

MODEL III

CHECKWRITER-80™

**CAT. NO.
26-1584**

Radio Shack

TRS-80

SOFTWARE

CUSTOM MANUFACTURED IN USA BY RADIO SHACK, A DIVISION OF TANDY CORP.

CHECKWRITER-80™

Radio Shack®



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FORT WORTH, TEXAS 76102

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Important Note to Model III Users

From time to time, Radio Shack may release new versions of TRSDOS, the TRS-80 disk operating system. Check with your local Radio Shack or the *TRS-80 Microcomputer News* for notices and instructions on these enhanced versions of TRSDOS.

If you receive a new version of TRSDOS, read the following before making any modifications to your existing software packages (applications, languages, or system utilities):

- Do not convert your Radio Shack software packages for use with the new version of TRSDOS unless you are instructed to do so.
- Before converting a Radio Shack supplied Model I software package to a Model III format, check to see if Radio Shack provides a Model III version of the package. If so, you should obtain a copy of that version.
- If you're using several different software packages, press the RESET button whenever you change software.

Thank-You!

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Check Order Form

Introduction

Are you tired of balancing your checkbooks month after month? Tired of keeping up with your check records? If so, the Radio Shack Model III Checkwriter-80 program is just the answer. Checkwriter-80 is designed to assist you in keeping your checkbook(s) in order.

Whether you deal with one or more banks, or have more than one account, the Checkwriter-80 (CW-80) program can satisfy your banking needs. The program lets you enter checks and deposits with the simple use of code numbers. Checkwriter-80 may be used as a check recording system or as a check writing and recording system. You have the option to print or manually write checks.

Checkwriter-80 automatically debits and credits your accounts. The program provides detailed status reports and categorically monitors your expenses. It also maintains year-to-date totals on your expenses for budgeting and income tax purposes.

Use Checkwriter-80 each month to reconcile your bank statement. Checkwriter-80 is so simple to use that you'll be balancing your checkbook with ease.

Features

- Prints checks.
- Allows manual check writing for record keeping purposes.
- Reconciles bank accounts.
- Maintains year-to-date expense totals.
- Lets you define up to 9 bank codes or 9 different accounts for one bank.
- Lets you define up to 75 payee codes.
- Lets you define up to 30 expense codes.
- Lets you define the type of printer to be used (Friction or Tractor-Feed).

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

System Capacity

The system is designed to handle up to 9 bank accounts, 30 expense codes, 1 miscellaneous expense code, and 75 payee codes. You may enter up to 2,500 transactions (checks and deposits).

System Options

As stated previously, you may use CW-80 as a check register (recording) system or as a check register and check writing system. Refer to section titled "Check Order Form" if you intend to print checks.

System Terminology and Conventions

Function is a specific action or operation carried out by the program.

Menu is like a table of contents. There are several menus throughout the program. The Main Menu is so labeled on the screen, and it contains the headings of all categories (subsequent menus) with which you will be working.

Cursor is the small blinking square on your screen, which shows where the next character you type will appear.

The cursor gives you control of your position in the course of running the program. While operating CW-80 (Checkwriter-80), you will move the cursor to appropriate positions for information entry, or to return to a previously displayed menu, or to return to a function.

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

Preparing Your Disks

Before you begin operating the CW-80 program, make a backup copy of the program disk. You will also need to format a data disk. For Format and Backup instructions, see Appendices A and B (in the back of the manual).

After making a backup of the program disk, put the original program disk away in a safe place. You will not use this disk. It should only be used for making backups.

Running the Program

Follow these steps in exact order.

1. Turn on your computer and turn on your printer. Press the On-Line key, if the printer you're using has one.
2. Insert the backup (working) copy of your program diskette in Drive 0 and close the door.
3. Insert the copy of your data diskette in Drive 1 and close the door.
4. Press the orange Reset button on your computer keyboard.

The screen will show:

You type:

Enter Date (MM/DD/YY)?

(Today's date) and press **ENTER**

Enter Time

Press **ENTER**

TRSDOS Ready

C W and press **ENTER**

If you failed to press the On-Line key, the screen will show:

PRINTER NOT READY PRESS <ENTER> TO CONTINUE

If this message appears, press the printer's On-Line key and press **ENTER** to continue.

The Main Menu will be displayed.

Note: Never turn off the computer while the diskettes are in the drives. You must first exit the program. To do this, press **SHIFT** **↓** **Z** until the screen shows:

COBOL STOP RUN AT: **** IN CKMENU

TRSDOS Ready

Running the Program (continued)

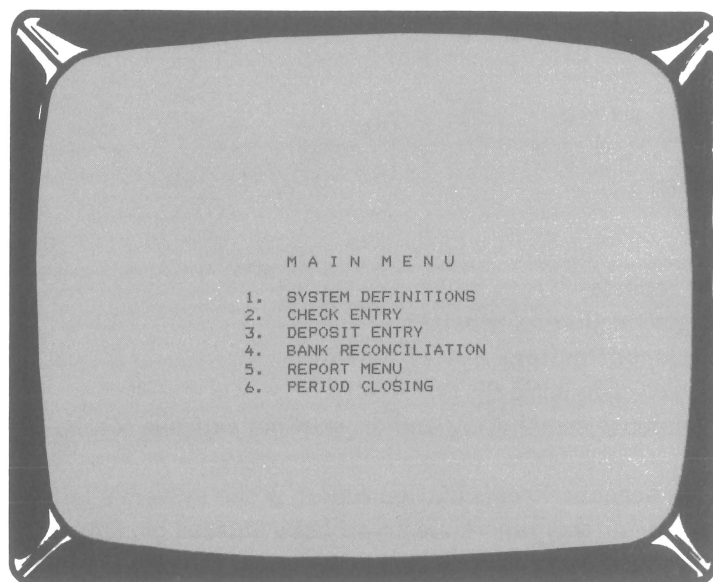
Now you can remove both diskettes and turn off your system. Do not remove the diskettes until TRSDOS Ready appears and the red light on the diskette drive is off.

Break Key

The Break key should not be used during operation of CW-80. If you accidentally press it, you will end the current function and return to TRSDOS Ready. To re-enter CW-80, type **C W** and press **ENTER**. This will return you to the Main Menu.

The Main Menu

The screen will show:



This is the Main Menu. Here is a brief description of each function.

System Definitions

Lets you set up your system and define codes. System Definitions is also used to find out the status of your system as well as the status of an account.

Check Entry

Allows you to enter checks as needed for each account. The system will sequentially generate its own check ID numbers as checks are entered. The system's CK. ID number is not the actual check number. CK. ID numbers are used by the system to to identify, monitor and locate checks while they are stored in the system.

Deposit Entry

Allows you to enter deposits for each account.

Running the Program (continued)

Bank Reconciliation

Allows you to record information from your bank statement and clear each check or deposit reported cleared by the bank. Displays deposits and checks recorded in the system. Also lets you reinstate checks and deposits cleared by mistake.

Report Menu

Prints the following:

1. Checks
2. Check Register reports
3. Bank Account Reconciliation reports*
4. Bank Lists (bank code listing)
5. Payee Lists (payee code listing)
6. Expense List (expense code listing and/or year-end expense totals)

* **Note:** The Bank Account Reconciliation report is the system's bank statement. **Do not** print this report until you have entered closing statement information through the Bank Reconciliation function. Closing statement information is obtained from the bank statement the bank sends you at the end of each period.

Period Closing

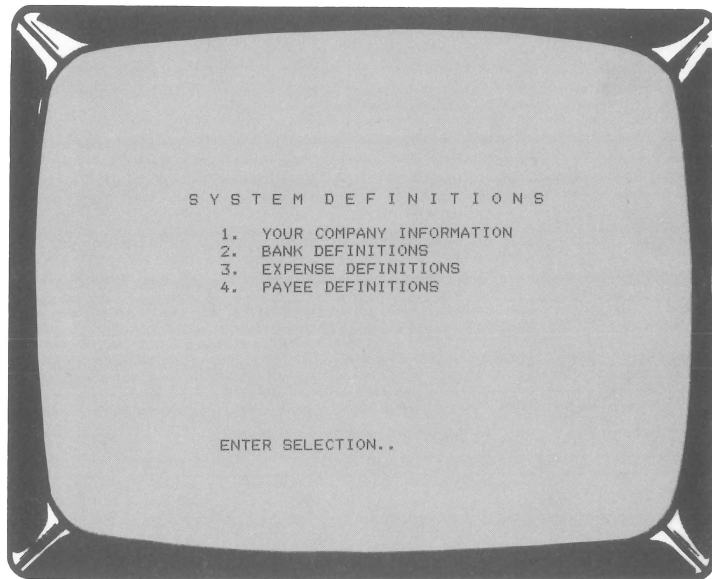
Allows you to update the actual bank balance for each account. Lets you "clear" appropriate totals and reset the system for the next period.

