TIMEWORKS ®

User's Manual

The Electronic Checkbook

For
COMMODORE 64
ATARI
Computers

Published by **Timeworks**, Inc.

A FRIENDLY NOTE
ON THE USE OF
THE ELECTRONIC CHECKBOOK

Be sure to answer every question in the General Information display. If you have no information to enter on a line, type an N (for none) on that line. A STRING TOO LONG situation may result if you do not fill all blank lines.

As with all **TIMEWORKS** software, if you have any questions feel free to call us at (312) 948-9200.

9208 -TECH ASSIST.

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The Electronic Checkbook ™

For
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1583M

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I. Introduction

Good checkbook management is important. This package is the tool to help you quickly and accurately balance your checking account and keep tabs on your financial resources. Transactions can be easily entered into the system, and, if needed, changed any time. You can view (sort) your transactions in a variety of different ways, including:

1. By Transaction Number

2. By Transaction Description

3. By Transaction Amount

4. By Transaction Date

5. By Index Number

6. By Check Number

7. By Deposit Number

At the push of a button the computer will calculate the sum and average of any sorted group of transactions. When you receive your monthly bank statement, this system will help you balance your account and check for errors.

If desired, you may print out all or a selected group of your transactions to your printer.

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I. Introduction

THE ELECTRONIC CHECKBOOK is designed to interface with our MONEY MANAGER software package. This will enable you to keep detailed records of transactions in THE ELECTRONIC CHECKBOOK and transfer the information to THE MONEY MANAGER for tracking and budget purposes.

II. System Operation and Start Up

A. General Instructions

1. Hook up your computer, including your cassette unit or disk drive and printer.

B. Loading Instructions

1. For Commodore 64 Computers (Disk)

    a) Using your disk drive, carefully insert the disk so that the label on the disk is facing up and is closest to you. Look for a little notch on the disk (it might be covered with a little piece of tape). If you're inserting the disk properly, the notch will be on the left side. Once the disk is inside, close the protective gate by pushing in on the lever. Now type LOAD "ELECTRONIC CHECK", 8 and press the **RETURN** key. When the word READY appears on the screen, and the ■ is on, just type RUN, then press **RETURN** and your program is ready to use.

    A backup copy of THE ELECTRONIC CHECKBOOK program is provided on the same side of the disk. To load the backup, use "E/C BACKUP", 8.

    b) When loading is completed, take the Timeworks disk out of your disk drive and place your own 5¼" floppy disk in the disk drive.

II. System Operation and Start Up

> NOTE: This entire disk will be used to store
> your data. Nothing else can be stored
> on it.

Press **C** (to continue) when your data disk is in
the disk drive.

c) If you want to initialize a new data disk, press **Y**
(for yes) in response to INITIALIZE THE
SYSTEM?(Y/N). Next time you want to use an
already initialized data disk, press **N** (for no).

d) If you are making a new data disk, press **Y** in
response to the next warning.

e) Now select the type of display you prefer. Press **1**
for white letters on a black display or **2** for black
letters on a white display.

You can adjust your monitor to obtain a display
that you are comfortable with.

Sit back. It will take 4 to 5 minutes for your disk
drive to set up the disk. As your disk drive grinds
and turns, it is setting up the internal road map
and signposts used by THE ELECTRONIC
CHECKBOOK to store and retrieve your trans-
actions.

II. System Operation and Start Up

2. For Commodore 64 Computers (Cassette)

a) Use your Datassette recorder. Make sure the tape is completely rewound to the beginning of the first side. Type LOAD "ELECTRONIC CHECK" and press **RETURN**. The computer will answer with PRESS PLAY ON TAPE, so you respond by pressing PLAY on your Datassette machine. At this point the computer screen will go blank until the program is found. The computer will say FOUND ELECTRONIC CHECK on the screen. Now you press down on the **C** key. This will actually load the program into the computer.

