUNT—AMOUNT loop) enter a zero. This ensures that the entry will not affect the check register balance. Enter a negative value for the account to be reduced and a positive value for the account to be increased. For additional information, refer to the section on Memo Transactions.

NOTES

When you finish with the Account/Amount allocation procedures, you will be asked if you wish to enter a note. If you answer YES, MAXI CRAS will allow you to type a brief message to yourself regarding the transaction. The message will be stored on disk and can be printed if you need it. One possible use of this feature is to flag tax deductible items for future reference.

Finally, MAXI CRAS will ask you to:

VERIFY YOUR ENTRIES ON THIS TRANSACTION-CORRECT (Y/N)?

If you type **Y** and press **ENTER** the data on that transaction will be saved to disk, and you will be allowed to enter a new transaction. If you type anything other than Y, MAXI CRAS will erase the transaction and ask you to try again.

MEMO TRANSACTIONS

Not to be confused with "NOTES" above, a memo transaction provides a convenient means of moving transactions from one account to another WITHOUT AFFECTING THE OVERALL CHECK REGISTER BALANCE. For example, you may discover that you charged a transaction to the wrong account. Perhaps you decide to open a new account and wish to move transactions previously entered into other accounts to the new account. Maybe you have earned interest in your savings account, and wish to record it in your MAXI CRAS Interest Income account without changing the check register balance. Or perhaps you want to add beginning balances to selected accounts.

In each of these cases, you can enter the data in the Transaction Entry mode. Type **MEMO ENTRY** when asked for Payee/Payor, and type **0** (zero) as the amount of the transaction. The zero ensures that the check register balance will not be changed by the transaction. Press **ENTER** when a check number is requested.

You must follow certain rules for Memo Entries. First, ask yourself: Should the transaction be entered as a check or deposit entry? If the memo transaction will affect an expense account, it should be made as a check entry. If it will affect an income account, it should be made as a deposit entry. Refer to Figure 6 for assistance.

Account to Reduce	Account to Increase	Check or Deposit	1st Entry	2nd Entry
Expense	Expense	Check	Minus	Plus
Income	Income	Deposit	Minus	Plus

Figure 6
Memo Transactions

ASSIGNING DEPOSITS TO AN ACCOUNT

Deposits are entered in almost exactly the same manner as checks except, of course, you are crediting various accounts rather than debiting them. To enter a deposit, type **D** and press **ENTER**. You will be asked to type the day of the month. To enter today's date, simply press **ENTER**. You will then be asked for the name of the payor (who wrote you the check), and what the check is in payment of. The amount of the check may be assigned to one account or distributed over several, using the same techniques as with CHECKS, above.

CHECKBOOK BALANCE

To get an up-to-the-minute checkbook balance, type **B** and press **ENTER**. Checkbook Balance should not be confused with Option #5 on the Main Menu, "Checkbook Reconciliation" which reconciles the MAXI CRAS balance with your bank statement. Checkbook Balance simply reports the balance between checks written and funds deposited in your account.

END

The final option on the Transaction Entry Form is END. Typing **E** and pressing **ENTER** will return you to the Main Menu.

CHECK "IN PAY OF" FILES

MAXI CRAS includes a check "In Pay Of" file. This file speeds up transaction entries by automatically completing the "IN PAYMENT OF" question with information you have stored in this file. Every time you enter a transaction, MAXI CRAS looks for a perfect match between the payee and the first line of an entry in the "In Pay Of" file. Letters and spaces must match perfectly, although letters can be either upper or lower case. If a match is found, the information you have entered in that "In Pay Of" file is displayed on the video screen and entered into the transaction file. "In Pay Of" information files can be stored for up to 40 payees or payors.

To add information to the "In Pay Of" file, select Option #7, "File Maintenance" from the MAXI CRAS Main Menu. Select Option #3 from the File Maintenance Menu. This will display the "In Pay Of" file Maintenance Menu. You can:

- 1) Add New Payee/Payor
- 2) Edit Existing Payee/Payor
- 3) Print Payee/Payor
- 4) Return to Main Menu

To add new payees or payors select Option #1. You may type two lines of information. The top line should be the payee's name, spelled exactly the same way it is when you enter transactions. When you are finished, you will be asked if the information is correct. If you type **Y** you will be returned to the "In Pay Of" File Maintenance Menu.

