

Model III

BUSINESS CHECKWRITER™

**CAT. NO.
26-1585**

Radio Shack

TRS-80

SOFTWARE

TM

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BUSINESS CHECKWRITER™

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Check Order Form

Introduction

Business Checkwriter is a check writing system designed for small businesses that wish to establish a more efficient method of writing checks, balancing a checking account, and monitoring expense and payee to-date figures.

Features

- Produces and prints checks with detailed stubs. Ideal for paying multiple invoices or showing your discounts received from Payees.
- Check Stub information includes Invoice number and date, Expense code, Expense description, and Invoice amount.
- Allows manual check writing and adjustments.
- Automatic calculation of check total or optional check amount entry.
- Produces an Expense Summary for each check-print cycle.
- Reconciles monthly bank account statement.
- Prints payee list and expense list.
- Maintains paid to-date and discounts-taken amounts to Payee.
- Easy to use check entry, simplified by entering predefined payees and expenses.
- Prints a check register that lets you monitor all checks and deposits currently in the system.
- Gives you the option of entering either a predefined payee code or entering an alternate payee on each check.

Overview

Business Checkwriter is designed to be used with a bank account. With this program you can write checks, make deposits, and reconcile one bank account.

As you set up the system, you are preparing the necessary information that will appear on reports and printed checks. Information is entered pertaining to your company, bank, expenses, and payees.

After the system is set up, checks with their corresponding detail, and deposits are entered and all checks are printed. Attached to each check, is a check stub. This stub provides a record of invoice numbers, invoice dates, and distribution amounts to expense categories. The Daily and Monthly Procedures section of this manual outlines the order of normal operations.

You have the option of printing an expense summary immediately after the checks are printed, or printing an expense summary on a monthly basis. When an expense summary is printed, the system will update payee totals, delete check detail, and zero expense totals in preparation for starting a new cycle.

To end a period (the time between bank statements), information from the bank statement is entered into the system. All checks and deposits that have cleared the bank are cleared in the system. A bank reconciliation is then run. Bank reconciliation involves comparing the information from your latest bank statement with the information you have entered into the system during the current period. When both are in agreement, all cleared checks and deposits are deleted from the system by closing the period.

Reports that are available at any time include a check register, payee list, expense list, and a payee to-date summary. A check register shows all checks and deposits currently in the system. A payee list shows all payees entered in the system. An expense list shows all expense categories entered in the system. A payee to-date summary shows each payee's net and discount totals since the beginning of the year.

There are two status screens which reflect information as it is entered into the system. You may return to these status screens at any time to review the number of payees, number of expense categories, beginning balance, last closing date, and current system balance.

System Capacities

Handles up to 100 expense code categories, including pre-defined codes 00 for miscellaneous expenses and 99 for invoice discounts.

Stores 100 payee codes with full addresses.

Up to 375 checks/deposits can be processed per period.

Up to 10 detail lines per check can be printed.

Up to 3500 detail lines can be entered each check run.

Up to 50 alternate Payees can be entered.

Up to 9 deposits can be entered each day.

Required Equipment

TRS-80 Model III Desktop Business Computer, which includes 48K Memory (minimum) and 2 Disk Drives.

Any Radio Shack 80 Column Line Printer (Tractor or Friction-Feed Printer).

Printer Cable

You will need to order pre-printed checks. A Check Order Form is provided at the back of this manual.

Entering Data

When you are instructed to “enter” information, type the information and press **ENTER** if you do not use the maximum number of characters. The cursor will automatically move to the next line if you use the maximum number of characters or digits for each line. When you are instructed to type the information, type the information, but don’t press Enter. When changing data, the first character of the field containing the cursor is not displayed.

Control Keys

The following Control Keys are used throughout the Business Checkwriter program to activate certain functions. Consult each section of the manual to determine the active keys in each section.

1. To return to a previous function, menu, or screen, press **SHIFT** **↓** **Z**.
2. To move the cursor to the next line, press the **↓** key.
3. Use the **←** key for backspacing.
4. To move the cursor to the previous line, press **SHIFT** **↑**.

The Break Key

The Break Key should not be used during operation of Business Checkwriter. If you accidentally press it, you will end the current function and return to TRSDOS Ready. To reenter the program, type **B** **C** **W** and press **ENTER**. You will return to the Main Menu.

Preparing Your Disks

Before you begin using the Business Checkwriter program, make a backup copy of the Program diskette using the Master that comes with the package. Be sure to use a Backup to run the program.

If your business has multiple bank accounts, make a Backup for each bank account.

You will also need to format a Data diskette for each bank account. For Format and Backup instructions, see Appendices A and B (in the back of the manual).

After making a Backup of the Program diskette, put the original Program diskette away in a safe place. Never use the original Program diskette to run the program. The original Program diskette should only be used for making Backups.

It is important that you make periodic Backups of both the Program and Data diskettes. Making regular Backups will insure against losing data in the event of a problem with equipment, damaged diskettes, or power failure.

Running the Program

Follow the steps below in exact order:

1. Turn on your computer and printer. Make sure your printer is On-Line or ready to print.
2. Insert the Backup copy of your Program diskette in Drive 0 and close the drive door.
3. Insert your Data diskette in Drive 1 and close the drive door.
4. Press the orange Reset button.

The screen will show:

Enter Date (MM/DD/YY)

Enter Time

TRSDOS Ready

You type:

Type today's date and press

(ENTER). For example, to enter May 25, 1985, type **05/25/85** and press **(ENTER)**.

Press **(ENTER)**.

(B)(C)(W) and press **(ENTER)**

If your printer is not Ready (or On-Line), the screen will show:

Printer Not Ready!!! Press <ENTER> to Continue:

If this message appears, correct the problem (not On-Line, out of paper, loose cable, etc.) and press **(ENTER)** to continue.

The Main Menu will be displayed.

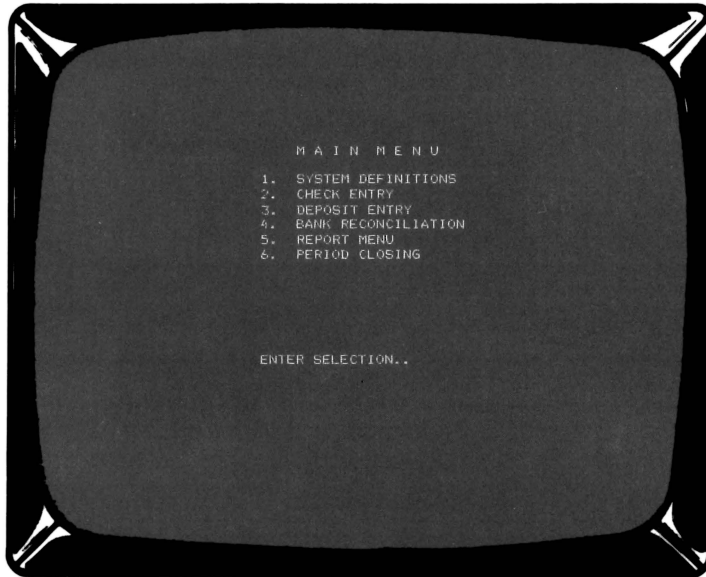
Note: Never turn off the computer while the diskettes are in the drives or remove the diskettes without first exiting the program. To exit the program, press **(SHIFT)(↓)(Z)** repeatedly until the screen shows:

COBOL STOP RUN AT: 00B8 IN CWMENU
TRSDOS Ready

After you exit the program, you can remove both of the diskettes and turn off your system. Do not remove the diskettes until TRSDOS Ready appears and the red light on the diskette drive is off.

System Definitions

The screen will show the Main Menu:

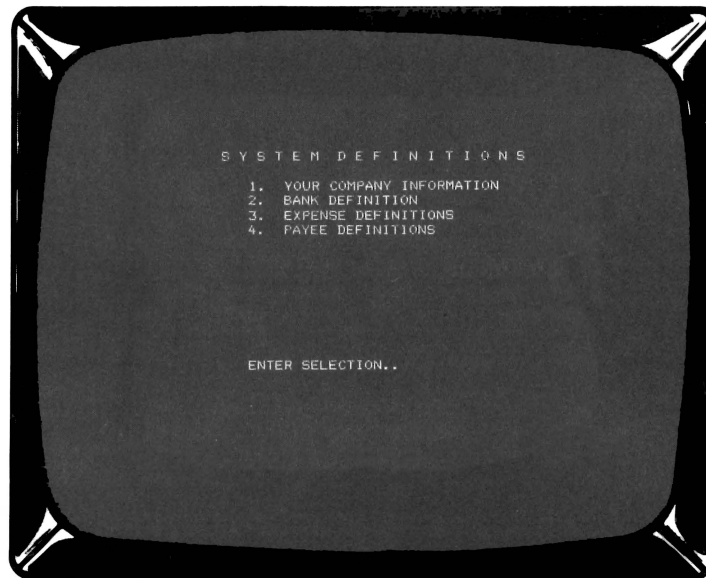


The System Definitions Menu has four categories that let you set up company information files, bank information, expense codes, and payee codes. You can also change and review most of the information entered through the System Definitions Menu. System Definitions must be entered before other facets of the program are examined.

Setup (continued)

At the Main Menu, press **1** for System Definitions.

The screen will show:



Selection 1 (YOUR COMPANY INFORMATION) lets you enter company name, address, and telephone number.

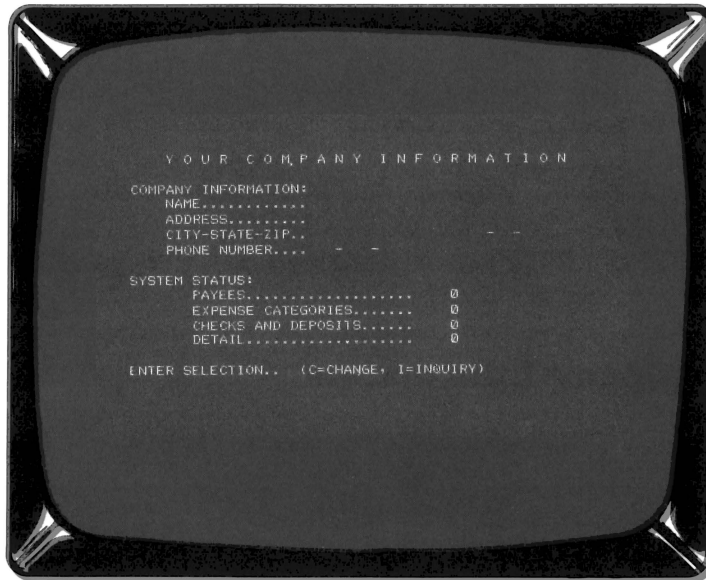
Selection 2 (BANK DEFINITION) lets you enter the Bank account number and Bank name.

An expense refers to a category of service or product for which you commonly write checks. Selection 3 (EXPENSE DEFINITIONS) lets you assign code numbers and descriptions for your regular expenses.