Note: This manual is written in the order in which functions appear on the menu, and is not necessarily the order in which routines are performed. Refer to the Daily and Monthly procedures.

Setting Up the System

The first step in setting up CW-80 is to define your system. Selection 1 of the Main Menu (System Definitions) enables you to tell the computer about you and your system. Press **1**.

The screen will show:



This is the System Definitions Menu. Selection 1 (Your Company Information) lets you tell the computer about you or your company. Selection 2 (Bank Definitions) lets you assign code numbers for your bank accounts.

An expense is what the check is “for”. Selection 3 (Expense Definitions) lets you assign code numbers for your regular expenses. A payee is the person or company to whom a check is made payable. Selection 4 (Payee Definitions) lets you assign code numbers for payees to whom you regularly send checks.

To set up or define your system, run each selection of this menu in the order they appear. In the future, the system will allow you to inquire or make modifications to any of your System Definitions. Let's proceed with defining your system.

Note: The system allows you to begin operation during a statement period. However, to avoid discrepancies, it is strongly recommended that you begin using CW-80 at the beginning of a statement period.

Setting Up the System (continued)

Your Company Information

The first step in defining your system is entering your company information. This information will print as the heading on your reports. At the System Definitions Menu, press **1** for YOUR COMPANY INFORMATION.

The screen will show:

```
YOUR COMPANY INFORMATION

COMPANY INFORMATION:
NAME.....
ADDRESS.....
CITY-STATE-ZIP..
PHONE NUMBER....
PRINTER SELECTION... (F=FRICITION/T=TRACTOR)

SYSTEM STATUS:
ACTIVE ACCOUNTS.....
ACTIVE PAYEES.....
ACTIVE EXPENSE CATEGORIES...
ACTIVE CHECKS.....
ENTER SELECTION.. (C=CHANGE, I=INQUIRY)
```

At the bottom of the screen there are two options: C = Change, I = Inquiry. Change allows you to add or change information. Inquiry displays information you have entered. Since you have not entered any information yet, press **C** for Change.

When instructed to “enter” information, press **ENTER** if you do not use the maximum number of characters allowed. When instructed to “type” information, type the information but don’t press Enter.

Enter your name or the name of your company (up to 30 characters). Enter your 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). For Phone Number, type the area code, then the telephone number. The cursor moves to PRINTER SELECTION. Press **F** if you’re using a Friction Feed Printer. Press **T** if you’re using a Tractor Feed Printer.

The SYSTEM STATUS section of the screen does not allow an entry, because this information is received from entries you make through other functions. You may inquire of System Status to find out how many active accounts, payees, checks, and expense categories the system has recorded.

Note: If you make a mistake while entering information, press **SHIFT** **↑** to return to the line you wish to change. Enter the change, then press the **↓** key to return to the point of interruption.

Inquiring Company Information

To find out the system's status or to display your company information, press **I** for Inquiry. After this information is displayed, the program will automatically exit the Inquiry mode.

Changing Company Information

Whenever you need to change your company information, press **C** for Change. Use the **↓** key to move to the line you wish to change. Enter the change by retyping the line.

When there are no more changes, continue pressing the **↓** key until Company Information Changed is displayed. Press **SHIFT** **↓** **Z** to return to the System Definitions Menu.

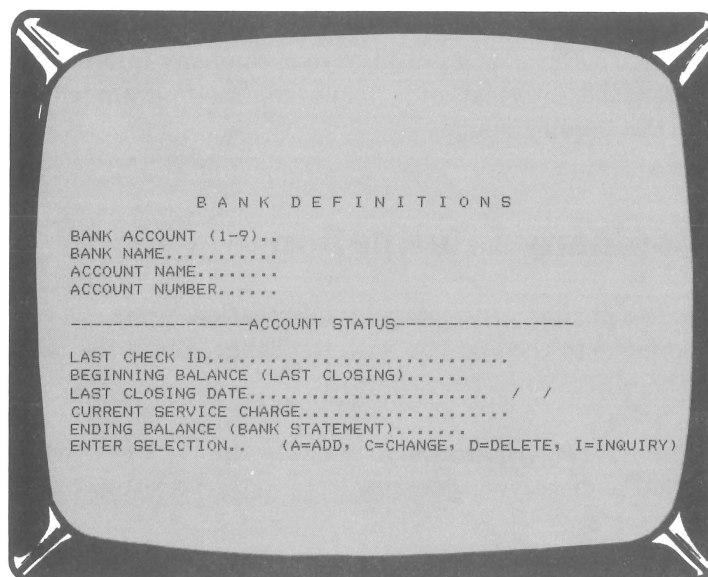
Setting Up the System (continued)

Bank Definitions

The second step in setting up your system is defining codes for your bank accounts. It is required that you define a code for each bank account you have (maximum 9 accounts). This may be 9 different banks, 9 different accounts for the same bank, or any combination.

At the System Definitions Menu, press **[2]** for BANK DEFINITIONS.

The screen will show:



```
BANK DEFINITIONS

BANK ACCOUNT (1-9)..
BANK NAME.....
ACCOUNT NAME.....
ACCOUNT NUMBER.....

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

LAST CHECK ID.....
BEGINNING BALANCE (LAST CLOSING).....
LAST CLOSING DATE..... / /
CURRENT SERVICE CHARGE.....
ENDING BALANCE (BANK STATEMENT).....
ENTER SELECTION.. (A=ADD, C=CHANGE, D=DELETE, I=INQUIRY)
```

At the bottom of the screen, there are 4 options. To define new bank codes, press **[A]** for ADD. To change bank codes, press **[C]** for CHANGE. To delete bank codes, press **[D]** for DELETE. To review bank codes and have them displayed on the screen, press **[I]** for INQUIRY.

Defining Bank Codes

To define new bank codes, press **[A]** for Add. Assign code numbers in numerical sequence (1-9). Since the first account will be assigned code number 01, at BANK ACCOUNT enter the number **[1]**.

Now, enter the name of the bank (up to 30 characters). Remember “enter” means to press **[ENTER]** if you do not use the maximum number of characters allowed. “Type” means pressing Enter is not necessary.

Setting Up the System (continued)

At ACCOUNT NAME, enter the name the account is in (up to 30 characters). Now enter the account number (up to 10 digits). The program then asks if the account has an existing balance.

If the account does not have an existing balance, press **[N]** to proceed with defining the next account. If the account has an existing balance, press **[Y]**, then enter the ending balance recorded on your last bank statement.

The maximum entry is 999,999.99. It is not necessary to enter commas when entering dollar amounts. Sometimes it is necessary to enter decimals. For example, \$3,332.00 is entered **[3][3][3][2]**. For \$3,332.98 you would enter **[3][3][3][2][.][9][8]** (decimals are necessary here). To enter a negative amount, the amount must be preceded by the minus sign, i.e., **[-][1][0][.][0][0]**.

Note: If there are outstanding checks and deposits from the previous statement period, we will show you how to incorporate them into the system later on (Check Entry and Deposit Entry instructions).

After entering the ending balance as of last period, the cursor moves to LAST CLOSING DATE. Type the Closing Date recorded on the last bank statement. For example, September 30, 1981 is typed **[0][9][3][0][8][1]**. The program indicates the account has been added.

The cursor returns to BANK ACCOUNT. If you do not have another account to define, press **[SHIFT][↓][Z]** to exit the Add mode. If there is another account to define, at BANK ACCOUNT enter the number **[2]**. Enter the remaining account information in the manner described above.

When the cursor returns to BANK ACCOUNT, assign your next account the number **[3]**, etc. When you have defined the last account, at BANK ACCOUNT press **[SHIFT][↓][Z]** to exit the Add mode.

Note: Later on, if you add a bank account to the system, you may set it up as described above.

The ACCOUNT STATUS section is similar to the System Status section. This information is received from other functions. You may use this section in the future to find out the status of an account. However, this information does not become available until after you have processed your first bank reconciliation using the system.

At that time, information from your bank's statement is entered into the system. Account Status receives its information from the Bank Reconciliation function. Once you process bank reconciliation, you can return to Bank Definitions at anytime to inquire about the status of an account.

Setting Up the System (continued)

Account Status will inform you of the last Check ID number the system assigned. BEGINNING BALANCE (LAST CLOSING) will indicate 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 SERVICE CHARGE will indicate what the bank is charging for services. ENDING BALANCE (BANK STATEMENT) indicates what the account's balance was at the end of the last statement period. Current Service Charge and Ending Balance are entered through the Bank Reconciliation function. They are stored temporarily and will not always be displayed.