Option #2, "Edit Existing Payee/Payor" allows editing of an "In Pay Of" file entry.

Option #3, "Print Payee/Payor" prints a list of all "In Pay Of" information currently in the "In Pay Of" file.

If you ever wish to enter a transaction with a payee/payor listed in the "In Pay Of" file, but don't want the usual "In Pay Of" information included, simply add a space or an asterisk when entering the payee's name in the transaction, and the information will not be added to the transaction.

ENDING A SESSION

If you are completely finished using MAXI CRAS, select Option #9, "End Operations" from the Main Menu. This ensures that all files are closed. It is very important that you use this option each time you finish a session. **Do not terminate a session in any other manner.**

CHAPTER 6

When a Data Diskette is Full

When a Data diskette is full, no further transaction entries can be made until a new diskette is prepared to hold additional entries. You must format a new Data diskette and, using the DOSPLUS COPY1 command, transfer the ACCENTRY/***, NOTES/***, and TRANSACT/*** files from the full Data diskette to the new Data diskette. "****" represents a file extension that should correspond to the first three letters of the month to which you were entering transactions when the file closed itself.

For example, if you were entering transactions for the month of September when MAXI CRAS closed out the files, you would transfer the ACCENTRY/SEP, NOTES/SEP, and TRANSACT/SEP files from the old Data diskette to the new Data diskette. To transfer these files:

- 1) Format a diskette to be used as the new Data diskette following the instructions found on pages 2.3 and 2.4. Place the old Data diskette in drive 1, and the program diskette in drive 0. (Model I users should place the "B" program disk in drive 0.)
- 2) Using the month from the example above, when DOS READY appears on the video screen, type

COPY1 ACCENTRY/SEP:1 Press **ENTER**.

Type the command exactly as shown or the file will not be copied. (Replace the SEP extension used in the example with the first three letters of the month you wish to transfer.)

- 3) You will be asked to change the source and destination diskettes several times. Follow the instructions on the video screen carefully. When the DOS READY prompt appears, type

COPY1 NOTES/SEP:1 Press **ENTER**.

- 4) When the DOS READY prompt appears again, type

COPY1 TRANSACT/SEP:1 Press **ENTER**.

After the three files have been transferred to the new Data diskette, they should be deleted from the old diskette with the KILL command. Place the old Data diskette in Drive 1. Using the month from the example above, in response to DOS READY type

KILL ACCENTRY/SEP:1 Press **ENTER**.

When the DOS READY prompt returns, type

KILL NOTES/SEP:1 Press **ENTER**.

When the DOS READY prompt returns, type

KILL TRANSACT/SEP:1 Press **ENTER**.

Again, replace the SEP extension with the first three letters of the month you were actually working on when the file closed itself.

When the required COPYING and KILLing have been successfully accomplished, return to the Main Menu and select Option #8, "Utility Programs." Choose Option #3, "New DATA disk, file flag reset" from the Utility sub-menu, which will allow you to begin entering transactions on the new Data diskette.

STARTING A NEW FISCAL YEAR

When an entire year's transactions have been entered and you are ready to begin a new fiscal year, select Option #8, "Utility Programs" from the Main Menu. Option #2, "Transfer Data For Continuation of New Year" from the Utility Menu will close the old year's files, set the balances for each account for the new year, and allow you to begin with a new year's transaction. You will need to use a second backup of the program diskette (Diskette "A" for Model I) since the closed files may not be opened and may only be used for printing functions. MAXI CRAS will ask you to insert this backup in Drive 1. You are given two opportunities to change your mind and abort the operation before the files are irrevocably closed.

CHAPTER 7

Printing Checks

To print checks, select Option #3, "PRINT CHECKS" from the Main Menu. All outstanding (unprinted) checks will be printed. You will be asked:

ARE YOU USING CONTINUOUS FORM CHECKS (Y/N)?

If you wish to print checks singly, type **N** and press **ENTER**. If you will be using continuous form checks, type **Y** and press **ENTER**. MAXI CRAS is configured to print on the NEBS 9020 style check. See the sample and order blank included with this package for more details.

DO YOU WANT TO PERFORM THE ALIGNMENT TEST (Y/N)?