Selection 4 (PAYEE DEFINITIONS) lets you assign code numbers and addresses for payees to whom you regularly send checks.

Your Company Information

The first step in defining your checkwriting system is to enter your company information. At the System Definitions Menu, press **(1)** and the screen will show:



This screen is used to change your company information and make inquiries concerning the status of your company's current checking system. The cursor will be flashing at the bottom of the screen to the right of ENTER SELECTION. You have two options, C for Change and I for Inquiry.

To begin entering your company information, press **(C)** for Change.

The cursor will move to the company name line. Enter the company name (up to 30 characters) as it should appear on all reports.

After you enter the company name, press **(ENTER)** if necessary. The cursor will move to the ADDRESS line. Enter the mailing or business address (up to 30 characters). Next, enter the CITY (up to 20 characters). Then, type the two-letter abbreviation for STATE, and the cursor will automatically move to the ZIP CODE line. Enter the zip code (up to ten digits). For PHONE NUMBER, type the area code first, then type the seven digit phone number.

After you have entered the telephone number, the message, COMPANY INFORMATION CHANGED, will appear at the bottom of the screen. The cursor will be at ENTER SELECTION.

Reviewing System Status

You do not manually enter or change information in the SYSTEM STATUS section of this screen. The computer automatically updates this section from entries you make in the other functions of the program. You can make inquiries concerning System Status to review the number of payees, expense categories, checks/deposits, and detail records.

A single detail record actually contains up to five detail lines. To compute the approximate number of detail lines, multiply the number of detail records by five.

By examining these numbers, you can determine if the system is near capacity. The system will warn you if it has reached capacity in any of these categories.

Changing Company Information

To change your company information, press **C** for Change. The cursor will move to the COMPANY NAME line. Use the **↓** key to move to the line you wish to change. Make the change by reentering the line.

If there are more changes, press the **↓** key to move to the line you need to change. Enter the necessary changes. Press the **↓** key until the message, COMPANY INFORMATION CHANGED, is displayed.

Making Inquiries

To review Company Information and System Status, press **I** for Inquiry.

Press **SHIFT****↓****Z** to return to the System Definitions Menu.

Bank Definition

Defining a Bank code is the second step in setting up Business Checkwriter. Press **(2)** at the System Definitions Menu for Bank Definition.

The screen will show:

```

      BANK DEFINITION

BANK NAME.....
ACCOUNT NAME.....
ACCOUNT NUMBER.....

-----ACCOUNT STATUS-----

LAST CHECK ID.....
BEGINNING BALANCE (LAST CLOSING)...
LAST CLOSING DATE..... / /
CURRENT BALANCE .....

ENTER SELECTION.. (C=CHANGE* I=INQUIRY)
  
```

Enter information in this screen concerning one bank account.

The cursor will be positioned to the right of ENTER SELECTION. Your options are Change and Inquiry.

To enter the new information, press **(C)** for Change. The cursor will move to the BANK NAME line. Enter the bank's full name (up to 30 characters). Press **(ENTER)** if you use less than 30 characters.

The cursor will move to the next line, ACCOUNT NAME. Enter the Account Name (up to 30 characters).

For ACCOUNT NUMBER, enter the account number (up to 10 characters) assigned to your company's account by the bank. If no checks or deposits have been entered, you will then be asked if the account has an existing balance.

If the account does not have an existing balance, press **(N)**. If the account has an existing balance, press **(Y)**, then enter the ending balance recorded on the bank statement for the last period. This number will also be displayed as the current balance.

The maximum entry is 999,999.99. Do not enter commas or dollar signs when entering dollar amounts. For \$4,115.73, you would enter **(4)(1)(1)(5)(.)(7)(3)**. For a negative amount, enter a minus sign in front of the amount.

Note: Outstanding checks and deposits from the previous statement period will be entered later.

After entering the last period's ending balance, the cursor will move to LAST CLOSING DATE. Type the Closing Date recorded on the last bank statement. For example, October 16, 1985 is typed (1)(0)(1)(6)(8)(5). The program then indicates the information has been processed by displaying the message, ACCOUNT CHANGED, at the bottom of the screen.

The cursor will be at ENTER SELECTION.

Account Status

The Account Status section shows the current status of your bank account. This information is updated automatically as you make entries in the other functions of the program.

Account Status receives its information from the Check and Deposit Entry functions. You can use Bank Definition at any time to inquire about the status of the account.

Account Status will inform you of the last Check ID number the system assigned. BEGINNING BALANCE (LAST CLOSING) will show the account's balance at the close of the previous statement period. The Beginning Balance is computed by the system upon completing period closing. LAST CLOSING DATE indicates the ending date of the previous statement period.

CURRENT BALANCE reflects all of the checks, deposits, and adjustments as they are entered into the system.

Changing Bank Definition

Whenever you want to change Bank Definition information, press (C) at the Bank Definition screen. The cursor will move to the BANK NAME line. Use the (↓) key to move to the line you need to change. After you have completed the change or changes, press the (↓) key until the message, INFORMATION CHANGED, is displayed at the bottom of the screen.

Note: The beginning balance may be changed only when no checks or deposits have been entered.

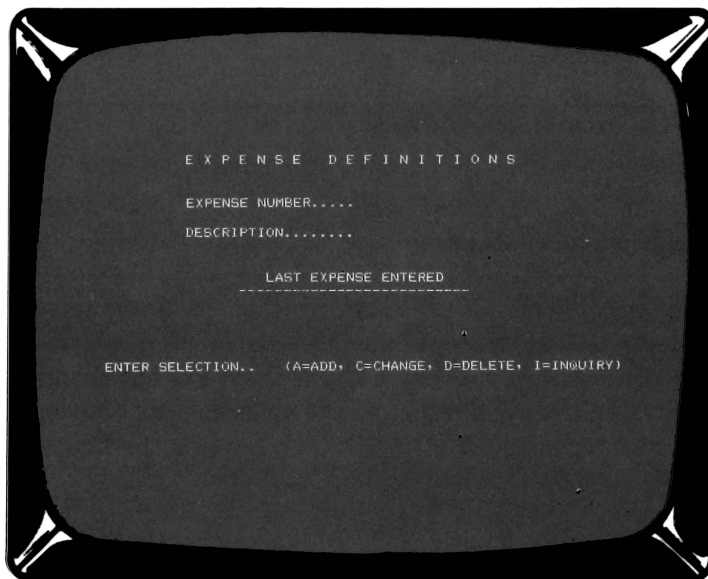
Making a Bank Definition Inquiry

At the Bank Definition screen, press (I) for Inquiry. The screen will show the account status. Press (SHIFT)(↓)(Z) to return to the System Definitions Menu.

Expense Definitions

Defining expense codes is the third step in setting up your system. Expense codes are used to distribute check amounts to specific expenses and accumulate totals by expense type. Press **(3)** at the System Definitions Menu for Expense Definitions.

The screen will show:



The first time this menu selection is chosen, the message, INITIALIZING EXPENSE FILE, will be displayed.

Defining Expense Codes

Define a code number for each expense category (up to 98 expense codes). (It is advisable to assign code numbers in numerical sequence i.e. 01, 02, 03, 04, ... 98.) Code 00 is reserved for Miscellaneous expenses and Code 99 is reserved for Discounts. These two codes, Miscellaneous and Discount, cannot be redefined.

During check entry, you will be asked to enter expense codes. If the expense code you enter has been defined, the expense description will automatically appear on the screen.

Adding Expense Codes

To begin entering expense codes, press **(A)** for Add.

At EXPENSE NUMBER, enter the number **(0)(1)**. Enter the expense description (e.g., UTILITIES). The description can be up to 20 characters.

Setup (continued)

After you enter the expense category name, the message, EXPENSE ADDED, will appear at the bottom of the screen. The cursor will return to the code number line. The previously entered expense code will be displayed beneath LAST EXPENSE ENTERED, at the center of the screen.

Note: If you enter an expense code number that has already been added, the message, THIS EXPENSE ALREADY EXISTS, will be displayed. You will have to use an available expense number.

Repeat this process until you have entered all applicable expense categories. You can add more expense descriptions later.

Press **(SHIFT)(↓)(Z)** to exit the Add mode.

Changing Expense Codes

To change an expense code definition, press **(C)** for Change. Enter the code number you wish to change. The description will be displayed. Enter the new expense description. The message, EXPENSE CHANGED, will appear at the bottom of the screen. The cursor will return to the expense code number line. Either enter another code, or press **(SHIFT)(↓)(Z)** to exit the Change mode.

Deleting Expense Codes

To delete an expense code, press **(D)** at ENTER SELECTION. The cursor will move to the expense code line. Enter the expense code you want to delete. The description will be displayed.

You will be asked if this is the code number you want to delete. Press **(N)** if you do not want to delete the expense. Press **(Y)** and the expense displayed will be deleted. The code number assigned to the deleted expense can now be reused.

You may not delete an expense that has an existing balance.

Press **(SHIFT)(↓)(Z)** to exit the Delete mode.

Making Expense Code Inquiries

To display your expense code definitions, press **(I)** for Inquiry at the Expense Definitions screen. Enter the code number for a particular expense, or just press **(ENTER)** to display the first expense on file. Press **(Y)** to see the next expense definition, or press **(N)** to exit the Inquiry mode.

Press **(SHIFT)(↓)(Z)** to return to the System Definitions Menu.

Payee Definitions

The final step in setting up your system is defining payee codes. A payee is an individual or business to whom you write checks. For example, you would probably want to define payee codes for the electric company, gas company, credit cards, etc. You identify payees by entering their names and addresses. There is a provision for entering checks for payees that are not defined. This is described in the Check Entry section.

Before you begin defining payee codes, compile the names and addresses of all your regular payees. When you are ready to make the payee entries, press **4** at the System Definitions Menu.

The screen will show:

```

PAYEE DEFINITIONS

PAYEE NUMBER...
NAME.....
ADDRESS.....
CITY-STATE-ZIP..
PAYEE STATUS:
DISCOUNTS .....
PAID-TO-DATE....

ENTER SELECTION.. (A=ADD, C=CHANGE, D=DELETE, I=INQUIRY)
  
```

You may enter up to 100 payees with full addresses. The information entered on this screen will be printed on the checks for mailing purposes. You can add, change, delete, and make inquiries concerning payees at any time.

Payee codes must consist of two characters and may be letters, numbers, or a combination of both. (If you want the Payee codes to be sorted numerically, you must enter the leading zero before one-digit numbers. For example, 01, 02,...09.)

Adding Payees

To begin defining payee codes, press **(A)** for Add.

At Payee Number, enter the first code (up to two characters). Enter the payee's name (up to 30 characters) as you want it to appear on the check. Enter the payee's address (up to 30 characters). Enter the city (up to 20 characters). Type the state using the standard two-letter abbreviation. Enter the Zip Code (up to 10 digits).