When the word READY appears on the screen, type in RUN, then press **RETURN**. When FOUND 1 appears on the screen, press the **C** key again.

A backup copy of THE ELECTRONIC CHECK-BOOK program is provided on side 2. To load the backup, enter LOAD "ELECTRONIC CHECK". The instructions for loading are the same as for side 1.

> NOTE: If you are loading the program for the first time, press **Y** (for yes) in response to INITIALIZE THE SYSTEM?(Y/N).

If you are starting a new group of records, press **Y** in response to the next warning.

II. System Operation and Start Up

You will not need your cassette unit again, until the end of your session with THE ELECTRONIC CHECKBOOK.

b) Now select the type of display you prefer. Press **1** for white letters on a black display or **2** for black letters on a white display.

You can adjust your monitor to obtain a display that you are comfortable with.

3. For Atari Computers*

a) Remove any cartridges from the cartridge slots.

b) Turn on your disk drive.

c) When the red light on the front of the disk drive goes out, carefully insert your program disk so that the side marked "Atari" is facing up, and the arrow is pointing to the back of the drive.

d) Close the disk drive door and turn on your computer's power switch. (If you have an XL series computer, you must press the **OPTION** button at the same time that you turn on the power switch.) Then turn on your monitor.

e) The program will now load into your computer. In a few seconds, it will be ready for your use.

II. System Operation and Start Up

f) When loading is completed, remove the program disk from your disk drive and place your own 5¼" floppy disk in the disk drive. (This will be your data disk.)

> NOTE: This entire disk will be used to store your data. Nothing else can be stored on it.

When your data disk is in the disk drive, press **C** to continue.

g) If you want to initialize a new data disk, press **Y** for yes in response to INITIALIZE THE SYSTEM? (Y/N). Next time you want to use an already initialized data disk, press **N** for no.

h) If you are making a new data disk, press **Y** in response to THIS WILL ERASE ALL INFORMA-TION ON YOUR DATA DISK . . . ARE YOU SURE THIS IS WHAT YOU WANT? (Y/N).

i) Now select the type of display you prefer. Press **1** for white letters on a black display or **2** for black letters on a white display. You can adjust your monitor to obtain a display that you are comfortable with.

Sit back. It will take 40 to 50 seconds for your disk drive to set up the disk.

III. Let's Get Started

GENERAL NOTE: Whenever we say input or enter
something in this manual, we mean type in the
response, then press █RETURN█.

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*The system will continuously return to The Menu display.
This is where you choose what you want to do.*

A. General Information

1. Enter **Menu Item 1**, VIEW/MODIFY INFORMATION.
    Press █RETURN█. You will see displayed a list of gen-
    eral checkbook information.

    a) To fill in the blanks: Press █Y█ in response to
        CHANGES?(Y/N). Enter 1 in response to WHICH
        ITEM? Now type in your Account Number, then
        press █RETURN█.

    b) Press █Y█ again, then enter █2█ for Item Number.
        Enter your Bank Name.

    c) Press █Y█ then enter █3█ for Item Number. Enter your
        bank representative's name.

    d) Press █Y█ then enter █4█ for Item Number. Enter your
        representative's phone number.

    e) Press █Y█ then enter █5█ for Item Number. Enter
        From-To Dates for this data disk or data cassette.

III. Let's Get Started

f) Press **Y** then enter **6** for Item Number. The last date you used this system should be entered.

When you need to change any of these items, just follow the routine above.

Now press **N** in response to CHANGES?(Y/N), then press **M** to return the menu.

IV. Entering Transactions

A. Enter **Menu Item** 2 to ENTER TRANSACTIONS. At the
bottom left you will see the transaction number you will
be entering. The system automatically starts this section
with the next transaction to enter, i.e., if you previously
entered 20 transactions, transaction 21 will be the first
when entering this section.

> FRIENDLY NOTE: Transaction numbers are the
> sequential numbers the system uses to keep
> track of your transactions.