Inquiring Bank Codes

To find out the status of an account or to see an account's code definition, press for Inquiry. At BANK ACCOUNT, enter the account's bank code. After reviewing the account, press to view the next account, or press to exit the Inquiry mode.

Changing Bank Codes

Whenever you wish to change information regarding an account, press for Change. At BANK ACCOUNT, enter the bank code number.

Use the key to move to the line you wish to change (Bank Name, Account Name, or Account Number). After you enter the change, continue pressing the key until Account Changed is displayed. Press to exit the Change mode.

Deleting Bank Codes

The system will not allow you to close or delete an account which has an existing balance. To close or delete an account with an existing balance, write a check for that amount and deposit it into another account.

Close the account through the Period Closing function. After closing the account, you may proceed with deleting the account. To delete an account, select Bank Definitions, then press **[D]** for Delete.

At BANK ACCOUNT, enter the bank code. After displaying the account information, the program will ask if this is the account you wish to delete. Press **[Y]** if the displayed account is the one you want to delete. If the displayed account is not the one you want to delete, press **[N]** to enter another bank code.

Press **[SHIFT] [↓] [Z]** to exit the Delete mode. Press **[SHIFT] [↓] [Z]** again to return to the System Definitions menu.

During check entry, the program will use bank codes to determine which account you are dealing with. Whenever ACCT # or BANK ACCOUNT is requested, enter the bank code you have defined for the account. Based on the code number entered, a bank name, account name, address, and account number will automatically appear on the screen.

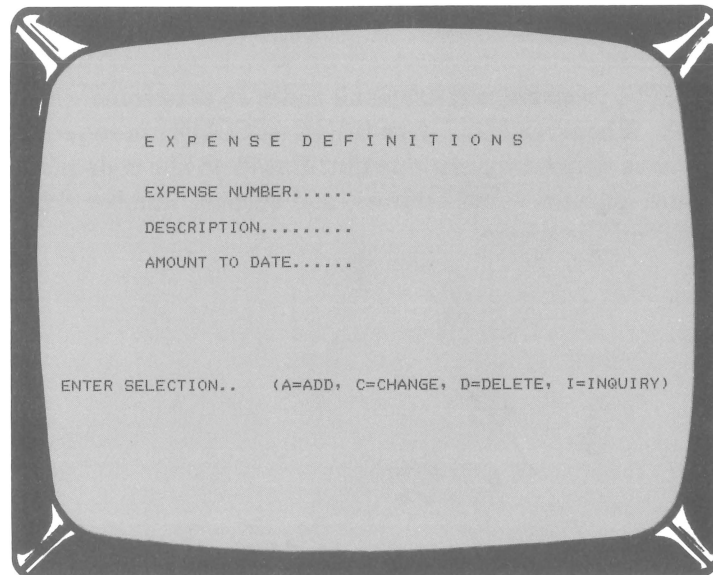
Expense Definitions

The third step in setting up your system is defining expense codes. Remember, an expense is what the check is “for”. Group your expenses into categories, i.e. Utilities, Rent, Loans, etc.

For each category, you need to know the total amount you have paid in that expense since the beginning of the fiscal year. Do not include the amount for checks which will be entered. When you have established your expense categories and have calculated their current balances, you may proceed with defining expense codes.

At the System Definitions Menu press **[3]** for EXPENSE DEFINITIONS.

The screen will show:



Note the four options which appear at the bottom of the screen. To define expense codes, press **[A]** for ADD. To change expense codes, press **[C]** for CHANGE. To delete expense codes, press **[D]** for DELETE. To review expense codes and have them displayed on the screen, press **[I]** for INQUIRY.

Defining Expense Codes

You will define a code number for each expense category. When you are entering a check, the expense code you enter tells the program what expense is being paid. You may define up to 30 expense codes. Assign code numbers in numerical sequence i.e. 01, 02, 03, 04, ... 30.

To begin entering expense codes, press **[A]** for Add. Since the first expense category should be assigned code number 01, at EXPENSE NUMBER enter the number **[1]**. Enter the expense description (or the category name, i.e. Utilities). The description may consist of up to 20 characters.

The program then asks if the expense category you're defining has an existing balance. Press **[N]** if the expense category does not have an existing balance. Press **[Y]** if the expense category has an existing balance.

For example, if you're defining a code for Utilities, press **[Y]**, then enter the total amount paid in Utilities so far this year. Do not include checks you intend to enter into the system.

Note: Do not include in the Expense category's existing balance outstanding checks from the previous statement period, or handwritten checks, written during the current statement period, but prior to setting up CW-80. Incorporation of these expense amounts into the system will be explained later in the manual.

After you enter the expense category's existing balance, the cursor returns to EXPENSE NUMBER. Define the next expense category. If this is the second expense category, assign the number **[2]**. Enter the expense description and the current balance of the expense (if there is one).

Repeat this process until you have defined all expense categories (maximum 30). When the cursor returns to EXPENSE NUMBER, press **[SHIFT]** **[↓]** **[Z]** to exit the Add Mode.

Note: Because you were setting up your system, the program requested the existing balance for each expense category. Once you begin running CW-80, if it becomes necessary to define a new expense category, the system will not allow you to enter the existing expense balance. After you define the new expense, the system will monitor it from that point on, as checks are written for it.

The purpose of defining expense codes is to assist you in keeping year-to-date expense totals. During check entry, the system uses expense codes to identify which expense is being paid. Expense codes will also save you time because there is no need to type the expense description each time you write a check.

During check entry, you will be asked to enter an expense code. The system must know what the check is "for". If the expense code you enter has been defined, the expense description will automatically appear on the screen.

Inquiring Expense Codes

To display your expense code definitions on the screen, press **[I]** for Inquiry. Enter the code number for the expense you wish to see. Press **[Y]** to see the next expense definition, or press **[N]** to exit the Inquiry mode.

Changing Expense Codes

To change an expense code definition, press **[C]** for Change. Enter the code number you wish to change. If no checks or deposits have been entered into the system, you can change the Description as well as the Amount to Date (existing balance). However, once any checks or deposits have been entered, you can only change the Description.

The cursor is positioned at DESCRIPTION. Change the Description or press the **[↓]** key to skip this entry. The screen will show: EXPENSE CHANGED, or the cursor will move to Amount to Date. If the cursor moves to Amount to Date, you may change the expense category's existing balance or press the **[↓]** key to skip this entry. The screen will then show: EXPENSE CHANGED. The cursor returns to EXPENSE NUMBER. You may change another expense code or press **[SHIFT] [↓] [Z]** to exit the Change mode.

Deleting Expense Codes

You may delete any expense code prior to entering any checks or deposits. However, if checks or deposits have been entered, you can only delete those expense codes which have an amount-to-date of zero.

To delete an expense code, press **[D]** for Delete. Enter the expense code number. When asked if this is the code number you wish to delete, check to make sure that the expense displayed on the screen is the one you want to delete.

If you press **[N]**, the system allows you to enter another expense number. If you press **[Y]**, the expense displayed at that time is deleted from the system. The code number assigned to the deleted expense may be used again. If the expense has an existing balance it cannot be deleted until the end of year. Press **[SHIFT] [↓] [Z]** to exit the Delete mode.

In the future when you begin entering checks, you will occasionally run across an expense which has not been defined or just does not fit into any category you have defined.

During check entry, you may override the expense number by typing **[0] [0]**. This is a pre-defined code number for Miscellaneous expenses. After entering code **[0] [0]**, the system then allows you to enter the expense description.

For example, let's assume as you enter a check for a birthday gift, you realize an expense code has not been defined for Gifts. Override the expense number by typing **[0] [0]** and enter **[G] [I] [F] [T] [S]** as the description. Finish the transaction. If this expense is one you will be using regularly, you should define it an expense code once you complete the transaction.

Note: Undefined expenses entered through code 00 are called "alternate expenses". An alternate expense is an expense which has not been defined or does not fit.

Payee Definitions

The final step in setting up your system is defining payee codes. A payee is the individual or business firm to whom a check is made payable.

Define a code for payees you write checks to on a regular basis. For example, you would probably want to define payee codes for the electric company, gas company, rent, loans, etc.

As with expenses, to write a check to an undefined payee, type as the payee code. The system will then allow you to enter the payee's name, address, and expense description.

Before you begin defining payee codes, you need the names and addresses of each payee you will be defining. When you are ready, at the System Definitions Menu, press for PAYEE DEFINITIONS.