If you have received discounts from the payee during the current year, enter the total discount amount. The maximum figure is 9,999,999.99. If no discounts have been taken, press the **(↓)** key or press **(ENTER)** to skip this line.

The cursor will move to the PAID TO-DATE line. Enter the total amount paid after discounts to the payee for the current year. The maximum figure is 9,999,999.99.

The payee code will be added to the system. Continue by defining the next payee code. When you have defined all payees, press **(SHIFT)(↓)(Z)** to exit the Add mode.

When entering checks, the payee's name and address will automatically appear on the screen after you enter the payee code.

Changing Payees

To change payee information, press **(C)** for Change. At PAYEE NUMBER, enter the two-character payee code. This code must be entered exactly as it has been recorded. The payee information will be displayed. Use the **(↓)** key to move the cursor to the line you wish to change. After entering the change, continue pressing the **(↓)** key until the message, PAYEE CHANGED, appears at the bottom of the screen. (The discount and paid-to-date totals cannot be changed after a check or deposit has been entered.)

Press **(SHIFT)(↓)(Z)** to exit the Change mode.

Deleting Payees

To delete a payee, press **(D)** for Delete at the Payee Definitions screen. Enter the two-character code for the payee you wish to delete. The payee information will be displayed. You will be asked if this is the payee you wish to delete.

Press **(Y)** to delete the displayed payee, or press **(N)** if you do not wish to delete the displayed payee. If **(Y)** is pressed, the code may be reused to define a new payee. Press **(SHIFT)(↓)(Z)** to exit the Delete mode.

Note: A payee with an existing balance cannot be deleted. To delete a payee with a balance, you must first close the year to set payee totals to zero. (If no checks or deposits have been entered, you may simply change the Discount and Current Balance totals to zero, using the Change mode of Payee Definitions.) See Payee To-Date Summary for instructions on closing out the year.

Making a Payee Inquiry

To review Payee information and status, press **(I)** for Inquiry. Enter the payee's code you wish to see. The payee information will be displayed. Press **(Y)** to see the next code definition, or press **(N)** to exit the Inquiry mode.

If you enter an undefined payee code, the message, PAYEE NOT FOUND, will be displayed. The system will automatically display the next payee on file and ask if you want to see the next payee. Press **(Y)** to display the next payee. Press **(N)** to exit the Inquiry mode. Press **(SHIFT)(↓)(Z)** to exit the Payee Definitions screen.

Now that you have defined your system, you won't need to use the System Definitions Menu again unless it is necessary to change or make inquiries concerning company information, your bank, expenses, or payees. If you have not used the full capacity of the system, you can enter additional expense codes and payee codes later. Press **(SHIFT)(↓)(Z)** to exit the System Definitions Menu.

Your Business Checkwriter system is now completely set up. You have entered your company information, bank definition, expense codes, and payee codes. If you have outstanding checks, enter them in Check Entry as Type M (Manual) checks. See Check Entry for a complete explanation. If you have outstanding Deposits, enter them in the Deposit Entry function. It is not necessary to run a Bank Reconciliation until you receive your next bank statement.

Printing Payee and Expense Lists

Before you begin entering checks, you should print your Expense and Payee information. Use these reports to be certain all information entered is correct. These code listings will also be helpful during Check Entry and Check Detail. Whenever you add or change a code definition, print new Payee and Expense listings.

Make sure that your printer is connected, turned on, and On-Line. At the Main Menu, press **(5)** for the Report Menu.

Payee Listing

For a payee listing, press **(3)** for PAYEE REPORTS. Press **(1)** for PAYEE LIST. (Press **(Y)** to continue and the printer will start.) Two payee listings will be printed. The first listing will be in ID sequence (by code) and the second listing will be in name sequence (alphabetically). After the payee listings are printed, the Report Menu will reappear.

To check the accuracy of the Payee To-Date amounts, select **(3)** for Payee Reports. This time press **(2)** for Payee To-Date Summary. You will be asked if you want to close the year. Answer **(N)**. After printing, the program will return to the Report Menu.

Expense Code Listing

Now print an expense code listing. Press **(5)** for EXPENSE LIST. Then press **(Y)** to continue. Press **(Y)** again and the printer will start. After the expense listing is printed, the Report Menu will reappear.

Press **(SHIFT)(↓)(Z)** to return to the Main Menu.

Check Entry

In Check Entry, you enter information which will appear on your checks. Check Entry has two screens that let you enter all the necessary information to prepare a check.

If there are outstanding deposits from the last period, enter them through the Deposit Entry function. Outstanding checks, outstanding deposits, and checks written during this period (including the ones written prior to setting up Business Checkwriter) should be entered into the system so that the balance will be current.

To enter manual checks or checks to be printed, press **(2)** at the Main Menu. If you wish to print your manual checks on plain paper, enter all your manual checks and print them first.

The screen will show:

```

CHECK ENTRY

CK. ID...      DATE.. / /      AMOUNT..
TO THE ORDER OF..
TYPE.. (P=PRINT, M=MANUAL)
LAST PAYEE..
ENTER SELECTION... (A=ADD, C=CHANGE, D=DELETE, I=INQUIRY)
  
```

The message, LOADING EXPENSE CODES, will be displayed while all the previously entered expense codes are loaded into the system. This process may take a few seconds, depending on the number of expense codes you have entered. After all Expense Codes have been loaded, the cursor will appear to the right of ENTER SELECTION. Press **(A)** for Add.

The next Check ID number available will be automatically displayed to the right of CK ID. If this is the first check, the Check ID will be 000001.

Check Entry (continued)

Date

The cursor will be at the DATE line. For the date, either use the current date by pressing the key three times, or enter another date (MMDDYY).

Amount

The cursor will move to the AMOUNT line. This is an optional entry. (You can either enter a total amount in Check Entry, or let the system add the itemized expense amounts in Check Detail for a total amount.) Either enter the amount, or press the key or to bypass Check Entry amount. The maximum amount of a check is \$999,999.99.

Type

Press for Print or for Manual. Printed checks are checks which you will actually be printing with the system. "Manual" checks will be subtracted from the balance of the account and will generate a printed Detail stub with a voided check. If you are incorporating checks for this period which were handwritten and sent to the Payee or outstanding checks from previous periods, enter them as Manual checks.

To the Order of..

Next, you must enter the payee. You cannot bypass the payee line. You have the following options:

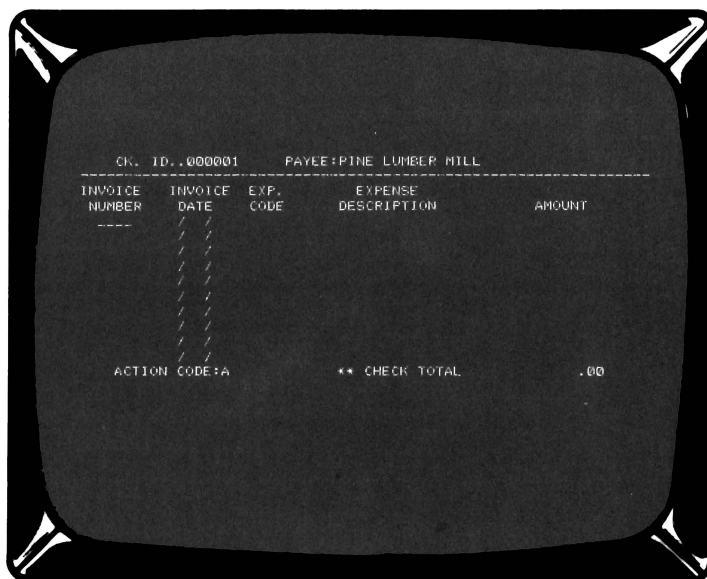
1. You can enter the two-character payee code and the payee's information will be displayed if a valid code is entered.
2. Press the key and enter the first ten characters of the payee name. If you enter a valid payee, the payee information will appear.
3. Enter for an alternate payee. This option should be used only for a payee that was not entered in Payee Definitions. This is useful for writing checks to "one-time" payees. You then enter the payee name, address, city, state, and zip code.

Note: Check and discount totals for checks written to alternate payees are added to Alternate Payee To-Date totals at period closing. All other information about alternate payees is deleted at period closing.

After the Payee information is displayed, you will be asked if the payee is correct. Press , and you will be asked if there are any changes needed in Check Entry. Press if all information you entered in Check Entry is satisfactory, and the Check Detail screen will appear.

Entering Check Detail

The screen will show:



The information you enter in check detail will appear on the check stubs. Detail Entry lets you enter up to ten detail lines per check consisting of invoice number, invoice date, expense code, and detail amount. You must enter check detail for each check.

Note: ACTION CODE:, as shown on the display, indicates whether you are Adding, Changing, or Inquiring.

Detail Entry lets you itemize each expense separately. The system will total all of the detail amounts. If this total is not equal to the check amount (entered earlier) or if you bypassed the check entry amount, a warning message is displayed. The detail total will be used for the check amount.

To move the cursor to the desired position in Detail Entry, use the following Control Keys:

(SHIFT) (↓) (Z)—Moves the cursor to the top of the left column (INVOICE NUMBER). When the cursor is already at this position, press **(SHIFT) (↓) (Z)** to return to the Check Entry screen.

(SHIFT) (↓) (D)—Deletes a detail line. This control key will operate only when the cursor is at the INVOICE NUMBER column. To delete a detail line, first move the cursor to the Invoice Number column of the detail line that is to be deleted. Press the delete keys to delete the line. The cursor will return to the top left column.

Check Entry (continued)

SHIFT **↑**—Moves the cursor up one line.

SHIFT **↓** **S**—Moves the cursor one column to the left.

→—Moves the cursor one column to the right.

↓—Moves the cursor down one line.

SHIFT **↓** **X**—Moves the cursor to the bottom of the screen. The detail amounts will be totaled and compared with the amount you entered in Check Entry.

At Detail Entry, the cursor will be at the first line of the Invoice Number column.

Invoice Number

Enter the invoice number (up to five characters) received from the Payee. If you do not have the invoice number, press **ENTER** to move to the next detail item.

Invoice Date

Enter the date (MMDDYY) of the invoice. If the date is not available, press **ENTER** or the **→** key three times to move to the Expense Code line.

Expense Code

Enter the two-character code for the appropriate expense. If you enter a valid expense code, the expense description will be displayed. If the expense code is invalid (i.e. deleted or never entered in Expense Definitions), EXPENSE NOT FOUND will be displayed at the bottom of the screen. After you enter a valid expense code, the cursor will move to the amount column. The code 00 is assumed to be a “miscellaneous” expense. This can be used to enter expense detail lines that do not have a defined code.

Detail Amount

Enter the amount of this expense. The maximum expense amount is 999,999.99. The system will not let you continue until an amount is entered. You may enter negative or positive figures. If expense code **99** (Discount) is entered, the system will automatically enter a negative amount—it is not necessary to manually enter a minus sign. (You can make a Discount adjustment by entering a minus sign in front of the amount. This will make the Discount amount positive and increase the amount of the check.)