B. Transaction records are formatted on your display as in
the example below:

EXAMPLE:

23 The Electric Company
1234 X 11/30 03 63.25   645.52

1. "23" is the transaction number.

2. "The Electric Company" is the payee of the transac-
tion (or you can insert a short comment).

3. "1234" is your check or deposit number. A lower-case
"**d**" must be placed in front of deposit numbers. (For
cash transactions type in **cash** (in lower case) for
check/deposit number and your checkbook balance
will not be affected.)

4. "X" signifies that this transaction has cleared your
bank.

IV. Entering Transactions

5. "11/30" is the date of this transaction. 11 is the month of November. 30 is the day.

6. "03" is the index number.

7. "63.25" is the amount of this transaction.

8. "645.52" is your checkbook balance after this transaction.

C. At the bottom of the display, you will see prompts for you to enter your transaction.

1. At the bottom you will see INPUT TRANSACTION DESCRIPTION? Enter either the name of the person you wrote the check to or the word "deposit". You may also enter any comment you wish. A maximum of 30 characters is allowed.

> NOTE: Your first transaction will be to enter a beginning balance. For INPUT TRANSAC-TION DESCRIPTION?, enter BEGINNING BALANCE.

> NOTE: Make sure all transactions before your beginning balance have cleared the bank!

IV. Entering Transactions

2. Now at the bottom you will see INPUT CHECK/ DEPOSIT NUMBER. Four characters must be used, i.e., for check number 125, you would enter 0125. For deposits, you must use a "d" and a three-digit number, i.e., d001 for Deposit Number 1. You may wish to use a 9000 series of numbers for bank service charges or withdrawals, i.e., 9001 for the first bank service charge, etc.

> NOTE: For your beginning balance, you should enter d000.

To enter cash transactions type in **cash** (in lower case) for the check/deposit number. This will not affect your balance.

> NOTE: If your check numbers are longer than four digits use only the last four digits.

3. At the bottom, you will see INPUT TRANSACTION DATE?(MM/DD). When doing this, remember January 5 would be entered as 01/05.

> NOTE: For your beginning balance, you should enter today's date.

4. Now enter budget index. A two-digit format should be used, i.e., 1 would be 01. The use of the Index Number allows you to "sort" or recall transactions by a category (see below) at any later date. The index refers to the categories used in our budget system (THE MONEY MANAGER). Item categories are as follows:

IV. Entering Transactions

Index	Category
01	INCOME
02	RENT
03	UTILITIES
04	CAR PMT
05	GROCERIES
06	AUTO/TRANSPORTATION
07	MAINT/REPAIRS
08	MED/DENT
09	CLOTHING
10	EDUCATION
11	RECREATION
12	SAVINGS
13	VISA/M.C.
14	OTHER 1
15	OTHER 2
16	OTHER 3

Any category can be changed in our system except Number 1, which must remain an Income Account. You can use any other Index Number from 17 to 99. These will be useful to sort checks for later viewing, i.e., all tax deductions could be indexed as 20.

> NOTE: For your beginning balance, you should use 00 for Index Number. Transactions with Index Number 00 or Index Numbers greater than 16 will not be transferred to THE MONEY MANAGER.

IV. Entering Transactions

5. Now enter the transaction amount. A maximum of
    8 characters are allowed, including the decimal point.
    The largest number is 99999.99. If you go over this
    amount, split your check or deposit into two trans-
    actions.

> NOTE: For your beginning balance, use the amount
> from your checkbook after the last consecu-
> tive check has cleared, then enter all checks
> and deposits that follow. You may need to
> go back one or two months.

Another possibility is to use the last balance from the
last transaction in your checkbook. You may have to
clear previous transactions manually the first time
you do a monthly reconciliation.

6. Your checking balance will be automatically dis-
    played. Every time you make a modification to your
    electronic checkbook, all check balance amounts will
    be automatically recalculated to assure accuracy.