The screen will show:

```
PAYEE DEFINITIONS

PAYEE NUMBER...
NAME.....
ADDRESS.....
CITY-STATE-ZIP..
EXPENSE NUMBER..

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

Defining Payee Codes

You may define up to 75 payee codes. Payee codes do not necessarily have to be numbers. The code number or code symbol must consist of 2 characters and may be letters, numbers, or a combination of both. Code 00 is automatically reserved for Miscellaneous (or undefined) payees.

Setting Up the System (continued)

Throughout the manual, when instructed to “enter” information, press **ENTER** if you do not use the maximum number of characters allowed. If you are instructed to “type” information, it is not necessary to press Enter. To begin defining payee codes, press **A** for Add.

Enter the first code (up to 2 characters). Enter the payee’s name (up to 30 characters). Enter the name exactly as you would like 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).

In response to EXPENSE NUMBER, enter a defined expense code or code **00** for Miscellaneous. For example, let’s assume you are defining your electric company payee code. You have defined an expense code for Utilities. Since the electric company is a utility, you would enter the expense code for Utilities here.

If a defined expense code is entered, the program will display the expense description and ask if it is correct. If it is not correct, press **N** to enter another expense code. You must enter either a defined expense code or code **00**.

If the correct expense description is displayed, press **Y**. The program will indicate the payee has been added. Continue by defining the next payee code. When you have defined your last payee, press **SHIFT** **↓** **Z** to exit the Add mode.

Payee codes are for your convenience. They save time when you’re writing checks to payees who have been defined. When you enter the payee code, the payee’s name, address, and expense description will automatically appear on the screen.

When writing a check to an undefined payee, you should type **00** as the payee code. The program will then allow you to enter the payee’s name, address and expense description.

Note: During check entry, payees entered through code 00 are called “alternate payees”. We recommend that the use of alternate payees be kept at a minimum. If an alternate is used regularly, you should define the payee a payee code.

Inquiring Payee Codes

To display your payee definitions on the screen, press **I** for Inquiry. Enter the payee’s code you wish to see. Press **Y** to see the next code definition, or press **N** to exit the Inquiry mode.

Changing Payee Codes

To change a payee code definition, press **C** for Change. At PAYEE NUMBER, enter the payee code. This code must be entered exactly as it has been recorded. Use the **↓** key to move to the line you wish to change.

After entering the change, continue pressing the **↓** key until Payee Changed is indicated. Press **SHIFT** **↓** **Z** to exit the Change mode.

Deleting Payee Codes

To delete a payee code definition, press **D** for Delete. Enter the payee code you wish to delete. 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 used again to define a new payee. Press **SHIFT** **↓** **Z** to exit the delete mode.

Note: Do not delete a payee if checks are currently entered for the payee.

Now that you have defined your system, you won't need the System Definitions Menu again unless it becomes necessary to change, delete, or inquire about code definitions or to inquire about the System Status or Account Status.

To inquire about the status of your system, select Your Company Information, then press **I** for Inquiry. To inquire about the status of an account, select Bank Definitions. Press **I** for Inquiry, then enter the bank code number for the account.

Note: The system is designed to input codes. The alternate expense and payee routine is just a feature which allows you to write checks for undefined payees and undefined expenses.

Due to disk storage limitation, it is strongly recommended that the use of alternates is kept to a minimum. Assign codes for all expenses and payees which are used on a regular basis. Press **SHIFT** **↓** **Z** to return to the System Definitions Menu. Press **SHIFT** **↓** **Z** again to return to the Main Menu.

Print Code Listings

Before you begin running Checkwriter-80, print a list of your code definitions for future reference. Make sure your printer is connected, turned on, and On-Line. At the Main Menu, press **5** for REPORT MENU.

Setting Up the System (continued)

This is the Report Menu. For a bank code listing, press **[4]** for BANK LIST. Press **[Y]** to continue (**[N]** will return you to the Report Menu). After the bank code listing is printed, the program returns to the Report Menu.

For a payee code listing, press **[5]** for PAYEE LISTS. Press **[Y]** to continue. Two listings will be printed. The first listing will be in ID sequence (by code) and the second listing in name sequence (alphabetically). After the payee listings are printed, you are returned to the Report Menu.

Now print an expense code listing. Press **[6]** for EXPENSE LIST then press **[Y]** to continue. You are asked if you wish to clear expense totals for the beginning of new year. Press **[N]**. After the expense listing is printed, the Report Menu is displayed.

You will find these code listings handy when running the system. Whenever you change a code definition, print another listing. You are now ready to run the program. Press **[SHIFT] [↓] [Z]** to return to the Main Menu.

Note: The abbreviated words that appear under the page number are for the program's use and have no effect on your report.

Check Entry

You can only enter checks on accounts which have been defined in Bank Definitions. A "Manual" check is a handwritten check. A "Print" check is a system generated check. If you are setting up the system and have outstanding checks from the last period, enter those checks as "Manual" checks.

This serves as a means of logging the checks in the system's Check Register. Enter the expense code for which the check was written. The system then applies the amount of the check to the appropriate expense category. If the expense has not been defined, enter code for Miscellaneous.

If you have written any checks during the current statement period (prior to setting up CW-80), enter them as "Manual" checks also. If there are outstanding deposits from the last period, they must be logged in through the Deposit Entry function. After incorporating outstanding checks, outstanding deposits, and checks written so far this period, you may begin full operation of the Checkwriter-80.

To enter Manual checks or checks for Print, press at the Main Menu.

The screen will show:

CHECK ENTRY

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

At the bottom of the screen, there are four options. To enter or write a check, press for Add.

When instructed to "enter" information, press if you do not use the maximum number of characters allowed. When instructed to "type", it is not necessary to press Enter.

Check Entry (continued)

For ACCT #, enter the account's bank code. After the account information is displayed, type today's date. For example, to enter September 14, 1981 you would type . Now enter the amount of the check. Use decimals when necessary. The maximum amount you may enter is 999,999.99.

There are two types of check entries: TYPE.. (P=PRINT, M=MANUAL). If the check you're entering is going to be printed, the check TYPE is Print. Press or just press . If the check is going to be handwritten (or has already been written), the check TYPE is Manual. Press (handwritten checks).

After entering the check Type, the cursor moves to TO THE ORDER OF. This is where you enter the information which will appear on the check. Even though manual checks are not printed, the system still needs this information for the records. Proceed with filling out the check.

You will first enter the payee. You have three options in entering the payee:

1. Enter the payee code. If the code is valid, the remaining information is automatically displayed.
2. If you do not know the payee's code, press the key and enter the first 10 letters of the payee's name. If the payee has been defined, the remaining information is displayed.
3. Or if the payee has not been defined, type to enter the payee as an alternate. You must then enter the payee's name and address yourself.

After entering the payee, if you find you need to make a correction, press . If the correct payee information is displayed, press . If an expense code was previously entered for the payee, the description will automatically appear on the screen. If it is correct press , or press to change it.

If the expense code was not entered when the payee was defined, you must enter the expense code. Use code if the expense has not been defined.

After entering an existing expense code, you are asked if the displayed description is correct. Press if you need to make a correction. Press when all is correct.

When you answer , the check entry is recorded. Enter the next check. Press if the check is on a different account. When you have finished entering checks, press two times to exit the Add mode.

Hint: If you know the payee or expense has been defined, but do not know the code number, enter any valid code number. The description for the code number is displayed and you are asked if this is the correct one. Press until the one you want is displayed, then press .

Inquiring Check Entries

Check entries (Print and Manual Types) are stored by the system even after the check has been printed. To review a check entry, press for Inquiry. Enter the account's bank code, then enter the system's Check ID number.

If the Check ID number is valid, the check entry appears on the screen. If you do not know the Check ID number, press . If this is not the check you want to see, press to see the next check entry. Each time is pressed, a different check will be displayed. When the check you want is displayed, TYPE will indicate the following:

M = The displayed check is a Manual Type.

P = The displayed check is a Print Type.

Blank Space = The check has been printed.

Press when you're ready to exit the Inquiry mode.

Changing Check Entries

To change check entry, press for Change. The cursor is positioned at ACCT #. Enter the account's bank code. Enter the system's Check ID number for the check you wish to change.

When the check information is displayed, use the key to move to the line you want to change.

You may change any entry on the check except ACCT # or CHECK ID #. If you need to change one of these two entries you will have to delete the check and then re-enter it.

To change the Date, Type, or Amount make the correct entry. If you change the payee code, the new payee name and address is displayed and the screen will show:

IS THIS THE CORRECT PAYEE? Y/N

Press if the payee is correct. Press if the payee is incorrect. The program will then display the next valid payee number and again request you to determine if it is correct. This sequence is repeated until you find the correct payee, or until the program can no longer locate a payee, in which case, an error message is displayed briefly. You must then enter a new payee code.

Check Entry (continued)

Note: Changing the payee code does not automatically change the expense code.

Changing the expense code operates exactly the same as changing the payee.

To cancel a Change, press **SHIFT** **↓** **Z** at any entry.

To exit the change mode, press **SHIFT** **↓** **Z** at CK ID.

Deleting Check Entries

To delete or void a check, press **D** for Delete. Enter the account's bank code and the system's Check ID number. When asked if this is the check you wish to delete, press **Y**.

The program deletes the check. You may delete another check if it's on the same account. Press **SHIFT** **↓** **Z** if the check is on a different account.

Press **SHIFT** **↓** **Z** again to exit the Delete mode. To return to the Main Menu, press **SHIFT** **↓** **Z** once again.

The system deletes any check, whether it has been printed or not. Before pressing **Y** to delete a check, be sure the check you want to delete is displayed on the screen. Press **N** if you wish to cancel the deletion.

Note: Check printing will be explained in the section entitled Report Menu.

Deposit Entry

Deposit Entry lets you enter deposits for any account which has been defined in Bank Definitions. It might be a good policy to enter a deposit “after” the actual deposit has been made. To enter a deposit, at the Main Menu press **3**. Press **A** for Add.

The screen will show:

```
DEPOSIT ENTRY
ACCT #..
NAME...
DATE... / /
AMOUNT..