If you answer **Y** and press **ENTER**, MAXI CRAS will perform a test which prints an asterisk(*) in the first column of the check stub of a NEBS 9020 continuous form check to ensure that the form is properly aligned in the printer before printing actual checks. NEBS checks have an alignment bar preprinted on the right side of the seventh line of the check stub. When properly positioned in the printer, the check stub should be advanced to its ninth line. Experiment with this process using blank paper before using printed checks.

WHAT IS THE NUMBER OF THE FIRST CHECK TO BE PRINTED? . .

Type the number of the first check you wish to print and press **ENTER**.

MAXI CRAS will not reprint a check, so if you select Option #3 and it returns you to the Main Menu, you have printed all the checks that there are transactions for.

CHECK ADDRESS FILE

MAXI CRAS can store the mailing addresses of up to 40 separate payees, and automatically print them on your checks. This feature behaves in a similar manner to the "In Pay Of" file described in Chapter 5. Each address can contain up to four lines of text. The first line should be the name of the payee, typed exactly as it is when you enter a transaction. Every time MAXI CRAS prints a check, it examines the Check Address file. If it finds a perfect match between a payee and the first line of an address file it will print the address on the check below the payee's name. Letters and spaces must match perfectly, although letters can be either upper or lower case.

If, for example, you find that you are frequently writing checks to Jolly John's Jalopy Jumpers, you can add Jolly's address to the payee address file. The next time you print checks, MAXI CRAS will include Jolly's address on the check. Drop the check in a NEBS window envelope, and you've saved yourself the not-inconsiderable work of addressing an envelope.

To add names and addresses to the Check Address File, select Option #7, "File Maintenance" from the MAXI CRAS Main Menu. Select Option #2, "Address File Maintenance" from the File Maintenance sub-menu. This will display the Address File Maintenance Menu. You can:

- 1) Add New Address
- 2) Edit Existing Address
- 3) Print Address
- 4) Return To Main Menu

To add new addresses, select Option #1. Type up to four lines of information. The top line should be the payee's name, spelled exactly the same way it is when you enter transactions. When you are finished, you will be asked if the information is correct. If you type Y, you will be returned to the Address File Maintenance Menu.

Option #2, "Edit Existing Address" allows editing of an address file entry.

Option #3, "Print Address" prints a list of all addresses currently in the address file.

When printing checks, the payee's name must be spelled exactly as it is in the Check Address File, or the address will not be printed. If you ever wish to make out a check to a payee listed in the Check Address File, but don't want the address printed, simply add a space or an asterisk when entering the payee's name into the transaction, and the address will not appear on the check.

CHAPTER 8

Printing Account and Check Register Statements

Of all the capabilities of MAXI CRAS, perhaps the most helpful in the long run is its ability to print out a variety of useful reports and statements. After you have entered several transactions, you may want to try printing out each of the statements to get an idea of what they can do for you.

THE CHECK REGISTER STATEMENT

Selecting Option #2 from the Main Menu will present a sub-menu that offers a selection of several Check Register Statement printout options. You may print:

- 1) Check Register Statement
- 2) Check Register Notes
- 3) Income and Expense Subtotals
- 4) Check Register Statement and Notes
- 5) Check Register Statement and Subtotals
- 6) Check Register Notes and Subtotals
- 7) All of the above.

Select the report you wish to print, make sure the Data diskette is in drive #1, and follow the prompts on the video screen. Options 1-3 are the three check register statement types available; options 4-7 print various combinations of these.

Option #1, "Check Register Statement" will print a complete check register for any month you select, or all the transactions entered to date for the current month. Note that the check register statement is 160 columns wide, but is printed on two sheets of paper. When printing is complete, place the two sheets side by side and read across.

You can print registers whenever you like, but you should always print a final register when all transactions for a particular month have cleared the bank. Store each month's printout in your binder. If one of your diskettes becomes damaged, you will still have all the data in printed form. Remember, paper is cheap! See Appendix A for a sample Check Register Statement printout.

The first and last columns of the check register display the MAXI CRAS transaction number. The third column of the check register has "C" for its heading. An asterisk will appear in this column for each transaction which has cleared the bank. The asterisk is placed in the file whenever the Checkbook Reconciliation program is run. In the last column, headed by "N," an asterisk indicates that a note has been entered for this transaction. All other headings are self-explanatory.