Check Entry (continued)

After you enter an amount for this expense, the cursor will move to the next detail line. Enter the next Invoice Number or press **(SHIFT)(↓)(X)** to total the expense amounts.

When you press **(SHIFT)(↓)(X)** to total the expense amounts, the detail total will be checked against the check amount that was entered. If the two totals are not equal the message, **DETAIL AMOUNT DOES NOT EQUAL CHECK AMOUNT**, will be displayed.

If the detail total is incorrect, press **(Y)** when asked if there are any Detail changes needed. Then you can correct the error.

If the detail is correct, press **(Y)** when asked if there are any detail changes needed. The detail total will be recorded as the check amount. The message, **CHECK ADDED**, will appear at the bottom of the screen.

The Check Entry screen will return. Either enter another check, or press **(SHIFT)(↓)(Z)** to exit the Add mode.

Changing Checks

Checks may be changed only if the corresponding check detail exists. If an Expense Summary has been printed, the detail records for checks have been deleted.

At the Check Entry screen, press **C** for Change. The cursor will move to CK. ID.. Enter the Check ID of the check you need to change. (For example, if the check ID is 00015, enter **15**.) The check for that check ID will be displayed.

Note: If you need to make a change in Detail Entry only, press **SHIFT ↓ X** once or the **↓** key six times. For ANY CHANGES?, press **N**, and Detail Entry will be displayed.

The cursor will be at the Date line. Either enter another date, or press the **↓** key three times to bypass the date.

Use the **↓** key to move to the line that needs to be changed. For example, if the payee needs to be changed, you would press the **↓** key until the cursor moves to the Payee Number. Type the new Payee Number. The payee for that number will be displayed. You will be asked if this is the correct payee. Press **Y**, and you will be asked if there are any changes. Press **N**, and Detail Entry will appear. The cursor will be at the Invoice Number column.

Changing Check Detail

Use the **↓** and **←** keys to move to the item that needs changing. Enter the change. You can add more Detail lines if necessary.

Press **SHIFT ↓ X** when you are finished making changes. The detail will be totaled and compared to the check amount. You will be asked if there are any Detail changes needed. Press **N**, and the message, CHECK CHANGED, will be displayed at the bottom of the screen. Check Entry will reappear. Press **SHIFT ↓ Z** to exit the Change mode.

Deleting a Check and Detail

Checks may be deleted only if corresponding check detail exists. If an expense summary has been printed, the detail records have been deleted.

When you delete a check, the accompanying detail for that check is also deleted. At Check Entry, press **(D)** for Delete. The cursor will move to CK. ID. Enter the check ID. The check information will be displayed.

You will be asked if this is the check you want to delete. Press **(N)** to return to CK. ID. Press **(Y)** to delete the check. The message, CHECK DELETED, will appear at the bottom of the screen. Press **(SHIFT)(↓)(Z)** to exit the Delete mode.

Making Check Inquiries

At Check Entry, press **(I)** for Inquiry. Enter a specific check ID or press **(ENTER)** to view the first check on file.

If the check has no Detail, the check information will be displayed and you will be asked if you want to display the next check on file. If the check has Detail, you will be asked if you want to see the Detail. Press **(Y)** to view the Detail.

When you are asked if you want to see the next check, press **(Y)** to view the next check, or press **(N)** to exit the Inquiry mode.

After you have viewed all checks on file, the message END OF CHECKS, will display and the cursor will return to ENTER SELECTION.

Making an Adjustment

When an expense summary is run during the print cycle, all detail records are deleted. After a detail record has been deleted, it may be necessary to make adjustments due to a voided check or to correct expense distributions. An adjustment is entered just like a check.

To enter an adjustment, enter the data as you would for a normal check, but enter **(M)** for TYPE. Entering **(M)** for TYPE will print an itemized check stub and a voided check during the check run. To enter a negative adjustment, insert a minus sign in front of the amount. (Remember that entering a minus sign in front of the Discount amount will make it positive.)

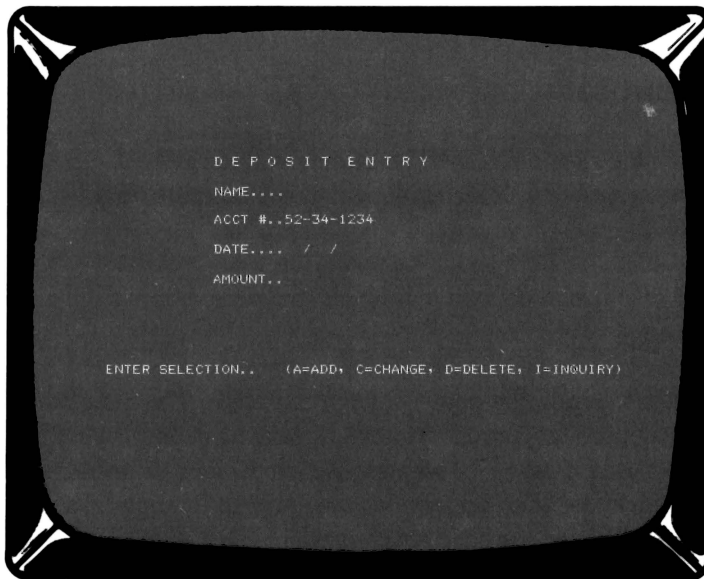
Press **(SHIFT)(↓)(Z)** to return to the Main Menu.

Deposit Entry

In Deposit Entry, up to nine deposits per day are entered. Deposits are added, changed, deleted, or viewed through Inquiry.

Press **3** at the Main Menu for Deposit Entry.

The screen will show:



The name of your company's bank and the account number will be displayed. You will enter the date and amount of the deposit.

To add a deposit press **A**. The cursor will move to the DATE line. The current date will be displayed.

To use the current date, press the **↓** key three times. To specify another deposit date, enter the date (MMDDYY), and the cursor will move to the amount line.

The maximum deposit amount is \$999,999.99. Enter the amount. The program will display, DEPOSIT ADDED.

(If the message, MAXIMUM 9 DEPOSITS ALREADY ENTERED FOR DAY, displays, you cannot enter additional deposits for that date.)

The cursor will return to the Date line. Either enter another deposit, or press **ENTER****↓****Z** to return to ENTER SELECTION.

Changing a Deposit

Press **(C)** for Change at Deposit Entry. The cursor will move to the DATE line. Enter the date of the deposit you wish to change. You will be asked if this is the correct one. Press **(Y)**, and the cursor will move to the AMOUNT line. Press **(N)**, and the next deposit for that date will be displayed.

Enter the correct amount. Press **(SHIFT)(↓)(Z)** to return to ENTER SELECTION.

Deleting a Deposit

Press **(D)** for Delete at Deposit Entry. The cursor will move to the DATE line. Enter the date of the deposit to be deleted. A deposit amount for that date will display.

You will be asked if this is the deposit you wish to delete. Press **(Y)**, and the deposit will be deleted.

Press **(N)** if this deposit is not the one you wish to delete. The next deposit entered on that date will be displayed. Again you will be asked if this is the deposit you want to delete. Press **(Y)** when the correct deposit appears. After the message, DEPOSIT DELETED, appears at the bottom of the screen, the cursor will return to the Date line for another entry. Press **(SHIFT)(↓)(Z)** to exit the Delete mode.

Making Deposit Inquiries

Press **(I)** at Deposit Entry. Enter the date for the deposit. A deposit amount for that date will be displayed. (You can press **(ENTER)** three times at the DATE line to display the first deposit on file.) You will be asked if you want to see the next deposit. Press **(Y)**, and the next deposit will display, or press **(N)**, and the cursor will return to ENTER SELECTION. When all the deposits have been displayed, END OF DEPOSITS will appear, and the cursor will return to ENTER SELECTION. Press **(SHIFT)(↓)(Z)** to return to the Main Menu.

Making Deposit Adjustments

If a check from an earlier deposit is returned, you can make an adjustment by entering a deposit as a negative amount. To enter the negative deposit, follow the instructions given for Deposit Entry. Remember to enter a minus sign in front of the amount you are adjusting.

Any interest earned on the checking account may be entered as a regular deposit.

Bank Reconciliation

The Bank Reconciliation function is used to prepare the account for period closing. When you receive a statement from your bank, use Bank Account Reconciliation to record the statement information. You will clear checks and deposits that have cleared the bank. You will enter the service charge, if any, as well as the ending statement balance for the account. If a check or deposit is cleared in error, you can reinstate it.

Print the system's Bank Account Reconciliation report after you have reconciled your bank account. To reconcile your bank account, press **(4)** at the Main Menu.

The screen will show:

BANK RECONCILIATION

SERVICE CHARGE... .00 ACCT ENDING BALANCE... 0.00

CK. ID	PAYEE NAME	CHECK	DATE	AMOUNT
--------	------------	-------	------	--------

The bank name will be displayed. The cursor will be at the Service Charge line. Enter the current service charge or press **(ENTER)** if you do not have to pay a service charge. If more than one charge was made, enter the total of all charges.

Note: Any interest earned should be entered as a deposit or as a negative service charge.

Then, enter the current balance as recorded by the bank. This is the ending balance shown on the latest bank statement.

Important: Use the current bank statement balance for the ending balance.

After you have entered the Ending Balance, the program displays each deposit and check entry on record. Deposits are displayed first, and are labeled, DEPOSIT.

Bank Reconciliation (continued)

When deposits and checks have been cleared, CL will be displayed to the left of the deposit or check. A blank space to the left of the deposit or check will indicate the deposit or check entry has not been cleared.

As each deposit or check is displayed, you have four choices. (Three are shown on the screen.)

1. Press **(ENTER)** to bypass a check or deposit entry. The item will remain unchanged and the next entry will be displayed.
2. Press **(C)** to Clear a check or deposit. Clear only the entries which have been cleared on the bank statement.
3. Press **(R)** to Reinstate an entry. This is used when an entry has been cleared in error.
4. Press **(SHIFT)(↑)** if you wish to start over with the first deposit or check for the account.

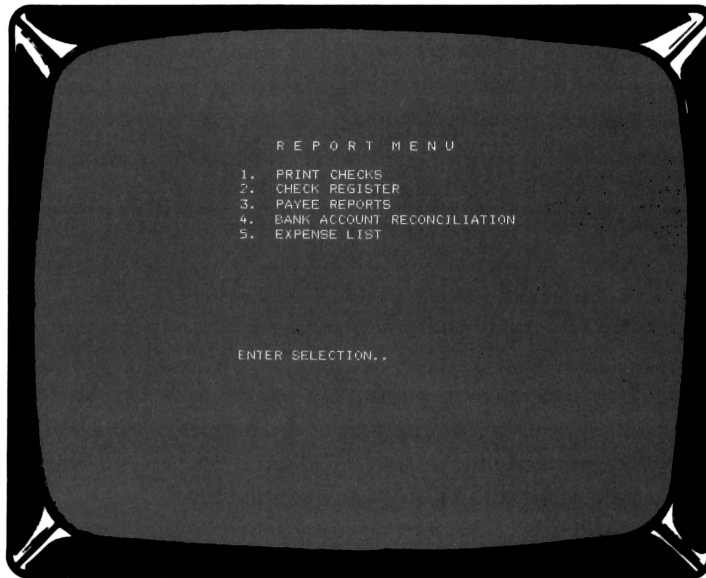
When the last entry has been processed, the message, END OF DEPOSITS & CHECKS, will be displayed. The Main Menu will return.