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

For ACCT #, enter the account's bank code. The account information is displayed. Type the date of the deposit (MMDDYY), then enter the amount. The program indicates the deposit has been added. Enter another deposit or press **SHIFT** **↓** **Z**. When the cursor returns to ACCT #, enter a deposit for another account or press **SHIFT** **↓** **Z** again to exit the Add mode.

Note: You may only enter one deposit per day, per account. If you make more than one deposit for an account in one day, the deposits need to be combined for a single entry.

Inquiring Deposit Entries

To inquire about a deposit, press **I** for Inquiry. Type the account number and then the deposit date. The deposit information is displayed on the screen. Press **Y** to see the next deposit, or press **N** to exit the Inquiry mode.

Changing Deposit Entries

You may only change the deposit amount. If you need to change the Acct # or date, you will have to delete the deposit and then re-enter. If it becomes necessary to change a deposit amount, press **[C]** for Change. For ACCT #, enter the account's bank code. The information is displayed. Now type the deposit date.

When the original deposit amount is displayed, enter the change. Enter another change or press **[SHIFT] [↓] [Z]** to enter another account. Press **[SHIFT] [↓] [Z]** again to exit the Change mode.

Deleting Deposit Entries

To delete a deposit, press **[D]** for Delete. Enter the account's bank code, then type the deposit date. After the deposit entry is displayed, you are asked if this is the deposit you wish to delete.

If you answer **[Y]**, the deposit will be deleted from the system. If you answer **[N]**, the system allows you to type another account number and deposit date. If you do not want to delete a deposit for another account, press **[SHIFT] [↓] [Z]** to exit the Delete mode. Press **[SHIFT] [↓] [Z]** again to return to the Main Menu.

Bank Reconciliation

When you receive a statement from your bank, use this function to record the statement information. This function lets you clear checks and deposits that have been cleared through the bank. You will enter the service charge if any, as well as the ending balance for the account.

Do not print the system's BANK ACCOUNT RECONCILIATION report until you have reconciled your bank statement. To reconcile your bank statement, at the Main Menu press **4** for BANK RECONCILIATION.

The screen shows:

```

      B A N K   R E C O N C I L I A T I O N
ACCT #...      NAME..
SERVICE CHARGE..  ACCT ENDING BALANCE..
-----
CK. ID  PAYEE NAME                DATE      AMOUNT
-----
PRESS ONE OF THE FOLLOWING KEYS:      'ENTER' = BYPASS
                                         'C'  = CLEAR
                                         'R'  = REINSTATE

```

For ACCT #, enter the bank code for the account being reconciled. The bank information is displayed. Now enter the Service Charge recorded on the bank's statement, or just press **ENTER** if you do not have a service charge. Then enter the Ending Balance as recorded on the current bank's statement.

If it is necessary to enter a negative amount, remember to enter a minus sign before entering the amount, i.e., **- 1 0 . 0 0**.

Important: Use the current 'statement in-hand' for the ending balance—not the figure generated by the system.

After you enter the Ending Balance, the program displays each deposit and check entry that is currently recorded. Deposits are listed in the first section entitled DEPOSITS.

Bank Reconciliation (continued)

When deposits and/or checks have been cleared, they will be preceded by CL. A blank space will indicate the deposit or check entry has not been cleared.

In the section entitled CHECKS, each check entry is identified by the system's check ID number.

In the PAYEE NAME column, the program either displays the payee's name or indicates DEPOSIT. The DATE column displays the date of the check or deposit. The AMOUNT column displays the amount of the check or deposit.

The program displays one line entry at a time. As each check or deposit is displayed, use one of the options displayed at the bottom of screen:

1. Press **[ENTER]** to bypass a check or deposit entry. The next entry is automatically 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 by mistake.
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 program returns to ACCT #. Enter a different account, or press **[SHIFT] [↓] [Z]** to return to the Main Menu.

When you have finished entering the Bank Reconciliation data, you should print the Bank Account Reconciliation report (selection 3 of the Report Menu). The Bank Account Reconciliation report must be printed before you begin period closing.

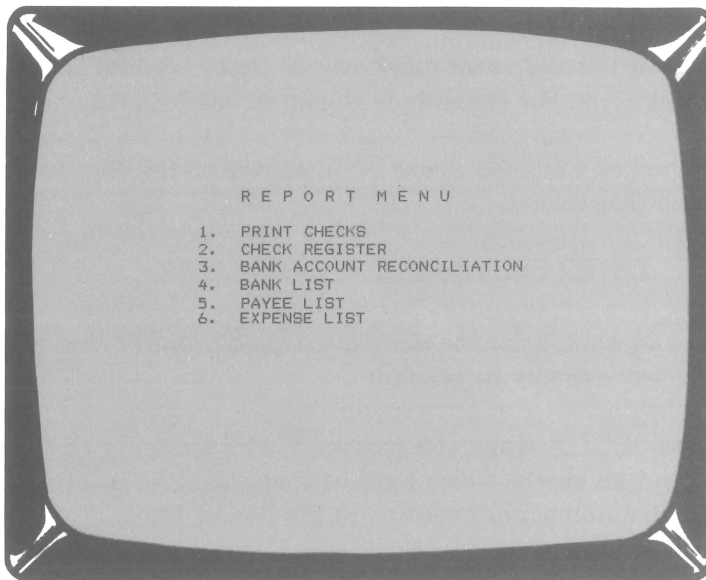
Bank statements will be explained in the Report section. You may want to do a period closing after printing and balancing statements for that period.

Note: The system allows you to clear a check whether it has been printed or not. For example, a check may be cleared without ever having been printed. Therefore, when you have finished reconciliation, it is a good idea to go through the Bank Reconciliation function again to see if you have cleared any checks by mistake.

Report Menu

At the Main Menu, press **[5]**.

The screen will show:



Each selection of the Report Menu is described in detail.

Print Checks

To print checks, at the Report Menu press **[1]**. You are asked if you wish to continue. Press **[N]** if you made a mistake in selecting this function. Press **[Y]** to proceed with printing checks.

If you answer **[Y]**, you are asked if your printer is ready. Your printer should be connected, turned On, and On-Line. Load the check forms into the printer.

If you have more than one account, be sure to load the appropriate checks. If you're using a Tractor-Feed Printer, you should begin printing on the third check. If you're using a Friction-Feed Printer, you may begin printing on the second check.

At the top of your starting check, the printer head should be positioned about one-half inch above the perforated line. When the printer is On-Line, the check forms loaded and properly positioned in the printer, press **[Y]** to signify the printer is ready.

Report Menu (continued)

You are then asked if you wish to use an alignment mask. We recommend printing an alignment mask to show where information will be printed on the check, so press ☐ Y .

When you press ☐ Y , the alignment mask is 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 answer to the alignment mask question. The screen then shows:

ENTER BEGINNING CHECK NUMBER

When this message appears, enter the pre-printed check number that appears on the first check that will actually be printed.

The cursor moves to ACCT #. Enter the account's bank code. For this account, the program will print all checks which have been specified for printing. When finished, the program automatically returns to the Report Menu.

Note: In order to maintain a good audit trail, you should void checks and record the pre-printed check numbers that have been bypassed by loading procedure or used during alignment masks.

You can only print a check if it was entered as Type "P" during check entry. Once the check is printed, the "P" is erased to indicate the check has been printed.

Note: Checks that have been 'cleared' unintentionally through Bank Reconciliation will not print. These checks can not be printed until they are reinstated in the system.