Option #2 prints check register notes with their transaction numbers. Refer to Appendix B for a sample printout.

Option #3 prints income and expense subtotals. Headings are self-explanatory. Refer to Appendix C for a sample printout.

SELECTED ACCOUNT STATEMENTS

By selecting Option #4 from the Main Menu you can look at activity in a selected range of accounts over a selected span of time. You can closely monitor

the activity and status of your accounts with a fraction of the effort that would be required without MAXI CRAS. You'll find the information from these reports useful in detecting trends, and they'll become indispensable after you've used MAXI CRAS for several months. Be prepared to use several pages during printing, depending on the number of accounts printed and the period of time covered. Your accountant will love this report! See Appendix D for a sample printout.

CHECKBOOK RECONCILIATION

Selecting Option #5 from the Main Menu will allow you to post all transactions that have cleared the bank. MAXI CRAS comes close to making checkbook/bank statement reconciliation an enjoyable pastime!

You will be asked to enter the numbers of all transactions that have cleared the bank, the closing date of the bank statement, and the account balance the bank says you should have. You can enter the first and last of a sequence of transaction numbers, or individual numbers one at a time. MAXI CRAS will compute the outstanding checkbook balance, the current account balances, and what the checkbook balance should be. A very complete reconciliation statement is printed, which includes a list of checks that have not cleared and deposits not credited. Not just the check number, but also the MAXI CRAS Transaction Number, Payee/Payor, and amount paid or received are included in the statement. Refer to Appendix E for a sample printout.

If the Reconciliation Statement balance matches the checkbook, everything is fine. If it doesn't, either you or the bank made a mistake.

ACCOUNT DISTRIBUTION STATEMENT

Option #6 provides a detailed audit trail of how each transaction was distributed over each and every account. Accountants love this feature, and you will too — especially at tax time! A sample printout is in Appendix F.

ENDING A SESSION

When you have completed a session using MAXI CRAS, select Option #9, "End Operations." This ensures that all files are closed. It is very important that you use this option each time you finish a session. **Do not terminate a session in any other manner.**

CHAPTER 9

Protecting Your Investment

MAXI CRAS is an extremely reliable system. However, even with the best of computer systems, accidents can happen. Coffee spills, magnetic fields, power failures — these and more can result in irrevocable damage to your diskettes.

We cannot overemphasize the importance of frequently making backup copies of both the program diskette(s) and your data diskettes. Store the backups in a safe place, separately from the diskettes you use every day. If some accident occurs, merely get your backup diskettes and take up where you left off.

If, in spite of this advice, you don't make backups and a catastrophe occurs which destroys your working diskettes, there is still hope. Get the original diskette which you received with MAXI CRAS (and hopefully stored in a very safe place!) and make new backups. Then reinitialize the year and the data, using data from the printouts in your notebook. Use the closing balances from the previous month as opening balances for the current month, and then re-enter the data for the current month from the keyboard. MAXI CRAS will then continue from this point for the rest of the year. Of course, you will not be able to print reports for the months that were lost, but you will still be up to date, thanks to your hardcopy reports.

Remember, the key to a healthy and trusting relationship with your microcomputer is to:

- A) Make backups of important diskettes frequently.
- B) Use your printer to produce printouts of any data that might be lost if your diskettes are misplaced or damaged.

CHAPTER 10

Transfer to VISICALC®

An outstanding feature of this program is its interaction with VISICALC®, the electronic spreadsheet program sold by Radio Shack. Using the data you entered as transactions, MAXI CRAS will set up a preliminary file readable by VISICALC®. Account names will be placed in ascending order in the first column, opening balances for each account in the second column, and up to 12 monthly balances in the remaining columns.

To create the VISICALC®-readable file, select Option #4 from the Utility Menu. The file will appear in your disk directory as MCRAS/VC. On Model III systems the file will be stored on the program disk. On Model I system the file will be stored on the "B" disk.

CHAPTER 11

Technical Information

FLOW CHART

Figure 7 is a flow chart which should prove useful in understanding the sequence of events in MAXI CRAS.