When you have finished entering the Bank reconciliation data, print the Bank Account Reconciliation report (selection 4 of the Report Menu). The Bank Account Reconciliation report must be printed before you begin period closing and is explained in the Report section of this manual.

Report Menu

At the Main Menu, press **(5)**.

The screen will show:



Printing Checks

Press **(1)** at the Report Menu for Print Checks. CHECK PRINT IN PROGRESS will be shown at the center of the screen. You will be asked if you wish to continue. Press **(N)** if you made a mistake in selecting this function. Press **(Y)** to proceed with printing checks.

You will be asked if the printer is ready. Your printer should be connected, turned On, and On-Line. Load the check forms into the printer.

When the printer is On-Line, and the the check forms are loaded and properly positioned in the printer, press **(Y)** to signify that the printer is ready.

The message, LOADING EXPENSE CODES, will be displayed. After all expense codes are loaded, you will be asked if you wish to align checks. It is recommended that you print an alignment mask to verify that you have loaded the checks into the printer accurately.

Press **(Y)**, and the alignment mask will be printed. If the printing is not properly aligned on the check form, adjust the forms. Press **(Y)** again to print another alignment mask. You may have to print the alignment mask several times before it prints properly on the check form. See the sample alignment mask in Appendix C.

When the mask is properly aligned, press **(N)** in response to the alignment question.

Report Menu (continued)

The screen will show:

ENTER BEGINNING CHECK NUMBER:

When this message appears, enter the pre-printed check number (up to five numbers) that appears on the check. You will be asked if the check number matches the number on the check to be printed. Press **(N)** if the number does not match and enter the correct number.

Press **(Y)** if the check number is correct and the check stubs and checks will be printed.

After all checks have been printed the screen will show:

THERE ARE XXX DETAIL RECORDS STORED
DO YOU WISH TO CLEAR DETAIL? (Y/N)

If you wish to accumulate expenses on a monthly basis, do not clear detail for each check run. Instead, clear detail at the end of each month. At the end of each month, do a "dummy" check run and press **(Y)** when asked if you want to clear detail. This will give you a total month's expense summary.

If you are approaching the 700 detail record limit, you should clear the detail.

When Detail is cleared, the following occurs:

1. All Payee amounts are updated.
2. The Detail file is deleted.
3. An Expense Summary is printed.
4. Expense totals are zeroed.

Make sure that the checks are printed correctly. If even one of the checks is not correct, press **(N)** when asked if you want to clear the detail and the Report Menu will return. If you have errors in a check run, refer to the section, Reprinting Checks.

Caution: The detail records for checks (in this check run) will be deleted if you press **(Y)**. After the detail has been deleted, you cannot reprint any checks.

If the checks are satisfactory and you wish to clear detail, press **(Y)**. The message, UPDATING EXPENSE SUMMARY AND PAYEE FILE, will be displayed. Then, the system will delete all detail records. After the detail records have been deleted, the request, PRESS ENTER TO PRINT SUMMARY, will appear.

Press **(ENTER)**, and the Expense Summary will be printed.

The Expense Summary can be printed on either the check forms or paper.

The Expense Summary

The Expense Summary printout will list every expense code you entered in Expense Definitions. All expenses will show totals that reflect the amount spent on each expense since the last summary was printed. (See Appendix E for a sample Expense Summary.)

The Expense Summary will print the following:

1. The date this summary is printed.
2. The page counter of the report.
3. There will be two columns on this report, each listing the code, expense description, and the amount of the expense since the last Expense Summary.
4. The first line will be shown as **** UNKNOWN EXPENSE *. An amount shown for this Unknown Expense indicates that the system could not find a code at the time of printing for one or more detail lines.
5. At the end of the report, the TOTAL AMOUNT will reflect the total amount of expenses. This is also the total amount paid out since the last Expense Summary was printed.
6. Up to 26 expense codes are printed on each Detail stub. The Expense Summary will use a maximum of four checks and stubs.

Note: To maintain a good audit trail, you should find voided checks and record the pre-printed check numbers that have been voided, used during alignment masks, or used for the Expense Summary.

Reprinting Checks

When a check is printed, the Type is changed to H to indicate that the check has been printed and is being “held” until you clear it in Bank Reconciliation.

To reprint a check, return to the Check Entry Change mode. Enter the Check ID number for the check you want to reprint. (Remember that you cannot reprint any check that has had the detail deleted.) Use the key to move the cursor to TYPE. Press to print a check or to print a stub with a voided check.

Press the key until the message, CHECK CHANGED, is displayed at the bottom of the screen. Return to the Print Checks function to reprint the check. Be sure to destroy earlier printed checks.

Check Register

The Check Register may be printed at any time to provide an accurate list of all checks and deposits currently in the system.

Press **(2)** at the Report Menu when you are ready to print a check register. The message, CHECK REGISTER IN PROGRESS, will be displayed.

You will be asked if you want to continue. Press **(Y)**, and you will be asked if the printer is ready. Check to make sure the printer is ready, then press **(Y)**. After a brief pause, you will be asked to enter the beginning date of the register.

The screen will show:

FROM DATE... / /
TO DATE... / /

From Date

Either enter the Start date (in the format MMDDYY) or press the **(-)** key to start with the earliest date of the current checks and deposits.

To Date

Either enter a specific Ending date or press the **(-)** key and the present date will be used. The printer will start.

The Report Menu will return after the printout is complete. You can print as many check registers as needed by repeating the steps above.

Report Description

Refer to Appendix E for a sample Check Register.

Below is an explanation of a printed Check Register.

The date of the printout is at the upper left corner. The page counter is at the upper right corner. Your company's name, the name of the program, and the check register's beginning and ending dates will be printed. (If the **(-)** key was used in either date field, that field will appear as blanks.) Also, the name of the bank will be printed.

The CK. ID. column will reflect the check ID as assigned by the system. The PAYEE NAME column will show the payee's name for a check. If the item is a deposit, D E P O S I T will be labeled in the payee column. The DATE column will reflect the date entered for the deposit or check.

The AMOUNT column will show the amount of the deposit or check. The STAT column will show whether or not the deposit or check has been cleared in Bank Reconciliation. (This column will be blank for items not cleared.) The CHECK column will show the pre-printed check numbers assigned in Check Print.

TOTAL CHECKS (CURRENT) represents the total dollar amount of checks entered within the time frame you specified. TOTAL CHECKS represents the total amount of all checks in the system.

TOTAL DEPOSITS (CURRENT) represents the total of all deposits entered within the time period specified for this check register. TOTAL DEPOSITS represents a total of all deposits in the system.

CURRENT BALANCE is the balance maintained by the system for all checks and deposits entered.

Bank Account Reconciliation Report

This report can be run at any time to examine the current status of the account. When you receive your bank statement, this provides a record of the reconciliation of the bank account. If you are reconciling your bank statement, statement information must be entered through the Bank Reconciliation function.

After you reconcile the account, press **(4)** at the Report Menu for the Bank Account Reconciliation report.

The screen will show:

BANK RECONCILIATION IN PROGRESS

You will be asked if you wish to continue. Press **(Y)**, and you will be asked if the printer is ready. Press **(Y)**, and the report will be printed. The message, BANK RECONCILIATION COMPLETE, will appear at the bottom of the screen when the report is finished printing. The Report Menu will return.

Refer to Appendix E to view a sample Bank Account Reconciliation report.

The Bank Account Reconciliation report will be titled and will show the name of the bank. The Beginning Balance will be dated and will reflect the balance as of the previous period.

Deposits entered into the system are listed by the date of deposit. The amounts of the deposits are itemized according to date and a total for deposits is given. Cleared deposits can be identified by the CL printed to the right to them.

All checks in the system will be printed showing check ID number, date, payee, and amount. The letters, CL, will be printed to the right of cleared checks. The pre-printed check number used in printing this check will also be printed to the right of the Status column. The total of all checks will be printed.

The service charge that was entered in Bank Reconciliation will be printed.

The Ending Bank Balance (Actual) will reflect the account's actual balance based on all checks written and deposits made. This figure is derived by adding all deposits to the previous balance and subtracting all checks and any service charge.

All outstanding deposits and checks (items not cleared by the bank) will be printed and totaled. The Ending Bank Balance is derived by subtracting subsequent deposit amounts (those not cleared by the bank) and adding outstanding checks from the Ending Bank Balance (Actual).

The Ending Balance Reported on Statement is the amount entered in Account Reconciliation (the amount shown on the actual statement mailed from the bank).

The difference between Ending Bank Balance and Ending Balance Reported on Statement is the amount this report is out of balance. If all checks and deposits have been properly cleared, the last line of the report will indicate 00.

If the Account Does Not Balance

If your Bank Account Reconciliation report is out-of-balance, you can still proceed with period closing. However, it is recommended that you try to locate the error first. An out-of-balance report usually reflects an earlier input error.

Make sure that the service charge and ending bank balance were entered correctly from the bank statement. Make sure the correct checks and deposits have been cleared. Compare the printed check amounts with any cancelled checks.

Keep the system's Bank Account Reconciliation report and Check Register for your records.

Make the necessary corrections, then print the Bank Account Reconciliation report again. After the account has been balanced, you would normally proceed with Period Closing.

Payee To-Date Summary

At the Main Menu, press **(5)** for the Report Menu. Then, press **(3)** for Payee Reports.

The payee to-date summary lets you see the actual amount of money you have paid out to any payee and how much your company is saving in discounts-taken. Both of these totals are year to-date amounts and are updated after printing an expense summary.

At Payee Reports, press **(2)** for a Payee To-Date Summary. You will be asked if you want to close the year. Press **(N)** if you do not wish to close the year. If you do wish to close the year, press **(Y)**. Then, press **(Y)** when asked, ARE YOU SURE? Press **(Y)** after making sure the printer is ready and the report will be printed.

Note: It is suggested that all checks be printed before you close the year so that the figures will reflect accurate yearly totals. You can print as many Payee To-Date Summaries as you want without closing the year. If you close the year, all payee totals will be set to zero.

Refer to Appendix E for a sample Payee To-Date Summary.