Reprinting Checks

To reprint a check, return to the Check Entry Change mode. Enter the account's bank code. Enter the system's Check ID number for the check you want to reprint. Use the ☐ key to move the cursor to TYPE. Press ☐ P .

Press the ☐ key until CHECK CHANGED is indicated at the bottom of the screen. Return to the Print Checks function to reprint the check. Be sure to destroy the original check.

Check Register

The Check Register report is like the record section of your checkbook. It will list each check and deposit you have made. You may specify the report to list only one account or all accounts. You can also specify the report to show entries made on a specific day, month, or period.

For a Check Register report, at the Report Menu press **[2]**. Press **[Y]** to proceed with the report, or press **[N]** to return to the Report Menu. If you answer **[Y]**, you are asked if your printer is ready. The printer should be turned on, On-Line and printer paper loaded. When the printer is ready, press **[Y]**.

Enter a specific ACCT # or press **[ENTER]** for all accounts. Now, specify a date period for the report. If you do not wish to specify a period, press the **[→]** key twice. The report will include all entries which are currently being stored by the system.

However, if you wish to specify a period date, enter the FROM and TO dates. You may specify days, weeks, or months. For example, to see check and deposit entries for the month of September, at FROM type the first day of September (**[0][9][0][1][8][1]**). At TO, type the last day of September (**[0][9][3][0][8][1]**). To specify one day only, type the same date twice.

After specifying the period date, the program proceeds with printing the Check Register report. The program automatically returns to the Report Menu. If you specified a report for all accounts, a separate listing is printed for each account. The report also includes expense totals.

Note: Period Closing is done at the end of a period to clear out checks and deposits which have been cleared at the bank. During the period closing process, cleared checks and deposits are deleted from the system.

The first column of the Check Register report indicates the system's Check ID number. If the check is a Print TYPE and has been printed, the actual (pre-printed) check number appears in the last column of the report. The report only indicates the system's Check ID number for Manual TYPE checks.

The second column of the report indicates the payee name and/or deposits. The next three columns indicate the entry date, the expense code number, and the amount of the check or deposit.

The next column, STAT, indicates whether or not an entry has been cleared. CL signifies the entry has been cleared through the bank but the period closing has not been processed. A blank space signifies the entry is outstanding (has not cleared the bank).

Report Menu (continued)

TOTAL CHECKS (CURRENT) includes the total of all checks written during the specified (FROM/TO) period.

TOTAL CHECKS includes the total of all checks held in the system.

TOTAL DEPOSITS (CURRENT) includes the total of all deposits entered during the specified (FROM/TO) period.

TOTAL DEPOSITS includes the total of all deposits held in the system.

If you have more than one account and request a check register for all accounts, GRAND TOTALS will be printed for checks and deposits.

The last page of the Check Register report is a summary of your expense totals. The expense summary will only list those expense categories which have balances or for which checks have been entered.

The expense code numbers and expense descriptions are listed in the first two columns of the expense summary. The TO DATE column indicates the amount paid for each expense code to-date, including last period closing.

The CURRENT column indicates the total amount paid in each expense during the specified (FROM/TO) period. The TOTAL column indicates the amount paid so far this year in each expense. The last line (TOTALS) is the sum of each column.

After Bank Reconciliation, you would normally proceed with printing the system's bank statement. However, since you are familiarizing yourself with the system, continue reading.

Finding Out the Balance of an Account

Sometimes during the period you might want to know the balance of a particular account. Follow these steps:

1. At the Main Menu, press **[1]**. Inquire of the account in Bank Definitions to find out the Beginning Balance and the Closing Date. This balance reflects the account's balance as of the last period closing.
2. Proceed by printing a Check Register report. Specify the period. At FROM, type the beginning period date. At TO, type today's date.

After the Check Register report is printed, take the TOTAL DEPOSITS (CURRENT) and add it to the beginning balance. From that total, subtract the TOTAL CHECKS (CURRENT) amount. The resulting total is the account's balance.

Bank Account Reconciliation

This is the system's bank account reconciliation report. Before printing this report, the information received from the bank must be entered through the Bank Reconciliation function.

Be sure the appropriate checks and deposits have been cleared. When you're ready to print the system's Bank Account Reconciliation Report, at the Report Menu press **3**.

Enter a bank code to specify an account, or press **ENTER** for all accounts. The screen will show: BANK ACCOUNT RECONCILIATION IN PROGRESS. After printing the report, the program automatically returns to the Report menu. CL indicates the entry has been cleared. A blank space signifies the entry has not been cleared.

If all checks and deposits have been properly cleared, the last line of the report will indicate 00. If an amount appears here, the system is not in balance with the bank's statement. Sometimes this amount reflects the amount of outstanding checks.

If the out-of-balance amount is not equal to the amount of outstanding checks, print a Check Register report to assist you in locating the error. Be sure you have recorded all manually written checks.

Note: If your Bank Account Reconciliation report is out-of-balance, you can still proceed with period closing. However, we encourage you to try locating the error or discrepancy first. Imbalance usually reflects an input error.

Practice makes perfect. Once you become familiar with running the system and all of your entries have been made correctly, your Reconciliation reports and bank statements will balance out perfectly.

Even though it is optional, we recommend keeping the system's Bank Account Reconciliation report and Check Register for your records.

After printing the system's statement you would normally proceed with Period Closing. However, since you are familiarizing yourself with the system, continue reading.

Bank, Payee, and Expense Lists

You printed Bank, Payee, and Expense lists earlier. Bank and Payee Lists are simply executed. However, the Expense List warrants more detailed instructions.

After selecting Expense Lists, you are asked if you wish to continue. Press ☐N to return to the Report menu, or press ☐Y to continue. If you answer ☐Y, you are asked if your printer is ready. Printer should be connected, turned on, On-Line and printer paper loaded. When the printer is ready, press ☐Y.

You are then asked if you wish to clear expense totals for the beginning new year. This is a very important option and needs to be explained. The clear expense totals option is provided for end of year closing. This option enables you to clear out all expense totals to start a new year.

If you only want to print a list of your expense codes, press ☐N. If you press ☐Y, the expense totals are cleared and reset to zero. Press ☐Y only if it is the beginning of a new year. After printing a report, the program automatically returns to the Report menu. Press ☐SHIFT ☐↓ ☐Z to return to the Main Menu.

Period Closing

Period Closing is a process done at the end of each statement period (when you receive your statement from the bank). Period Closing prepares the account for the new period.

This process involves deleting 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 and printed the system's Bank Account Reconciliation report. When you are ready to proceed with period closing, at the Main Menu press **[6]**.

The program indicates period closing is in progress. Press **[N]** if you need to return to the Main Menu, or press **[Y]** to proceed with period closing. If you answer **[Y]**, you may choose to enter a specific bank code or press **[ENTER]** to process all accounts.

If you wish to specify one account, enter the account's bank code. The bank name for the account is displayed at the top-left corner of the screen. If this is not the account for which you are doing period closing, press **[N]**, then enter another bank code. When the account you want is displayed, press **[Y]**.

Now, type the period closing date which is recorded on the statement received from the bank. For example, September 14, 1981 is typed **[0][9][1][4][8][1]**. The program then asks if the date you have typed is correct. If the date needs correction, 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 deposit entries are deleted.

The program adds the amount of each deleted check to the appropriate expense. PERIOD CLOSING COMPLETE is then displayed, and you are automatically returned to the Main Menu. The only checks and deposits remaining in the system now are those that were not cleared during reconciliation.

If a service charge was entered through the Bank Reconciliation function, it was automatically cleared and is now subtracted from the account's balance. To see the results, at the Main Menu select System Definitions. At the System Definitions Menu select Bank Definitions.

Press **[I]** for Inquiry, then enter the account's bank code. The Account Status section of the screen will indicate the last Check ID number assigned, the account's current (or beginning) balance, and the period closing date.

Period Closing (continued)

The Ending Balance was replaced during the period closing process. The system is ready for the new period. You may begin entering checks and deposits again.

Closing Accounts

Sometime in the future you might find it necessary to close an account. We recommend closing the account at the end of the period, after receiving the statement from the bank.

Process the account as usual for period closing by reconciling the statement, printing a Check Register report, printing the system's Bank Account Reconciliation report, and then the process of period closing. Save the system's bank statement for your records.

After period closing, if the account still has outstanding checks, wait until the checks have been cleared by the bank before closing the account. If there are no outstanding checks, you may proceed with closing the account.

If the account has an existing balance, write a check for Cash in the exact amount of the balance. If the check is going to be deposited into another account, you may want to enter DEPOSIT as the expense description. Then enter the check as a deposit to another account.