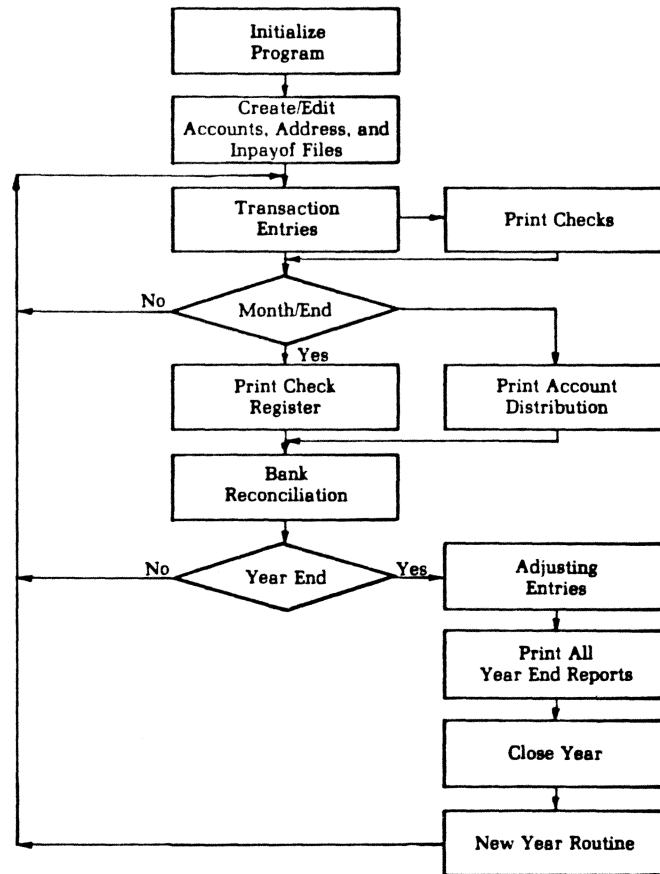


Figure 7
Flow Chart

USING OTHER OPERATING SYSTEMS

The DOS this program is supplied with (TDOS) is an excellent system, and most users will never need to run MAXI CRAS under another DOS. If you have a special requirement and wish to use another DOS, load MCRASX/OBJ where X = 1 or 3 for Model I or III. Load BASIC with 5 files and memory protected at 55000. The top 1000 bytes are not used by MAXI CRAS, and can be used to load special drivers, filters, etc.

MODEL I PROGRAM DESCRIPTION

The Model I MAXI CRAS System is supplied on two diskettes labeled "A" and "B." Both diskettes contain TDOS, a special reduced-size version of the famed DOSPLUS 3.3S Disk Operating System. The "A" diskette contains the most commonly used MAXI CRAS programs as well as the four Master Data files. It is the disk most often used. The "B" diskette contains the remainder of the MAXI CRAS programs and will be requested as needed.

PROGRAM (A) DISK		
Program Name	Format	Function
LOADER1/CMD	ASCII	Contains the initial loader instructions for TDOS.
MCRAS1/OBJ	Object	The MAXI CRAS machine language module. Always resident in memory.
MCRAS	BASIC	The MAXI CRAS initial display program. This must be the first BASIC program executed by the MAXI CRAS system.
MASMENU	BASIC	The MAXI CRAS Main Menu program. Also contains routines required for transfer of data for New Year.
MCRAS/TE	BASIC	The transaction entry program.
MCRAS/CP	BASIC	The check printing program.
ACCOUNTS/DAT	Data	The account name data file.
ADDRESS/DAT	Data	The check printer 'address' data file.
INPAYOF/DAT	Data	The 'In Payment Of' data file.
BALANCE/DAT	Data	The 'account balance' and 'master' data file.
TBASIC/CMD	Object	TDOS BASIC
BACKUP/CMD	Object	The TDOS BACKUP utility.
PROGRAM (B) DISK		
Program Name	Format	Function
MCRAS/IP	BASIC	The new year initialization and account file maintenance program.
MCRAS/ADD	BASIC	The ADDRESS and INPAYOF file maintenance program.
MCRAS/CAR	BASIC	The check reconciliation program.
MCRAS/PAD	BASIC	The audit trail program.
MCRAS/CR	BASIC	The check register, notes, and monthly sub-totals program.
MCRAS/SOA	BASIC	The statement of accounts program.
MCRASVC	BASIC	The VISICALC transfer program.
MCRAS/VC	Data	The VISICALC readable data file.
BACKUP/CMD	Object	The TDOS BACKUP utility.
FORMAT/CMD	Object	The TDOS FORMAT utility.
COPY1/CMD	Object	The TDOS single drive COPY utility.