Report Description

The Payee To-Date Summary report will show the payee code (ID) and name. The Discount column will reflect the amounts entered as discounts (expense code 99) for each payee on all checks this year. The Paid-to-date column will reflect the amount paid to this payee net of discounts for the year. ** ALTERNATE PAYEES ** represents money paid to or discounts taken from all alternate payees. All amounts paid and discounts taken are totaled.

Closing the Year

If you press **(Y)** when asked if you want to close the year, a final summary will be printed and all Payee totals will be zeroed for the new year.

Period Closing

At the end of each statement period when you have received your statement from the bank and have reconciled your Bank Account, you will need to do a Period Closing. This prepares the account for the new period.

This process deletes checks and deposits which have been cleared by the bank. Since the cleared checks and deposits are returned to you with the bank statement, there is no need for the system to continue maintaining these records.

Before you begin Period Closing, be sure you have recorded the statement information through Bank Reconciliation. Backups of your Program and Data diskettes should be made. You should print the system's Bank Account Reconciliation report and make sure that the account balances. Press **(6)** at the Main Menu when you are ready to proceed with Period Closing.

The program indicates Period Closing is in progress. Press **(N)** to return to the Main Menu, or press **(Y)** to proceed with Period Closing.

Now type the period closing date which is recorded on the statement received from the bank. For example, November 24, 1983 is typed **(1)(1)(2)(4)(8)(3)**. The program then asks if the date you have typed is correct. If the date needs correcting, press **(N)**. If the date is correct, press **(Y)**.

When you answer **(Y)**, the program proceeds with deleting the cleared checks and deposits. The cleared checks are subtracted from the account's balance. All cleared deposits are added to the account's balance, then the cleared check and deposit entries are deleted.

The message, END OF PERIOD CLOSING COMPLETE, is then displayed. The Main Menu will return. The checks and deposits not cleared during Bank Reconciliation will be the only ones that remain in the system.

If a service charge was entered through the Bank Reconciliation function, it was automatically cleared and has been subtracted from the account's balance. To see the results, press **(1)** at the Main Menu for System Definitions. Press **(2)** at the System Definitions Menu for Bank Definition.

Press **(I)** for Inquiry. The Account Status section of the screen will indicate the Last Check ID number assigned, the account's beginning balance (Bank Statement balance) as of last closing, the period closing date, and the current balance which reflects all the checks, deposits, and adjustments as they have been entered into the system.

Daily Operating Procedures

1. Enter deposits in Deposit Entry. You are allowed up to nine deposits per day.
2. Enter checks through the Check Entry function. If the check was written manually, enter ☐M for check type so that a record of the detail stub and a voided check will be printed.
3. Print checks.
4. Print a Check Register to check the system balance or to ensure that all checks and deposits were entered correctly.
5. Make any necessary changes or deletions to these checks and deposits.
6. Check the System Status (in Company Information) to ensure adequate disk space and check Account Status (in Bank Definition) to check the current system balance.

Monthly Operating Procedures

1. Print all remaining checks in the system. Reprint if necessary. Then print an Expense Summary and delete detail records if you are tracking expenses by month.
2. After receiving the statement from the bank, use Bank Reconciliation to clear all checks and deposits which have cleared the bank. Enter the ending balance and any service charges shown on the bank statement.
3. Print a Check Register to verify that all correct deposits and checks have been cleared.
4. Print a Bank Account Reconciliation report.
5. If the report shows that the account is out-of-balance, make the necessary corrections and print the report again.
6. When the reconciliation proves correct, close the period.
7. Run an Expense list, Payee list, and Payee To-Date Summary as needed.
8. When it is time to close the year, print a Payee To-Date Summary and press ☐Y when asked if you want to close the year.

Note: Be sure to print all checks and clear the detail before you close the period or year. When the year is closed, all payee totals are set at zero.

How to Backup Your Diskettes

Use this procedure exactly:

1. Turn on your system. If you are not familiar with the equipment, please refer to your Disk System Owner's Manual for System Start Up.
2. Insert a new, blank diskette in Drive 1 and close the drive door.
3. Insert the diskette you wish to copy in Drive 0 and close the drive door.
4. Press the orange Reset button.

The screen will show:

You type:

Enter Date (MM/DD/YY)?

01/01/85 and press
ENTER. (Example for January 1,
1985)

Enter Time (HH:MM:SS)?

Press ENTER.

TRSDOS Ready

BACKUP:0

:1 and press ENTER.

SOURCE Disk Master Password

PASSWORD and press
ENTER.

Note: If you are using a new disk, the system will format the disk for you.

If you are reusing an old disk, one or two additional questions may appear, depending on the previous contents of the disk. You may see:

Diskette contains DATA. Use Disk or not?

and/or:

Do you wish to RE-FORMAT the diskette?

If the questions appear and you are sure you are using the correct diskette, type Y and press ENTER for each question. When the process is completed, the screen will show:

** Backup Complete **

How to Format Your Data Diskettes

This process prepares blank diskettes for use on the disk system. All data diskettes must be formatted. Here's how you do it:

1. Turn on your system. If you are not familiar with the equipment, please refer to your Disk System Owner's Manual for System Start Up.
2. Insert a diskette containing TRSDOS in Drive 0 and close the drive door. (The Program diskette in this package contains TRSDOS.)
3. Insert a blank diskette (or an old diskette you wish to reuse) into Drive 1 and close the drive door.
4. Press the orange Reset button.

The screen will show:

TRSDOS Ready

Format Which Drive?

Diskette Name?

Master Password?

You type:

F O R M A T and press
ENTER.

1 and press **ENTER**.

D A T A 8 2 and press
ENTER.

P A S S W O R D and press
ENTER.

If you are reusing an old disk, the computer may show: DISKETTE contains DATA. Use Disk or not? If this question appears, type **Y** and press **ENTER**. The computer will start formatting the disk in Drive 1.

After the diskette is formatted, you will return to TRSDOS Ready. Remove the formatted diskette from Drive 1, and label it. Always use a felt-tip marking pen. Pencils and ball point pens can damage the disk surface.

Appendix D—Sample Printed Checks

Sample Printed Checks

PAYEE: JOHN HARRISON			DATE: 04/28/82 CK.ID. 000006	
INVOICE NUMBER	INVOICE DATE	EXPENSE CODE	EXPENSE DESCRIPTION	AMOUNT
	00/00/00	82	MISC. SALES EXPENSE	****45.50
	00/00/00	54	MISC. ATTORNEY FEES	**1,525.00
	00/00/00	52	LEGAL SERVICE	****255.00
	00/00/00	99	DISCOUNTS	****100.00--
** TOTAL AMOUNT ----->				\$1,725.50 **
PAY ONE THOUSAND SEVEN HUNDRED TWENTY-FIVE & 50/100 ----- DOLLARS				
TO THE ORDER OF		JOHN HARRISON 1404 ELM STREET ALBUQUERQUE	000006 04/28/82	DATE AMOUNT **1,725.50
		NM 87102		

Sample Printed Checks (continued)

PAYEE: BEST PINE LUMBER MILL			DATE: 04/28/82 CK.ID. 000004	
INVOICE NUMBER	INVOICE DATE	EXPENSE CODE	EXPENSE DESCRIPTION	AMOUNT
1225	12/25/81	63	LUMBER	**2,500.00
	00/00/00	99	DISCOUNTS	****125.00-
45120	01/22/82	63	LUMBER	*14,500.00
	00/00/00	99	DISCOUNTS	**1,235.50-
P9966	01/02/82	63	LUMBER	****455.50
	00/00/00	70	RETURNS	****210.50-
EXCHN	01/01/82	71	EXCHANGES	****645.25-
	00/00/00	63	LUMBER	****645.25
FINAN	01/31/82	98	INTEREST -- FINANCE	*****45.50
SLSTX	01/31/82	91	GENERAL SALES TAX	**1,522.55
** TOTAL AMOUNT ----->				\$17,452.55 **

WRITTEN MANUALLY

PAY

DOLLARS

V	V	0000	IIIII	DDDD			
V	V	0 0	I	D D			
V V	'0 0	I	D D				
V	0000	IIIII	DDDD				

TO THE ORDER OF: BEST PINE LUMBER MILL
8778 NORTHWESTERN BLVD.
PORTLAND OR 44554

000004 04/28/82 *17,452.55.

Appendix E—Sample Reports

1. Check Register

DATE: 01/31/82
FREQ: ON REQUEST

FOUR SEASONS HOME CENTER
BUSINESS CHECKWRITER
CHECK REGISTER
FROM: / / TO: / /

PAGE: 1
CWCKREG

THE BIGGEST BANK IN TEXAS

CK. ID	PAYEE NAME	DATE	AMOUNT	STAT	CHECK
	D E P O S I T	01/12/82	12,500.00	CL	
	D E P O S I T	01/12/82	55.50	CL	
	D E P O S I T	01/12/82	655.43	CL	
	D E P O S I T	01/25/82	10,250.00	CL	
	D E P O S I T	01/25/82	352.50		
	D E P O S I T	01/31/82	12.50		
000001	AMERICAN EXPRESS COMPANY	01/08/82	286.30	CL	10010
000002	TOM JOHNSON	01/20/82	1,200.00	CL	10011
000003	ACE HARDWARE WAREHOUSE	01/11/82	2,758.26		10012
000004	BEST PINE LUMBER MILL	01/15/82	17,452.55	CL	10013
000005	LIGHTS, LAMPS AND STUFF	01/12/82	1,130.75	CL	10125
000006	JOHN HARRISON	01/12/82	1,725.50		10126
000007	MASTER CHARGE	01/28/82	376.25	CL	
000008	FOUR SEASONS HOME CENTER	01/28/82	500.00		
000009	TEXAS POWER HOUSE ELECTRICITY	01/28/82	1,522.55	CL	
	TOTAL CHECKS (CURRENT)		24,690.66		
	TOTAL CHECKS		24,690.66		
	TOTAL DEPOSITS (CURRENT)		23,825.93		
	TOTAL DEPOSITS		23,825.93		
	CURRENT BALANCE		1,635.27		

*****END OF REPORT

Sample Reports (continued)

2. Expense List

DATE: 04/28/82
FREQ: ON REQUEST

FOUR SEASONS HOME CENTER
BUSINESS CHECKWRITER
EXPENSE LIST

PAGE: 1
CWEXPLST

EXP#	DESCRIPTION	EXP#	DESCRIPTION
00	MISCELLANEOUS	01	ELECTRICITY
02	NATURAL GAS	03	WATER-SEWER-GARBAGE
10	AUTO LEASES	11	GASOLINE
12	AUTO REPAIRS	20	RENT
21	GENERAL BUILDING MNT	22	JANITORIAL SUPPLIES
30	OFFICE EQUIPMENT	31	OFFICE FURNITURE
32	OFFICE SUPPLIES	40	COMPUTER LEASES
41	COMPUTER SUPPLIES	42	COMPUTER REPAIRS
50	INCOME TAX SERVICE	51	BOOKKEEPING FEE
52	LEGAL SERVICE	53	COLLECTION EXPENSE
54	MISC. ATTORNEY FEES	60	HARDWARE
61	FEED	62	ELECTRICAL
63	LUMBER	64	TOOLS
65	PAINTS	66	GENERAL MDSE
67	PLUMBING	68	HOUSEWARES
70	RETURNS	71	EXCHANGES
72	ALLOWANCES	73	ADJUSTMENTS
80	ENTERTAINMENT	81	TRAVEL
82	MISC. SALES EXPENSE	85	FREIGHT
86	TRANSPORTATION	90	PETTY CASH FUND
91	GENERAL SALES TAX	92	PERSONAL DRAW-HARRY
93	PERSONAL DRAW-TOM	94	PERSONAL DRAW-MARY
95	INCOME TAX	96	REGISTRATION TAX
97	PROPERTY TAX	98	INTEREST -- FINANCE
99	DISCOUNTS		