Now clear the check through BANK RECONCILIATION. Press the key to bypass the Service Charge and the Ending Balance. When the check for Cash is displayed, press to clear it.

Return to the Report Menu to print the check (if it is for printing). Now process the account through PERIOD CLOSING. After period closing, return to Bank Definitions to inquire about the account's status (see Bank Definitions section on Inquiring). The account's Beginning Balance should show zero (00).

Note: If the Beginning Balance does not show zero, print a Check Register report to locate the error. Check the system's statement also because the error could show up there. If the account is still carrying an uncleared check or deposit, it must be cleared.

Figure the account's resulting balance, then enter a check for that amount. You may want to deposit the check into another account. Print the system's statement, then process the account again for period closing. After period closing, return to Bank Definitions and inquire about the Beginning Balance.

When the account's Beginning Balance shows zero, press to proceed with deleting the account. Press for Delete. Enter the account's bank code. If the correct account is displayed on the screen, press . The account is deleted from the system. Press to exit the Delete mode.

End of Year

At the end of the year, you must clear the expense totals to start the new year. When you receive the bank's statement, reconcile the statement and process period closing as usual.

If you have more than one account, make sure the last account has been processed through period closing before you clear the expense totals.

Note: Once you have done period closing on an account, checks and deposits should not be entered until all other accounts have been processed, too.

When the last account has been processed through period closing, you may proceed with clearing expense totals. At the Report Menu, select Expense List. When asked if you wish to clear expense totals, press ☐ Y . The program asks YEAR END (Y/N)? Press ☐ Y . The program proceeds with printing the Expense List.

The report includes year-end totals for each expense category (for all accounts combined). You may use this year-end report for income tax purposes. Each expense category is cleared during the report and the expense totals are set at zero (0).

Once the report is printed, you may begin entering checks and deposits again. Remember to clear expense totals only at the end of the year.

Daily Operation Procedures

1. Enter deposits by utilizing the Deposit Entry function, one deposit, per day, per account.
2. Enter checks by utilizing the Check Entry function. If the check is to be printed by the system, it must be entered as a "Print" type check.
3. Print a Check Register report to validate checks and deposits entered for the day. Return to steps 1 or 2 if changes are necessary.
4. To print checks, at the Report Menu, select Print Checks. "Manual" type checks cannot be printed by the system.
5. Print a final Check Register Report.

Monthly Operation Procedures

1. When you receive your statement from the bank, record the statement information using the Bank Reconciliation function. Record the service charge, clear checks and deposits which have been cleared by the bank, and the reported ending balance.
2. After recording statement information, check to see if you have cleared any checks or deposits by mistake.
3. Once the statement information is confirmed to be correct, print a Bank Account Reconciliation report (selection 3 at the Report Menu). The bank's reconciled figure may be compared with the system's reconciled figure. If an imbalance occurs, try locating the error or discrepancy before proceeding with period closing.
4. Perform period closing.
5. After period closing, you may add new accounts to the system. This may be a brand new account, or an account you have had all along, but have now decided to add to the system.
6. If there are any payee or expense codes you want to change or add to the system, do so at this time. If you wish to close an account, you may do so at this time.

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 door.
3. Insert the diskette you wish to copy in Drive 0 and close the door.
4. Press the Reset button.

The screen will show:

You type:

Enter Date (MM/DD/YY)?

01/01/81 and press
ENTER (Example for January 1, 1981)

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?

or:

Do you wish to RE-FORMAT the diskette?

If the questions appear, type Y and press ENTER for each question. When the process is completed, the screen will show:

**** Backup Complete ****

Now we can check to see if the "BACKUP" procedure was successful:

1. Remove the original diskette from Drive 0.
2. Take the Backup Diskette out of Drive 1. Place the Backup copy in Drive 0 and close the door.
3. Press the Reset button. If the screen shows: TRSDOS Ready, your Backup was successful.

How to Format Your Data Diskettes

This process prepares blank diskettes for use on the disk system. All data diskettes must be formatted before being used. 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 door. (The diskette in this package contains TRSDOS.)
3. Insert a blank diskette in Drive 1 and close the door.
4. Press the Reset button.

The screen shows:

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 1 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 mark the disk with the name you've chosen. Always use a felt-tip marking pen. Pencils and ball point pens can damage the disk surface.

Appendix C—Check Alignment Mask

Appendix C—Check Alignment Mask

MULTI-PURPOSE CHECK MPC-31
PRINTED IN U.S.A.

PAY
SEVEN HUNDRED SEVENTY-SEVEN THOUSAND SEVEN HUNDRED SEVENTY-SEVEN & 77/100 DOLLARS

DATE AMOUNT

TO THE ORDER OF: ***** VOID ***** X-XXXXXX MM/DD/YY 777,777.77
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXX XX XXXXXXXXXXXX

FOR: XXXXXXXXXXXXXXXXXXXXXXXX

⑆111900057⑆ 0151 ⑈5 71711⑈

Appendix D—Sample Printed Check

MULTI-PURPOSE CHECK MPC-31
PRINTED IN U.S.A.

PAY
ONE HUNDRED TWENTY-FIVE & 44/100 - - - - - DOLLARS

DATE AMOUNT

TO THE ORDER OF: TEJAS POWER 1-000003 09/12/81 *****125.44
4500 S. BERRY
FT. WORTH TX 56111

FOR: UTILITIES

⑆111900057⑆ 0151 ⑈5 71711⑈

Appendix E—Sample Reports

1. Check Register

DATE: 09/14/81 TANDY COMPUTER APPLICATIONS PAGE: 1
FREQ: ON REQUEST CHECK WRITER-80 CKCKREG
CHECK REGISTER
FROM: 08/15/81 TO: 09/13/81

ACCT #: 1 NAME OF BANK: CONTINENTAL NATIONAL BANK

CK. ID	PAYEE NAME	DATE	EXP#	AMOUNT	STAT	CHECK
	D E P O S I T	08/20/81		1,500.00	CL	
	D E P O S I T	08/25/81		600.00	CL	
	D E P O S I T	09/10/81		500.00		
000001	GRAND IMPERIAL HOTEL	09/10/81	08	100.00	CL	11111
000002	MACK'S GARAGE	09/11/81	06	253.69	CL	
000003	TEJAS POWER	09/12/81	01	125.44		11112
000004	ABC PETROLEOM, INC.	09/13/81	07	25.00	CL	11113
000005	OFFICE SUPPLIES, INC.	09/13/81	02	36.99		11114
	TOTAL CHECKS (CURRENT)			541.12		
	TOTAL CHECKS			905.12		
	TOTAL DEPOSITS (CURRENT)			2,600.00		
	TOTAL DEPOSITS			2,600.00		

DATE: 09/14/81 TANDY COMPUTER APPLICATIONS PAGE: 2
FREQ: ON REQUEST CHECK WRITER-80 CKCKREG
CHECK REGISTER
FROM: 08/15/81 TO: 09/13/81

-----EXPENSE CATEGORIES-----

EXP#	DESCRIPTION	TO DATE	CURRENT	TOTAL
1	UTILITIES	400.00	125.44	525.44
2	OFFICE SUPPLIES	143.45	36.99	180.44
3	TELEPHONE	75.00	.00	75.00
5	TRAVEL	1,200.00	.00	1,200.00
6	AUTO REPAIR	500.00	253.69	753.69
7	GASOLINE	760.00	25.00	785.00
8	ENTERTAINMENT	.00	100.00	100.00
	TOTALS	3,078.45	541.12	3,619.57

*****END OF REPORT

Appendix E—Sample Reports (continued)

2. Bank List

DATE: 09/10/81	TANDY COMPUTER APPLICATIONS		PAGE: 1
FREQ: ON REQUEST	CHECK WRITER-80		CKBANLST
	BANK LIST		
NO. NAME OF BANK	ACCOUNT #	LAST CK. ID	LAST CLOSING
			ENDING BALANCE
1 CONTINENTAL NATIONAL BANK	123-345-99	000008	08/31/81
2 FT. WORTH NATIONAL BANK	677-099995	000002	00/00/00
3 FIRST OF FT. WORTH	233-467-99	000000	00/00/00

		TOTAL	1,000.00

*****END OF REPORT

3. Expense List

DATE: 09/11/81	TANDY COMPUTER APPLICATIONS		PAGE: 1
FREQ: ON REQUEST	CHECK WRITER-80		CKEXPLST
	EXPENSE LIST		
EXP#	DESCRIPTION		
01	UTILITIES		
02	OFFICE SUPPLIES		
03	TELEPHONE		
04	BUILDING MAINTENANCE		
05	TRAVEL		
06	AUTO REPAIR		
07	GASOLINE		
08	ENTERTAINMENT		
09	PROFESSIONAL SERVICE		