Figure 8
Model 1 Programs and Descriptions

MODEL III PROGRAM DESCRIPTION

The Model III MAXI CRAS system is supplied on one diskette, which also contains TDOS, a reduced version of DOSPLUS 3.3. This diskette contains all programs referred to throughout this manual as being on diskettes "A" and "B" of the Model I version, with the additions shown in Figure 9.

Program Name	Format	Function
LOADER3/BLD	ASCII	Contains the initial loader instructions for Model III TDOS.
MCRAS3/OBJ	Object	The MAXI CRAS machine language module for the Model III. Always resident in memory.

Figure 9
Programs Unique To Model III Version

TECHNICAL SUPPORT

While every effort has been made to test this software package for errors and incompatibilities, it is conceivable that we overlooked a potential "bug." Please let us know if you find any. Prior to contacting Exador Inc. for assistance, reread the documentation carefully to verify that your problem is indeed caused by a software error.

HOW TO GET HELP

Few if any problems can be solved over the telephone. Send a detailed written explanation of the circumstances that led to the problem and how it can be duplicated. Be sure to include copies of all data diskettes used for the application so that we may duplicate the problem on our end. The contents of all data diskettes will, of course, remain confidential and will be destroyed if you request it.

When sending diskettes, please include \$2.00 for postage, shipping material, and handling.

For your convenience we do take phone calls on weekdays between the hours of 3:30 p.m. and 5:00 p.m. Eastern time. The number is (305) 862-6917. Calls will **NOT** be accepted at any other time!

APPENDIX A **Sample Check Register Statement Printout**

01/17/82

Check Register for July, 1981

Page 1

Exador, Inc.

047-35-575

C & S National Bank

TXN	Day	C	Check	Payee/Payor	In Payment Of
Opening balances					
1:	2:*	:		Miscellaneous	Computer, Direct Sale, Upgrade
2:	6:*	:	240:	Unique Air Services	Air Conditioner Repair
3:	7:*	:	241:	Postmaster	Postage
4:	7:*	:	242:80	Microcomputer Services	SBSG Accounting Packages
5:	9:*	:	243:	Postmaster	Postage
6:	9:*	:		Miscellaneous	Resales & Misc.
7:	10:*	:	244:	MicroSystems Software	
8:	16:*	:	245:	Chrysler Credit	Auto Loan
9:	17:*	:	246:	Adventure International	MMS Instruction Books
10:	18:*	:	247:	Postmaster	Postage
11:	27:*	:	248:	Blaise Segbeaya	MMS Royalties - 5/81 & 6/81
12:	23:*	:	249:		Diskettes
13:	25:*	:	250:	Postmaster	Postage
14:	27:*	:		Miscellaneous	Miscellaneous
15:	27:*	:		Adventure & Miscellaneous	MMS & Miscellaneous
16:	28:*	:	252:	Kroger	In leau of Salary - Dale
17:	31:*	:	253:	Blaise Segbeaya	COMPUSOL
18:	28:*	:	251:	Cash	Petty Cash - Postage Due

Closing balances for July, 1981

01/17/82

Check Register for July, 1981

Page 2

Exador, Inc.

047-35-575

C & S National Bank

Amount Paid	Amount Received	Balance	N	TXN
		50.57		
0.00	604.90	655.47		1:
111.00	0.00	544.47	*	2:
26.76	0.00	517.71		3:
482.46	0.00	35.25		4:
10.65	0.00	24.60		5:
0.00	1,056.90	1,081.50		6:
100.00	0.00	981.50		7:
235.15	0.00	746.35		8:
79.50	0.00	666.85		9:
14.58	0.00	652.27		10:
205.76	0.00	446.51	*	11:
370.00	0.00	76.51		12:
23.14	0.00	53.37		13:
0.00	424.17	477.54		14:
0.00	635.24	1,112.78	*	15:
56.00	0.00	1,056.78		16:
500.00	0.00	556.78		17:
75.00	0.00	481.78		18:
2,290.00	2,721.21	481.78		

APPENDIX B

Sample Check Register Notes Printout

01/17/82

Check Register Notes for July, 1981

Page 3

Exador, Inc.