IV. Entering Transactions

D. Making Changes

1. You have entered a complete record. Look it over. If there are any errors, press **Y** in response to CHANGES?(Y/N). If you want to change anything in the item you have just completed, enter the change. If not, just press **RETURN**.

   EXAMPLE:

   To change only the index number for an item, press **Y** in response to CHANGES?(Y/N). Then press **RETURN** for CHANGE TRANSACTION DESCRIP-TION?, press **RETURN** for CHANGE CHECK/ DEPOSIT NUMBER?, press **RETURN** for CHANGE TRANSACTION DATE?, enter the correct Index Number, then press **RETURN**. The new index number will be inserted above. Then, press **RETURN** for CHANGE TRANSACTION AMOUNT?

IV. Entering Transactions

2. If everything is correct, press ☒ in response to CHANGES?(Y/N). The next item number will appear.

> NOTE FOR COMMODORE CASSETTE USERS: A maximum of 200 transactions can be stored on a cassette per system load. When you reach the 200th item, save your data on a good quality C-60 cassette tape, using **Menu Item 7** (see Sec. IX). Following this, reload the original software program and continue entering new items.

> NOTE FOR COMMODORE DISK USERS: A maximum of 2500 transactions can be stored on disk using the Commodore 64 System. Then you must use another data disk.

> NOTE FOR ATARI USERS: You can store a maximum of 1295 transactions on your data disk. If you have more than that, you must use another data disk.

3. When you want to return to the menu, press **RETURN** in response to INPUT TRANSACTION DESCRIPTION?

V. View/Modify Items

A. Enter **Menu Item** 3 to VIEW/MODIFY ITEMS. A secondary menu will appear on the screen asking you to choose how you would like the items listed (sorted).

The table below summarizes the activity of the secondary menu:

Secondary Menu Item	You Input*	Results
1. BY TRANS- ACTION NUMBER	Transaction Number	6 transactions are listed beginning with the number you specified
2. BY TRANS- ACTION DESCRIPTION	Description	Items in each description or abbreviation are listed 6 at a time
3. BY TRANS- ACTION AMOUNT	Amount Range Upper Limit Lower Limit	Items in the desired range are listed 6 at a time (including deposits)
4. BY TRANS- ACTION DATE	Date Range Earliest Date (MM/DD) Later Date (MM/DD)	Items in the desired range are listed 6 at a time

* At the System's Request

V. View/Modify Items

5. BY INDEX   Index Number   Items with the
   NUMBER   requested index
                                    number are listed
                                    6 at a time

6. BY CHECK   Check Number   6 transactions are
   NUMBER   listed beginning
                                    with the check
                                    number you
                                    specified

7. BY DEPOSIT   Deposit   6 transactions are
   NUMBER   Number   listed beginning
                                    with the deposit
                                    number you
                                    specified

8. RETURN TO   Returns to main
   MAIN MENU   menu

> NOTE: When the computer is searching through
> your records, the number of the record
> currently being searched is displayed at the
> bottom of your screen.

V. View/Modify Items

B. A word should be said about **Secondary Menu Item** 2, BY TRANSACTION DESCRIPTION. You may also call up transactions by word fragments. For example, if you want to call up all your transactions on charitable donations to churches, you could just input ST and all items with that word fragment would be listed, i.e., St. Mary's, St. Jerome's, etc. Or, if you would like to call up all your checks to Sears, enter SEARS or just SEA.

> NOTE: Be careful when using upper- and lower-case characters. The computer will search for exactly what you have entered.

C. After a search is done, you will see LIST?(Y/N). Press **Y** to list or **N** if you do not want to see a list. After each list of items, you will see CHANGES?(Y/N). Press **Y** to make changes to a record or **N** if you don't want to make any changes. If you press **Y**, changes are made the same as explained earlier. Either enter the change or press **RETURN** for no change.