*****END OF REPORT

Sample Reports (continued)

3. Payee List

DATE: 04/28/82 FREQ: ON REQUEST		FOUR SEASONS HOME CENTER BUSINESS CHECKWRITER PAYEE LIST		PAGE: 1 CWPAYRPT
ID.	PAYEE NAME/ADDRESS	*****ID SEQUENCE*****		
C1	MASTER CHARGE P.O. BOX 1344 DALLAS TX 75112			
C4	AMERICAN EXPRESS COMPANY P.O. BOX 1299B NEW YORK NY 10002			
M1	ACE HARDWARE WAREHOUSE 456 LONGVIEW LANE ALBUQUERQUE NM 87112			
M2	BEST PINE LUMBER MILL 8778 NORTHWESTERN BLVD. PORTLAND OR 44554			
M3	LIGHTS, LAMPS AND STUFF 98 MEADOWBROOK LANE DURANGO CO 95441			
O1	TANDY OFFICE PRODUCTS 500 ONE TANDY CENTER FORT WORTH TX 76102			
P1	TOM JOHNSON 40 % PARTNER 817-546-4499			
P2	HARRY LIBERSON 32% PARTNER 817-411-3902			
P3	MARY AMES 28% PARTNER 214-455-7788			
U1	TEXAS POWER HOUSE ELECTRICITY 345 EAST POWER ROAD FORT WORTH TX 76150			
U2	BIG THREE GAS COMPANY 65 AVENUE J ARLINGTON TX 76555			
U3	CITY OF FORT WORTH 7881 THROCKMORTON FORT WORTH TX 76102			

Sample Reports (continued)

DATE: 04/28/82	FOUR SEASONS HOME CENTER	PAGE: 2
FREQ: ON REQUEST	BUSINESS CHECKWRITER	CWPAYRPT
	PAYEE LIST	
ID.	PAYEE NAME/ADDRESS	*****NAME SEQUENCE*****
M1	ACE HARDWARE WAREHOUSE 456 LONGVIEW LANE ALBUQUERQUE NM 87112	
C4	AMERICAN EXPRESS COMPANY P.O. BOX 12998 NEW YORK NY 10002	
M2	BEST PINE LUMBER MILL 8778 NORTHWESTERN BLVD. PORTLAND OR 44554	
U2	BIG THREE GAS COMPANY 65 AVENUE J ARLINGTON TX 76555	
U3	CITY OF FORT WORTH 7881 THROCKMORTON FORT WORTH TX 76102	
P2	HARRY LIBERSON 32% PARTNER 817-411-3902	
M3	LIGHTS, LAMPS AND STUFF 98 MEADOWBROOK LANE DURANGO CO 95441	
P3	MARY AMES 28% PARTNER 214-455-7788	
C1	MASTER CHARGE P.O. BOX 1344 DALLAS TX 75112	
O1	TANDY OFFICE PRODUCTS 500 ONE TANDY CENTER FORT WORTH TX 76102	
U1	TEXAS POWER HOUSE ELECTRICITY 345 EAST POWER ROAD FORT WORTH TX 76150	
P1	TOM JOHNSON 40 % PARTNER 817-546-4499	

*****END OF REPORT

Sample Reports (continued)

4. Payee To-Date Summary

DATE: 04/28/82 FOUR SEASONS HOME CENTER PAGE: 1
FREQ: ON REQUEST BUSINESS CHECKWRITER CWPAYRPT
PAYEE TO-DATE SUMMARY

ID.	PAYEE	DISCOUNT	PAID-TO-DATE
C1	MASTER CHARGE	0.00	255.45
C4	AMERICAN EXPRESS COMPANY	0.00	331.30
M1	ACE HARDWARE WAREHOUSE	549.04	4,903.26
M2	BEST PINE LUMBER MILL	1,783.00	25,997.45
M	LIGHTS, LAMPS AND STUFF	113.00-	1,022.75-
O1	TANDY OFFICE PRODUCTS	0.00	0.00
P1	TOM JOHNSON	0.00	1,700.00
P2	HARRY LIBERSON	0.00	3,200.00
P3	MARY AMES	0.00	1,250.00
U1	TEXAS POWER HOUSE ELECTRICITY	0.00	687.25
U2	BIG THREE GAS COMPANY	0.00	0.00
U3	CITY OF FORT WORTH	0.00	200.00
	** ALTERNATE PAYEES **	100.00	1,725.50
*** T O T A L S ***		2,319.04	39,227.46

*** END OF YEAR REPORT ***

*****END OF REPORT

5. Expense Summary

PAGE: 1			EXPENSE SUMMARY		06/18/82
CODE	EXPENSE DESCRIPTION	AMOUNT	CODE	EXPENSE DESCRIPTION	AMOUNT
**	** UNKNOWN EXPENSE *	0.00	01	ELECTRICITY	277.75
02	NATURAL GAS	25.80	03	WATER-SEWER-GARBAGE	15.00
10	AUTO LEASES	2,560.00	11	GASOLINE	255.50
12	AUTO REPAIRS	0.00	20	RENT	0.00
21	GENERAL BUILDING MNT	0.00	22	JANITORIAL SUPPLIES	0.00
30	OFFICE EQUIPMENT	0.00	31	OFFICE FURNITURE	0.00
32	OFFICE SUPPLIES	625.65	40	COMPUTER LEASES	1,200.00
41	COMPUTER SUPPLIES	150.00	42	COMPUTER REPAIRS	0.00
50	INCOME TAX SERVICE	0.00	51	BOOKKEEPING FEE	0.00
52	LEGAL SERVICES	425.00	53	COLLECTION EXPENSE	0.00
54	MISC. ATTORNEY FEES	0.00	60	HARDWARE	0.00
61	FEED	4,522.00	62	ELECTRICAL	2,310.00
63	LUMBER	47,500.00	64	TOOLS	1,500.00
(CONTINUED ON NEXT PAGE)					

EXPENSE SUMMARY

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TO THE ORDER OF:

DATE

AMOUNT

DOLLARS

Sample Reports (continued)

PAGE: 2

EXPENSE SUMMARY

06/10/02

CODE	EXPENSE DESCRIPTION	AMOUNT	CODE	EXPENSE DESCRIPTION	AMOUNT
65	PAINTS	1,200.00	66	GENERAL MERCHANDISE	455.50
67	PLUMBING	4,755.00	68	HOUSEWARES	1,450.00
70	RETURNS	230.50	71	EXCHANGES	0.00
72	ALLOWANCES	56.05	73	ADJUSTMENTS	0.00
80	ENTERTAINMENT	0.00	81	TRAVEL	0.00
82	MISC. SALES EXPENSE	0.00	85	FREIGHT	0.00
84	TRANSPORTATION	0.00	90	PETTY CASH FUND	50.00
91	GENERAL SALES TAX	255.65	92	PERSONAL DRAW HARRY	0.00
93	PERSONAL DRAW-TOM	500.00	94	PERSONAL DRAW MARY	1,000.00
95	INCOME TAX	22,500.00	96	REGISTRATION TAX	0.00
97	PROPERTY TAX	0.00	98	INTEREST FINANCE	22.50
97	DISCOUNTS	705.50	99	MISCELLANEOUS	42.50

TOTAL AMOUNT -----> **** \$95,186.06

PAY

EXPENSE SUMMARY

DOLLARS

V V 0000 IIIII DDDD
V V 0 0 I D D
V V 0 0 I D D
V 0000 IIIII DDDD

DATE

AMOUNT

TO THE ORDER OF:

Sample Reports (continued)

6. Bank Account Reconciliation

DATE: 01/31/82
FREQ: ON REQUEST

FOUR SEASONS HOME CENTER
BUSINESS CHECKWRITER
BANK ACCOUNT RECONCILIATION

PAGE: 1
CWSTATE

THE BIGGEST BANK IN TEXAS

BEGINNING BALANCE AS OF 01/05/82 2,500.00

-----D E P O S I T S-----

01/12/82	12,500.00	CL
01/12/82	55.50	CL
01/12/82	655.43	CL
01/25/82	10,250.00	CL
01/25/82	352.50	
01/31/82	12.50	

TOTAL DEPOSITS 23,825.93

-----C H E C K S-----

000001	01/08/82	AMERICAN EXPRESS COMPANY	286.30	CL	10010
000002	01/20/82	TOM JOHNSON	1,200.00	CL	10011
000003	01/11/82	ACE HARDWARE WAREHOUSE	2,758.26		10012
000004	01/15/82	BEST PINE LUMBER MILL	17,452.55	CL	10013
000005	01/12/82	LIGHTS, LAMPS AND STUFF	1,130.75	CL	10125
000006	01/12/82	JOHN HARRISON	1,725.50		10126
000007	01/28/82	MASTER CHARGE	376.25	CL	
000008	01/28/82	FOUR SEASONS HOME CENTER	500.00		
000009	01/28/82	TEXAS POWER HOUSE ELECTRICITY	1,522.55	CL	

TOTAL CHECKS 24,690.66

SERVICE CHARGE 12.55

ENDING BANK BALANCE (ACTUAL) 1,622.72

SUBTRACT SUBSEQUENT DEPOSITS:

01/25/82	352.50
01/31/82	12.50

TOTAL SUBSEQUENT DEPOSITS 365.00

ADD OUTSTANDING CHECKS:

000003	01/11/82	ACE HARDWARE WAREHOUSE	2,758.26	10012
000006	01/12/82	JOHN HARRISON	1,725.50	10126
000008	01/28/82	FOUR SEASONS HOME CENTER	500.00	

TOTAL OUTSTANDING CHECKS 4,983.76

ENDING BANK BALANCE 6,241.48

ENDING BALANCE REPORTED ON STATEMENT 6,241.48

OUT OF BALANCE AMOUNT .00

*****END OF REPORT

COBOL Errors

This program is written in COBOL language. If the program or the computer fails, COBOL error messages may appear.

COBOL error messages that are in the numeric range 10–99, with the exception of 94, indicate a problem with disks. If one of these error messages occurs, use your latest version of Backups of the Program and the Data diskette.