047-35-575

C & S National Bank

Transaction No. 2 :

() Paid in leau of Salary to Dale

Transaction No. 11 :

() Royalties paid in 1981-1982 Fiscal Year for work in 1980-1981

Transaction No. 15 :

() Adventure Royalty deposited for 6/81 sales

APPENDIX C **Sample Income and** **Expense Account Subtotals Printout**

01/17/82 Income & Expense Account Subtotals for July, 1981 Page 1

Exador, Inc. 047-35-575 C & S National Bank

No.:	Account Title	:	Opening Balance	:	Monthly Subtotal	:	Closing Balance
1:	U.S. Postage	:	0.00	:	150.13	:	150.13
2:	Food/Beverage	:	0.00	:	0.00	:	0.00
3:	Office Supplies	:	0.00	:	0.00	:	0.00
4:	Printing	:	0.00	:	0.00	:	0.00
5:	Utilities	:	0.00	:	0.00	:	0.00
6:	Bank Charges	:	0.00	:	0.00	:	0.00
7:	Computer Equipment	:	0.00	:	0.00	:	0.00
8:	Software	:	0.00	:	0.00	:	0.00
9:	Furniture & Fixture	:	0.00	:	0.00	:	0.00
10:	Vehicles	:	0.00	:	235.15	:	235.15
11:	Gasoline/Oil	:	0.00	:	0.00	:	0.00
12:	Publications	:	0.00	:	0.00	:	0.00
13:	Legal	:	0.00	:	0.00	:	0.00
14:	Accounting	:	0.00	:	0.00	:	0.00
15:	Timeshare Services	:	0.00	:	0.00	:	0.00
16:	Miscellaneous Resal:	:	0.00	:	50.00	:	50.00
17:	Medical Benefits	:	0.00	:	0.00	:	0.00
18:	Salary - Dale	:	0.00	:	167.00	:	167.00
19:	Salary - Mary	:	0.00	:	0.00	:	0.00
20:	Bonuses	:	0.00	:	0.00	:	0.00
21:	Contract Labor	:	0.00	:	500.00	:	500.00
22:	Royalties	:	0.00	:	205.76	:	205.76
23:	Loans	:	800.00	:	0.00	:	800.00
24:	Interest	:	0.00	:	0.00	:	0.00
25:	Miscellaneous	:	0.00	:	357.50	:	357.50
26:	United Parcel Servi:	:	0.00	:	0.00	:	0.00
27:	Computer Maintenanc:	:	0.00	:	0.00	:	0.00
28:		:	0.00	:	0.00	:	0.00
29:	Taxes	:	0.00	:	0.00	:	0.00
30:		:	0.00	:	0.00	:	0.00
31:	Scott Adams, Inc.	:	0.00	:	-167.45	:	-167.45
32:	COMPUSOL	:	0.00	:	0.00	:	0.00
33:	Miscellaneous Servi:	:	0.00	:	0.00	:	0.00
34:	Miscellaneous Resal:	:	0.00	:	-167.54	:	-167.54
35:	Direct Sales	:	0.00	:	-381.81	:	-381.81
36:	Miscellaneous	:	0.00	:	-1,379.95	:	-1,379.95
37:		:	0.00	:	0.00	:	0.00
38:		:	0.00	:	0.00	:	0.00
39:		:	0.00	:	0.00	:	0.00
40:		:	0.00	:	0.00	:	0.00

APPENDIX D **Sample Selected Account Statement Printout**

01/17/82

Statement of Account No. 3 -- Office Supplies

Page 1

For July, 1981 through January, 1982

Exador, Inc.