D. After pressing **N** for CHANGES?(Y/N), you will see either PRESS -M- FOR MENU or PRESS -C- TO CONTINUE. Pressing **M** will return you to the menu. If the PRESS -C- instruction appears, this means your search has retrieved more records than can be displayed on a single screen. Pressing **C** will list the next page of records.

V. View/Modify Items

E. X-SEARCH

1. When you return to the menu after doing a search by TRANSACTION DESCRIPTION, TRANSACTION AMOUNT, TRANSACTION DATE, or INDEX NUMBER, you will see X-SEARCH?(Y/N). Press **Y** to do a cross-search, or **N** if you do not wish to do a cross-search. What does this do?

   X-SEARCH is a very helpful tool in searching for transactions. It allows you to search again, through records you have just retrieved from your entire list.

2. X-SEARCH EXAMPLE: Let's say you have 100 transactions in the system. To pick out all your charitable donations use **Secondary Menu Item 5**, BY INDEX NUMBER. Enter 20, for example, for INDEX NUMBER.

   You will see the number of matches found listed at the bottom (say 35). Now, to search this list of 35 further, press **N** in response to LIST?(Y/N).

   > NOTE: You can also press **Y** if you would like to view the list as it is.

   Then press **Y** in response to X-SEARCH?(Y/N).

   > NOTE: You can also press **N** if you do not want to use the X-SEARCH option.

V. View/Modify Items

3. Now we would like to view our charitable donations
    over $25. Use **Secondary Menu Item 3**, BY TRANS-
    ACTION AMOUNT. At the computer's request, enter
    25 for lower amount and 9999 for higher amount.
    Now your list of charitable donations will be searched
    for amounts between $25 and $9999.

    Press **Y** in response to LIST?(Y/N) to view the list.

4. You may X-SEARCH a list as many times as you
    want, narrowing your list down to the exact records
    you would like to view. You may use any combination
    of **Menu Items 2, 3, 4, and 5.**

> NOTE: Due to constraints of the system, a
>   maximum of 50 Records (cassette) or 500
>   Records (disk) may be X-SEARCHED at
>   any one time. Try to narrowly define your
>   searches so as not to result in retrieving
>   over 50 or 500 records respectively.

> NOTE: A search usually takes around 10 seconds,
>   but they can take up to 1 minute or more.

> FRIENDLY NOTE: After you have entered some
>   items, experiment with the X-SEARCH
>   option and you will understand its uses
>   much better.

F. Enter **Secondary Menu Item 8**, RETURN TO MAIN
    MENU.

VI. Analyzing Transaction Amounts

A. THE ELECTRONIC CHECKBOOK is capable of analyz-
    ing your transaction amounts. By using **Menu Item 4**, you
    may obtain the Sum and Average of the last sort group
    you obtained using SORT BY DESCRIPTION, AMOUNT,
    DATE, or INDEX NUMBER.

    Here's what you can do with this type of analysis:

    1. SUM: Gives you the sum of all your desired amounts.

    2. AVERAGE: Gives you the statistical average of the
        selected group.

        Average = Sum ÷ Number of Values.

        EXAMPLE:

        You have just completed a search by Index Code 20
        for your charitable donations. Return to the main
        menu and press **4** for **Menu Item 4**, ANALYZE
        TRANSACTION AMOUNTS to find the sum and
        average of your charitable donations.

B. Use **Menu Item 4** to ANALYZE TRANSACTION
    AMOUNTS. Press **4** in response to WHAT WOULD YOU
    LIKE TO DO?

C. Now type in what type of Amounts these are, i.e., Dona-
    tions, Entertainment, etc. (19 characters maximum).

D. Next, you will see the values you requested displayed,
    along with other useful information.

    Press **M** to return to the menu.

VII. Monthly Reconciliation

The first time you balance takes a little extra work. After that, it's all downhill.

A. Enter **Menu Item 5** to perform a MONTHLY RECONCIL-IATION. Have your bank statement ready, you will use information from it.