If any of these errors occur, press **ENTER** to return to TRSDOS Ready

The error, 94 FILE NOT FOUND, indicates that the file cannot be found. This could be due to diskettes being in the wrong drives, an open disk drive door, a flawed diskette, or a bad disk drive. If you receive this error, make sure the diskettes are properly positioned, then reenter the system. If this error recurs, use your latest Backups.

**NO. ONE FORMS DRIVE
CARROLLTON, TEXAS 75006**

(214) 242-2123
(800) 492-5232 • TEXAS
(800) 527-0625 • NATIONAL

TRS-80® FORMS ORDER

SOFTWARE NO. 26-1585, "BUSINESS CHECKWRITER."
*** TRS-80 IS A REGISTERED TRADEMARK OF RADIO SHACK.**
USE ORDER FORM ON REVERSE

(7)	YOUR COMPANY NAME	ANY TOWN, STATE ZIP	(6)	No. 1001
PAYEE:	TOMMY JOHNSON III.		DATE:	03/08/82 CK.ID. 000007
INVOICE NUMBER	FRT10	INVOICE DATE 02/25/82	EXPENSE DESCRIPTION LEGAL COUNSEL FEE DISCOUNTS	AMOUNT **2,500.00 ****250.00-
			** TOTAL AMOUNT ----->	\$2,250.00 **

MULTI-PURPOSE CHECK MPC-1 CATALOG NO. 7501B PRINTED IN U.S.A.

(V)	YOUR COMPANY NAME	ANY BANK ANY WHERE, USA	(10)	(4)	No. 1001
(3)	1234 ANY STREET ANY TOWN, USA 12345				
PAY TO THE ORDER OF:					
TWO THOUSAND TWO HUNDRED FIFTY & 00/100 DOLLARS					
		JAMES J. SMITH 5421 MEADOW ST. DALLAS TX 75102	DATE 03/08/82	AMOUNT **2,250.00	
			(9)	YOUR COMPANY NAME	
			(8)		

(5) * 100 1 * : 2 3 4 5 6 ? : * 00000000 *

EXAMPLE AT LEFT SHOWS ALL IMPRINTING POSITIONS. CIRCLED NUMBERS CORRESPOND TO THE ORDER FORM.

EXAMPLE HAS BEEN REDUCED
TO 55% OF ACTUAL SIZE.

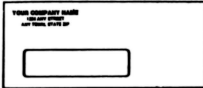
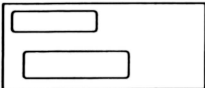
EXAMPLE OF A PRINTOUT IS SHOWN.

BASE PRICE INCLUDES FOUR OR FIVE LINE HEADING.

**WE WILL PRINT YOUR CUSTOM
LOGO FOR AN ADDITIONAL
CHARGE. YOU MUST FORWARD
CAMERA READY ARTWORK.**

PRICES ARE SUBJECT TO
CHANGE WITHOUT NOTICE.

MULTI-PURPOSE CHECK

FORM NAME		MULTI-PURPOSE CHECK			
FORM NUMBER		MPC-4-1	MPC-4-2	MPC-4-3	
NUMBER OF PARTS		ONE	TWO	THREE	
PAPER SPECS		PART 1 = 24 LB. WHITE MICR BOND	PART 1 = 26 LB. WHITE CARBONLESS 2 = 15 LB. CANARY "	PART 1 = 26 LB. WHITE CARBONLESS 2 = 14 LB. CANARY " 3 = 15 LB. PINK "	
IMPRINTED BASE PRICES	500	\$ 89.00	129.00	\$150.00	
	1,000	96.00	156.00	195.00	
	2,000	165.00	289.00	355.00	
ADDITIONAL SPECS		SIZE: 9½ x 7 (8½ x 7 DETACHED) INK COLORS: LIGHT BLUE AND BLACK IMPRINTING: BLACK INK; BASE PRICE INCLUDES FOUR OR FIVE LINE HEADING AND ALL BANK INFORMATION			
ENVELOPES FORM NO. ENV-8	500	\$ 78.00	ENV-8 SPECS: PRINTED IN BLACK INK. CHECK FITS INTO A 3-5/8 x 8-5/8 SPECIAL SINGLE WINDOW ENVELOPE WITH AN INSIDE TINT.		
	1,000	95.00			
	2,000	150.00			
ENVELOPES FORM NO. ENV-9	1,000	53.00	ENV-9 SPECS: CHECK FITS INTO A 3-5/8 x 8-5/8 SPECIAL DOUBLE WINDOW ENVELOPE WITH AN INSIDE TINT.		
	2,000	90.00			
	3,000	129.00			

- CONSULT FACTORY FOR CUSTOM PRINTING IF ANY SPECIFICATIONS ARE DIFFERENT THAN ABOVE.
- SHIPPED UPS OR COMMON CARRIER; FREIGHT PAID.
- SALES TAX MUST BE ADDED AS REQUIRED BY LAW FOR TEXAS RESIDENTS.

**TRINITY FORMS COMPANY**

NO. 1 FORMS DRIVE
CARROLLTON, TEXAS 75006
(800) 527-0625 (214) 242-2123

CUSTOM FORMS ORDER

ORDER DATE	PHONE NUMBER ()	PURCHASE ORDER NO.
SIGNATURE, ALL DATA BELOW VERIFIED TO BE CORRECT:		

SHIP TO: (WE CANNOT SHIP TO A POST OFFICE BOX.)
NAME

MAILING ADDRESS:

NAME

STREET/P.O. BOX

CITY STATE ZIP

STREET

CITY STATE ZIP

COMPUTER MAKE AND MODEL	PRINTER MAKE AND MODEL	SOFTWARE: NAME & NUMBER
-------------------------	------------------------	-------------------------

1 FORM NUMBER	FORM NAME	NO. OF PARTS	QUANTITY
---------------	-----------	--------------	----------

2 HEADING, INSERT THE HEADING IMPRINT LINES. (COMPLETE HEADING MAY BE INCLUDED IN THE LOGO (SEE #3).)	PRICES
<div>BASE PRICE</div>	

3 CUSTOM LOGO <input type="checkbox"/> NO <input type="checkbox"/> YES (You must forward CAMERA READY ARTWORK.)	LOGO CHARGE
---	-------------

4 NUMBERING. Do you want your checks numbered? <input type="checkbox"/> NO <input type="checkbox"/> YES Starting No. _____	N/C
--	-----

NUMBERS 5 THRU 10 APPLY TO CHECKS ONLY

5 CONSECUTIVE MICR NUMBERS. (Sample voided check or MICR spec. sheet required.) <input type="checkbox"/> NO <input type="checkbox"/> YES (We will start with the number listed in #4 above.)	MICR CHECK NUMBERING CHARGE
--	-----------------------------

6 CHECK STUB NUMBERED. <input type="checkbox"/> NO <input type="checkbox"/> YES (We will start with the number listed in #4 above.)	N/C
---	-----

7 CHECK STUB PRINTED WITH NAME, CITY, & STATE. (WE WILL PRINT THE SAME INFORMATION IN #2 ABOVE UNLESS SPECIFIED OTHERWISE.) <input type="checkbox"/> NO <input type="checkbox"/> YES	N/C
--	-----

8 EXTRA SIGNATURE LINE. (Base form has one line.) <input type="checkbox"/> NO <input type="checkbox"/> YES	N/C
--	-----

9 SIGNATURE LINE NAME. (We will print the heading name unless noted below.) <input type="checkbox"/> NO <input type="checkbox"/> YES	N/C
--	-----

10 BANK AND MICR NUMBERS. You must submit either a sample voided check if the information is still correct or a bank furnished MICR spec. sheet. BANK NAME: ACCOUNT NO.	N/C
--	-----

11 ADDITIONAL INSTRUCTIONS AND CHARGES: <input type="checkbox"/> <input type="checkbox"/>	FORMS TOTAL \$
---	-------------------

12 ENVELOPES <input type="checkbox"/> NO <input type="checkbox"/> YES	FORM NO.	QUANTITY	ENVELOPES PRINTED <input type="checkbox"/> NO <input type="checkbox"/> YES	(WE WILL PRINT THE SAME INFORMATION IN NO. 2 ABOVE UNLESS SPECIFIED OTHERWISE)	ENVELOPES \$
---	----------	----------	--	--	-----------------

FORM NO. 11-10

SUB TOTAL

TAX

TOTAL

AMOUNT ENCLOSED

A. USE ONE ORDER FORM FOR EACH SEPARATE FORM ORDERED.
B. ATTACH CHECK FOR PAYMENT AND FORWARD WITH THIS ORDER FORM.
C. RETAIN A COPY OF THIS ORDER FOR YOUR RECORDS.

FOR FACTORY USE ONLY

FORM SALE	12	ENV. SALE	SUB-TOTAL *	TAX AMT.	TOTAL	CIA AMT.	CIA INV.	FREIGHT	CODE	P.O. NO.	SALE ORD. #
-----------	----	-----------	-------------	----------	-------	----------	----------	---------	------	----------	-------------

SOFTWARE REGISTRATION CARD

IMPORTANT: In order that you can receive notification of modifications or updates of this program you **MUST** complete this card and return it immediately. This card gets you information only and is **NOT** a warranty registration.

Name _____

Company _____

Address _____

City _____

State _____ Zip _____

10052182

Version/Date _____

Cat. No. 1585

Purchase Date _____

CHANGE OF ADDRESS

NOTE: If you move, please fill out this card and return it so that you may continue to receive information regarding this program.

10052182

Purchase Date _____

Version/Date _____

Cat No. 1585

NEW ADDRESS:

Name _____

Company _____

Address _____

City _____

State _____ Zip _____

OLD ADDRESS:

Name _____

Company _____

Address _____

City _____

State _____ Zip _____

INSTRUCTIONS FOR USE

1. Register one software package per card only.
2. Complete the Software Registration portion of this form and mail it immediately.
The Catalog No. may be found by examining the upper-right corner of your diskette.
3. For convenience a change of address card has been included. Copy all information from the Registration Card onto it prior to sending the Registration Card.

**PLACE
STAMP
HERE**

**Computer Merchandising
P.O. Box 2910
Fort Worth, Texas 76113-2910
Attn: Software Registration**

**PLACE
STAMP
HERE**

**Computer Merchandising
P.O. Box 2910
Fort Worth, Texas 76113-2910
Attn: Software Registration**

RADIO SHACK, A DIVISION OF TANDY CORPORATION

U.S.A.: FORT WORTH, TEXAS 76102
CANADA: BARRIE, ONTARIO L4M 4W5

TANDY CORPORATION

AUSTRALIA

280-316 VICTORIA ROAD
RYDALMERE, N.S.W. 2116

BELGIUM

PARC INDUSTRIEL DE NANINNE
5140 NANINNE

U. K.

BILSTON ROAD WEDNESBURY
WEST MIDLANDS WS10 7JN