*****END OF REPORT

4. Year-End Expense List

*****END OF REPORT

Appendix E—Sample Reports (continued)

5. Payee List

DATE: 09/10/81 TANDY COMPUTER APPLICATIONS PAGE: 1
FREQ: ON REQUEST CHECK WRITER-00 CKPAYLIST
PAYEE LIST

ID.	PAYEE NAME/ADDRESS	EXP#	*****ID SEQUENCE*****
A1	SMITH AND SMITH LAW OFFICES 304 E. TOWER ST. FT. WORTH TX 76112	09	
B1	GRAND IMPERIAL HOTEL 7800 S. RYAN FT. WORTH TX 76855	08	
C1	ABC PETROLEUM, INC. 4000 S. INDUSTRIAL HOUSTON TX 76000	07	
D1	MACK'S GARAGE 400 N. MAIN FT. WORTH TX 76155	06	
E1	SOUTHWIND TRAVEL 3000 E. ABRAM ARLINGTON TX 76006	05	
F1	KLEAN, INC. 321 EASTMAN BLVD. FT. WORTH TX 78544	04	
G1	NORTHWESTEN TELEPHONE CO. 355 E. 7TH. FT. WORTH TX 56333	03	
H1	OFFICE SUPPLIES, INC. 1300 THROCKMORTON FT. WORTH TX 54222	02	
I1	ALPHA WATER SUPPLY 3411 S. TERRELL ST. FT. WORTH TX 65333	01	
J1	TEJAS POWER 4500 S. BERRY FT. WORTH TX 56111	01	

Appendix E—Sample Reports (continued)

5. Payee List (continued)

DATE: 09/10/81 FREQ: ON REQUEST		TANDY COMPUTER APPLICATIONS CHECK WRITER-80 PAYEE LIST		PAGE: 2 CKPAYLIST
ID.	PAYEE NAME/ADDRESS	EXP#	*****NAME SEQUENCE*****	
C1	ABC PETROLEUM, INC. 4000 S. INDUSTRIAL HOUSTON TX 76000	07		
I1	ALPHA WATER SUPPLY 3411 S. TERRELL ST. FT. WORTH TX 65333	01		
B1	GRAND IMPERIAL HOTEL 7800 S. RYAN FT. WORTH TX 76855	08		
F1	KLEAN, INC. 321 EASTMAN BLVD. FT. WORTH TX 78544	04		
D1	MACK'S GARAGE 400 N. MAIN FT. WORTH TX 76155	06		
G1	NORTHWESTEN TELEPHONE CO. 355 E. 7TH. FT. WORTH TX 56333	03		
H1	OFFICE SUPPLIES, INC. 1300 THROCKMORTON FT. WORTH TX 54222	02		
A1	SMITH AND SMITH LAW OFFICES 304 E. TOWER ST. FT. WORTH TX 76112	09		
E1	SOUTHWIND TRAVEL 3000 E. ABRAM ARLINGTON TX 76006	05		
J1	TEJAS POWER 4500 S. BERRY FT. WORTH TX 56111	01		

*****END OF REPORT

Appendix E—Sample Reports (continued)

6. Bank Account Reconciliation

DATE: 09/14/81	TANDY COMPUTER APPLICATIONS	PAGE: 1
FREQ: ON REQUEST	CHECK WRITER-80	CKSTATE
	BANK ACCOUNT RECONCILIATION	
ACCT #: 1	NAME OF BANK: CONTINENTAL NATIONAL BANK	
BEGINNING BALANCE AS OF 08/31/81	1,000.00	
-----D E P O S I T S-----		
	08/20/81	1,500.00 CL
	08/25/81	600.00 CL
	09/10/81	500.00
TOTAL DEPOSITS	2,600.00	
-----C H E C K S-----		
000001	09/10/81	GRAND IMPERIAL HOTEL 100.00 CL 11111
000002	09/11/81	MACK'S GARAGE 253.69 CL
000003	09/12/81	TEJAS POWER 125.44 11112
000004	09/13/81	ABC PETROLEUM, INC. 25.00 CL 11113
000005	09/13/81	OFFICE SUPPLIES, INC. 36.99 11114
000006	09/14/81	SMITH AND SMITH LAW OFFICES 69.00 11115
000007	09/14/81	AJAX ROOFING COMPANY 230.00 11116
000008	09/14/81	NORTHWESTEN TELEPHONE CO. 65.00 11117
TOTAL CHECKS	905.12	
SERVICE CHARGE	5.00	
ENDING BANK BALANCE (ACTUAL)	2,689.88	
SUBTRACT SUBSEQUENT DEPOSITS:		
	09/10/81	500.00
TOTAL SUBSEQUENT DEPOSITS	500.00	
ADD OUTSTANDING CHECKS:		
000003	09/12/81	TEJAS POWER 125.44 11112
000005	09/13/81	OFFICE SUPPLIES, INC. 36.99 11114
000006	09/14/81	SMITH AND SMITH LAW OFFICES 69.00 11115
000007	09/14/81	AJAX ROOFING COMPANY 230.00 11116
000008	09/14/81	NORTHWESTEN TELEPHONE CO. 65.00 11117
TOTAL OUTSTANDING CHECKS	526.43	
ENDING BANK BALANCE	2,716.31	
ENDING BALANCE REPORTED ON STATEMENT	2,716.31	
OUT OF BALANCE AMOUNT	.00	
*****END OF REPORT		



TRINITY FORMS CO.

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 No. 1001
PAYEE: TOMMY JOHNSON III. DATE: 03/08/82 CK. ID. 000007
INVOICE INVOICE EXPENSE EXPENSE
NUMBER DATE CODE DESCRIPTION AMOUNT
FRT10 02/25/82 20 LEGAL COUNSEL FEE **2,500.00
00/00/00 99 DISCOUNTS ***250.00-

** TOTAL AMOUNT -----> \$2,250.00 **

3 YOUR COMPANY NAME ANY BANK ANY WHERE, USA 4 No. 1001
1234 ANY STREET
ANY TOWN, USA 12345
2
PAY TWO THOUSAND TWO HUNDRED FIFTY & 00/100 ----- DOLLARS
DATE AMOUNT
000007 03/08/82 **2,250.00
9 YOUR COMPANY NAME
8
TO THE ORDER OF: JAMES J. SMITH 5421 MEADOW ST. DALLAS TX 75102
5 100 1 12345678 000000000 10

MULTI-PURPOSE CHECK MPC-4-1 CATALOG NO. 750018
PRINTED IN U.S.A.

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

EXAMPLE HAS BEEN REDUCED TO 55% OF ACTUAL SIZE.

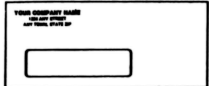
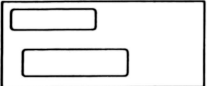
EXAMPLE OF A PRINTOUT IS SHOWN.

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				
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:		

MAILING ADDRESS:

NAME

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

STREET/P.O. BOX

STREET

CITY STATE ZIP

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 style="text-align: right;">BASE PRICE</div>	

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

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

NUMBERS 5 THRU 10 APPLY TO CHECKS ONLY

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

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

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

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

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

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.	N/C
BANK NAME: ACCOUNT NO.	

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

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

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. #
-----------	----	-----------	-------------	----------	-------	----------	----------	---------	------	----------	-------------

COSMOPOLITAN OFFICE SUPPLY
500 PARK LANE
DALLAS, TEXAS 75225

TEXAS STATE BANK
DALLAS, TEXAS

32-5764
1180

000657

CHECK NO.

PAY

TO THE
ORDER
OF

FOR

DATE

AMOUNT

AUTHORIZED SIGNATURE

SAMPLE

⑈000657⑈ ⑆118057646⑆ 92 3478⑈

COSMOPOLITAN OFFICE SUPPLY
500 PARK LANE
DALLAS, TEXAS 75225

TEXAS STATE BANK
DALLAS, TEXAS

32-5764
1180

000658

CHECK NO.

PAY

TO THE
ORDER
OF

FOR

DATE

AMOUNT

AUTHORIZED SIGNATURE

SAMPLE

⑈000658⑈ ⑆118057646⑆ 92 3478⑈

AP01



Size: 9 1/2" x 7" overall
8 1/2" x 7" detached
8 1/2" x 3 1/2" check only.
Printer feed is easy with Harland's fanfolded continuous forms. Available in one-part, two-part or three-part.

HS01 Envelope
Compatible with AP01 check. Order in multiples of 500; minimum order 500. Size: 8⁵/₈" x 3⁵/₈".

Divided across columns for calculations. Paper with capacity of 500; mini HS01 double

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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