1. First, at the system's request, enter the ending bal-ance from your bank statement. (Verify that you have entered the correct amount, then press █ in response to CHANGE AMOUNT?(Y/N), if it is okay, or press █ to enter the correct amount.)

2. Next, at the system's request, enter the checks, deposits, and other withdrawals (service fee, auto-matic payments, etc.) that have cleared, as shown on your bank statement. First enter the Check/ Deposit Number. (Check number 25 would be 0025 or Deposit 6 would be d006.) Next, enter the transaction amount of the check or deposit as shown on your bank statement.

> NOTE 1: Don't forget to enter service fees and other automatic withdrawals into your ELECTRONIC CHECKBOOK when entering your other transactions (**Menu Item 2**). You may want to use a 9000 series of Check/Deposit numbers, i.e., 9001, 9002, 9003, etc.

VII. Monthly Reconciliation

NOTE 2: The first time you balance on this system, you may need to go back to a previous month's bank statement to enter checks that have previously cleared but are included in this system.

3. When you are finished entering transactions, press **RETURN** in response to INPUT CHECK/DEPOSIT NUMBER. Results on the status of your checkbook will be displayed. If you balance successfully, **CONGRATULATIONS** will appear. If not, there is an error somewhere.

   When a Check/Deposit is found and the amounts match, an X is automatically placed next to the Check/Deposit Number. You will see it when you view the transaction using **Menu Item 3**.

NOTE: If the Check/Deposit Number is not in the system or the amounts do not match, you will also be notified. There are three possible reasons for these types of errors.

a) This transaction has not been entered into the system.

b) Check/Deposit Numbers have been entered incorrectly, i.e., Check Number 37 must be entered as 0037 and Deposit 12 must be entered as d012.

c) The transaction occurred before your beginning balance was entered in as your first transaction on this system.

VII. Monthly Reconciliation

4. Even though an error may have occurred, the system will continue to try to balance your checkbook.

5. If your checkbook does not balance, use **Menu Item** 3 to VIEW/MODIFY TRANSACTIONS to search for the problem. Some common problems are:

    a) Incorrect beginning balance:

        1) Be sure all Checks/Deposits prior to the beginning balance have cleared the bank.

        2) Be sure Checks/Deposits that have cleared in previous months, but are included in this system, are entered the first time you try to balance.

    b) A Check/Deposit may have been entered incorrectly (typing error).

    c) You forgot to enter the bank service charge or other automatic withdrawal into your ELECTRONIC CHECKBOOK.

    If your checkbook doesn't want to balance after many hours of checking everything, try this (get your calculator out):

    a) Subtract the "YOUR BALANCE" displayed, from the "CALC BANK BALANCE".

VII. Monthly Reconciliation

b) Get back to the main menu, then enter **Menu Item 2**. Enter the following information:

Description	Adjustment
Check/Deposit Number	8001 (if you haven't used it yet)
Date	Today's date
Index	00
Amount	Amount calculated in a) above

c) Get back to the main menu (press ⬛RETURN⬛).

d) Enter **Menu Item 5**. Re-enter the ending balance from your bank statement, then enter your adjustment Check/Deposit Number. Your checkbook should now balance with your bank statement.

EXAMPLE:

Calc Bank Balance: $275.23

Your Checkbook Balance: $263.15

1) $275.23 − $263.15 = $12.08

2) Amount to enter as a deposit (d100) is 12.08

> NOTE: If the adjustment amount is negative, enter it as a check amount without the negative sign.

VII. Monthly Reconciliation

3) Go to **Menu Item 5**

4) Enter Check/Deposit Number d100 for 12.08 as cleared

5) Re-enter ending Calc Bank Balance from your statement

> NOTE: Be cautious of large differences between balances.

VIII. Printing

A. If you would like a printed copy of your records, use **Menu Item 6** to dump records to the printer.

> NOTE: Be sure your printer is connected or an error will result.

B. In response to the warning, check your printer connection. Then press **Y** if it is connected or **N** if it is not.

> ***WARNING*** Do not connect your printer after you have turned on your computer!