047-35-575

C & S National Bank

TXN#	MO	DA	Payee/Payor	In Payment Of	CHK #	Amount	Subtotal	N
Opening balance							0.00	
19	8	1	Kwik Kopy	Office Stationar	254	200.62	200.62	
31	8	26	CITIBANK VISA		264	86.89	287.51	*
33	9	4	Kwik Kopy	Memo pads & enve	268	36.71	324.22	
39	9	14	NEBS	Bank checks & wi	273	60.45	384.67	
50	9	30	American Stamp &	Rubber stamp	282	5.73	390.40	
52	10	3	Stacey's	Office Supplies	284	4.82	395.22	
54	10	05	Kwik Kopy	Envelopes	286	35.36	430.58	
70	11	6	CITIBANK VISA		300	64.05	494.63	
87	12	12	MAKRO	Misc. office sup	314	2.50	497.13	
118	1	15	CITIBANK		*****	24.71	521.85	

APPENDIX E

Sample Checkbook Reconciliation Printout

01/17/82 Checking Account Reconciliation Statement for 12/31/81 Page 1
 Exador, Inc. 047-35-575 C & S National Bank

1. Bank Statement Ending Balance\$ 1,540.15

Transactions which have not cleared:

:TXN#	:MO	:DA	:Payee/Payor	:CHK #	:Amount	:Amount
:	:	:	:	:	:Paid	:Received
: 103	:12	:30	:Overnight Transport	: 321	: 19.36	: 0.00
: 105	: 1	: 2	:Singer Sewing Center	: 322	: 79.57	: 0.00
: 106	: 1	: 4	:Richard Peraras	: 323	: 150.00	: 0.00
:	:	:	:	:	:	:
: 108	: 1	: 5	:Mary Kubler	: 324	: 25.00	: 0.00
: 109	: 1	: 5	:Rayburn Electronics	: 325	: 1,515.88	: 0.00
: 110	: 1	: 6	:Cash	: 326	: 20.00	: 0.00
: 111	: 1	: 8	:Blaise Segbeaya	: 327	: 2,047.26	: 0.00
: 112	: 1	: 8	:Personal Computing	: 328	: 14.97	: 0.00
: 113	: 1	: 9	:Budget Printing	: 329	: 34.13	: 0.00
: 114	: 1	: 9	:Hallmark	: 331	: 20.80	: 0.00
: 115	: 1	:15	:Inc.	:9010	: 12.00	: 0.00
: 116	: 1	:15	:Chrysler Credit	:9011	: 235.15	: 0.00
: 117	: 1	:15	:Southern Bell	:9012	: 19.06	: 0.00
: 118	: 1	:15	:CITIBANK	:9013	: 866.36	: 0.00
: 119	: 1	:16	:Postmaster	: 332	: 43.86	: 0.00

2. Total uncleared payments received\$ 5,118.15
 3. Total uncleared payments paid.....\$ -5,103.40
 4. Adjusted Checking Account Statement\$ 1,554.90
 5. Check Register Balance\$ 1,464.88
 6. Difference * Bank Statement & Check Register *\$ 90.02

Note that items 4 & 5 should agree

APPENDIX F

Sample Account Distribution Statement Printout

01/17/82

Account Distribution Statement For July, 1982

Page 1

Exador, Inc.

047-35-575

C & S National Bank

TXN #:	Payee/Payor	:ACT #:	Amount	: Account Name
1:	Miscellaneous	35	-79.95	Direct Sales
		36	-524.95	Miscellaneous
2:	Unique Air Services	18	111.00	Salary - Dale
3:	Postmaster	1	26.76	U.S. Postage
4:	80 Microcomputer Services	16	482.46	Miscellaneous Resale
5:	Postmaster	1	10.65	U.S. Postage
6:	Miscellaneous	16	-482.46	Miscellaneous Resale
		34	-117.54	Miscellaneous Resale
		36	-456.90	Miscellaneous
7:	MicroSystems Software	16	100.00	Miscellaneous Resale
8:	Chrysler Credit	10	235.15	Vehicles
9:	Adventure International	25	79.50	Miscellaneous
10:	Postmaster	1	14.58	U.S. Postage
11:	Blaise Segbeaya	22	205.76	Royalties
12:		25	370.00	Miscellaneous
13:	Postmaster	1	23.14	U.S. Postage
14:	Miscellaneous	25	-92.00	Miscellaneous
		35	-138.97	Direct Sales
		36	-193.20	Miscellaneous
15:	Adventure & Miscellaneous	16	-50.00	Miscellaneous Resale
		31	-167.45	Scott Adams, Inc.
		34	-50.00	Miscellaneous Resale
		35	-162.89	Direct Sales
		36	-204.90	Miscellaneous
16:	Kroger	18	56.00	Salary - Dale
17:	Blaise Segbeaya	21	500.00	Contract Labor
18:	Cash	1	75.00	U.S. Postage

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