C. Next, in response to ALL AMOUNTS OR LAST SORT?(A/L), you must select which group of transactions to print, i.e.:

ALL AMOUNTS: Prints all the transactions.

LAST SORT: Prints only the transactions found in the last search you made using **Secondary Menu Items 2, 3, 4, and 5.**

D. Commodore 64 Computer Users: If you would like to stop printing in the middle of the print routine, press the **RUN/STOP** key and the printing will stop after the current record is printed. Keep the key pressed until the printing stops.

E. Atari Computer Users: To stop printing at any time while you are printing your transaction records, press the **ESC** key. Keep the key pressed until the printing stops.

IX. Storing Transactions

CASSETTE ONLY: (For disk, records are stored automatically.)

A. You may save your records at any time and load them in at any time. Enter **Menu Item 7**, END RUN. To save the new data you have entered, press 🅨 in response to SAVE NEW DATA?(Y/N).

B. Instructions will appear on how to save the data. After your data is saved, the menu will return to the screen. You may continue using THE ELECTRONIC CHECK-BOOK or use **Menu Item 7** to exit again. Press 🅝 in response to SAVE NEW DATA?(Y/N).

> NOTE: You must use a good quality C-60 cassette tape. Press 🅒 when you are ready to save. (Save time is approximately 5 minutes.) Be sure to mark down your tape counter number for later reference.

C. Until you have filled in all allowed items, reload your latest ELECTRONIC CHECKBOOK data tape, and continue entering items using **Menu Item 2**. When all allowed items are in the system, reload the original software package.

D. The second time you reload THE ELECTRONIC CHECKBOOK software tape, and each time thereafter press 🅝 in response to INITIALIZE THE SYSTEM?(Y/N). Then set the Datassette at the proper location to load in your previous data. Then press 🅒 to continue. When the data is located on your tape, press the 🅖 key.

X. Making A Backup Data Disk

A. For Commodore 64 Computers

Enter **Menu Item 7**, END RUN. Press ▉ in response to MAKE BACKUP DISK?(Y/N). Then closely follow the directions on the screen to make your backup disk.

B. For Atari Computers

To guard against the loss of important information, you should always make backup copies of your data disks. See your DOS manual for details on making backups of your data disks.

> WARNING FOR CASSETTE AND DISK SYSTEMS:
> Always exit THE ELECTRONIC CHECKBOOK using **Menu Item 7**, or you may lose your data.

XI. Interfacing With The Money Manager Program

THE ELECTRONIC CHECKBOOK has been designed with the capability to "communicate" with Timeworks' MONEY MANAGER Budget System. This will allow you to do *budgeting* tasks on THE MONEY MANAGER and transfer your *actual* expenses from THE ELECTRONIC CHECKBOOK to THE MONEY MANAGER program.

A. For Commodore Users (Disk and Cassette)

1. Enter **Menu Item 7**, END RUN. Press **N** in response to MAKE BACKUP DISK?(Y/N). For cassette, press **N** in response to DO YOU WANT TO PUT DATA ON TAPE?(Y/N).

   Then press **Y** in response to DO YOU WANT TO INTERFACE WITH THE MONEY MANAGER?(Y/N). Follow the directions on the screen closely.

   > IMPORTANT NOTE: Be sure you have your transactions stored on disk or tape before you attempt to interface with THE MONEY MANAGER.

2. When the computer is WRITING DATA TO M/M (MONEY MANAGER), you will see two abbreviations at the bottom of the screen: MO and IX. These stand for Month and Index. THE ELECTRONIC CHECKBOOK will show you which part of THE MONEY MANAGER expense record is being written.

3. For disk, you will be writing data directly to your MONEY MANAGER data disk.

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4. For cassette, you will be writing data to a separate cassette tape that should be loaded into THE MONEY MANAGER after pressing █, in response to ARE YOU USING ACTUAL AMOUNTS FROM YOUR ELECTRONIC CHECKBOOK?(Y/N). You only need to do this if you have over 150 transactions in one year.

   You may combine as many M/M interface tapes as you wish.

5. Cassette Note:

   If you have over 150 transactions in one year you may combine M/M interface data from 2 (or more) sets of 150 transactions.

   EXAMPLE:

   If you have 250 transactions in one year you will have 2 ELECTRONIC CHECKBOOK data cassettes, one with 150 transactions on it and one with 100 transactions. To transfer information from all 250 transactions to your MONEY MANAGER, you must make a MONEY MANAGER interface tape of the first 150 transactions, then begin again and load in your second data tape with 100 transactions. Respond with █ to "DO YOU WANT TO COMBINE AN M/M INTER-FACE TAPE FROM A PREVIOUS 150 TRANS-ACTION WITH THIS INTERFACE?(Y/N)".

XI. Interfacing With The Money Manager Program

Then load in your first interface tape with 150 trans-actions and continue on to complete your final inter-face tape which will then contain information on all 250 transactions.

> WARNING: If you are using THE ELECTRONIC CHECKBOOK to enter Actual expense data into THE MONEY MANAGER, **all of your expense data should be entered using THE ELECTRONIC CHECKBOOK program.**

B. For Atari Users

1. Enter **Menu Item 7,** END RUN. You will then be prompted DO YOU WANT TO INTERFACE WITH THE MONEY MANAGER?(Y/N). Press **Y**.

2. You will then see the prompt PUT YOUR PROGRAM DISK IN DISK DRIVE. THEN PRESS -C- TO CON-TINUE. Insert your ELECTRONIC CHECKBOOK program disk in your disk drive and press **C**. The Interface Program will then be loaded into your com-puter.

3. The Interface Program helps you transform your ELECTRONIC CHECKBOOK data into a form that THE MONEY MANAGER can use. Follow the prompts on your screen to create a MONEY MAN-AGER data disk containing your ELECTRONIC CHECKBOOK data. You will then be able to use this new data disk with THE MONEY MANAGER budget program. All of your ELECTRONIC CHECKBOOK data will appear in your budget as your actual expense amounts.

XII. Odds and Ends

A. A typical way to use THE ELECTRONIC CHECKBOOK is to:

1. Load the program into your computer.

2. Load in your transactions (automatic for disk).

3. Add new Records.

4. View and modify items as needed.

5. Use **Menu Item 7** to save all your transactions on tape (cassette only).

B. Next time you want to use this system, load your latest data. After you have filled up the system with the maximum number of transactions, make a permanent copy and put it in a safe place.

C. When you have stored the maximum number of transactions, load the original software tape and continue entering items. Up to 10 saves should fit on a C-60 cassette tape.

NOTE FOR CASSETTE USERS: If you are ever in INPUT (⬅) MODE, i.e., entering a record or search code, and you would like to "escape" back to the menu, press the **CLR/HOME** key. There must not be any characters on the Input Line in order to use this feature. If needed, you may delete all the characters you have typed in by pressing the **CLR/HOME** key.

XII. Odds and Ends

NOTE FOR ATARI USERS: If you are in the Input
        Mode (entering a record or search code), and
        you would like to return to the menu,
        press the ESC key. The Input Line must be
        blank when you press this key, and the menu
        will appear on this display.

XIII. Troubleshooting

PROBLEM	REMEDY
PROGRAM WILL NOT LOAD	1. Check computer hookup. 2. Try to load backup version.
SYSTEM WILL NOT SAVE	Check computer hookup.
SYSTEM GLITCH - SCREEN BLANKS OUT, PROGRAM LOST	Reload program (sometimes due to power fluctuation).
BAD SAVE - LOSS OF DATA	Reconstruct data from last good save.
DATA WILL NOT LOAD INTO THE SYSTEM	Be sure you are using the correct data cassette or disk.

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