

# CASHBOOK

The best way to learn about CASHBOOK is to use the program - it really is easy to use, with pop-up menus that list all the options at every stage. However, by reading this manual you will get an overview of the program, making it easy to get the most from it. This manual is intended for users of both Spectrum and Amstrad computers - the main differences relate to the different keyboards - if you have an Amstrad you should press *RETURN* instead of *ENTER*.

## LOADING THE PROGRAM

### *Spectrum 48/128k*

Type *LOAD\** and press *ENTER*. If you have a 128k computer CASHBOOK will not only work in 128k mode, it will allow you to use the extra memory as a RAMdisk. To load CASHBOOK from disk on a Plus 3, type *LOAD"CASHBOOK"* and press *ENTER*.

### *Amstrad CPC*

Type *RUN"CASHBOOK"* and press *RETURN*. You can use CASHBOOK in either 40 or 80-column mode - there are two versions of the program, one on either side of the tape. Both versions are on the same side of the disk.

## GETTING STARTED

Most of CASHBOOK's functions are controlled using the same keys - *EDIT* (Spectrum) or *ESC* (Amstrad) and the cursor keys. Press *EDIT/ESC* to display the main menu - notice how the first option is highlighted. Use the cursor up and down keys to move the highlight bar through the menu. *EDIT/ESC* takes you to the Exit option at the top of the menu. Select Exit and press *ENTER* to action your selection (*RETURN* if you are using an Amstrad computer).

Now take a closer look at the screen. At the top there are column headings; the next line shows the INITIAL BALANCE. This will usually be the balance carried forward from the previous month (or year).

The rest of the screen is blank. Pretty unexciting, isn't it! Why not enter some transactions to make it look more interesting. First press *EDIT/ESC* to display the Main Menu, then *CURSOR DOWN* to select Add Items. Next press *ENTER*, and finally *Y* to confirm that you really do want to add some items!

Now the program will ask you a series of questions about the transaction. First of all the Name, i.e. whatever wording you want to use to describe the transaction. Usually this will be the name of the person you are paying money to (or receiving money from). Next you will be asked to *ENTER* the Code for the transaction, one or two letters that describe the type of transaction, for example, you might use *EL* for your electricity bill, *RA* for rates, and *RE* for rent. It is a good idea to work out the codes you want to use before you start.

Amount is pretty self-explanatory. Type the value of the transaction in pounds and pence, e.g. 56.34, and press *ENTER*. Next press *C* if this is a *credit* (money paid to you) or *D* if it is a *debt* (money you have paid out).

The Vat code is not important unless you are registered for VAT, although it will help you decide whether it is to your advantage to get registered. Two VAT rates are set up initially, A as 15%, and Z as 0%, but you can change these rates and have up to 24 more if need be! If the transaction includes VAT then CASHBOOK will automatically calculate the amount of the VAT - and the amount of the transaction excluding VAT.

Entering the Date can be fun! Use the cursor keys to change the date shown (up or down to change the day, left and right to change the month). The date displayed is the last date entered, so if you have a lot of transactions on the same day you only need to press *ENTER*.

Now that you have told the program all it needs to know, it does a few quick calculations, then writes the transaction into your electronic cash book. Press *Y* or *ENTER* to input another transaction, or *N* if you have finished.

Enter several transactions (make them up if necessary), go back to the Main Menu, and select Exit. Now take a look at what you can see on the screen. Use the cursor keys to move the screen around - the cash book is a lot wider than the screen of the Spectrum, so you can't see everything at once.

It may be that some of the columns in the cash book are unnecessary for your purposes - don't worry, because one of the options in the Main Menu is **Format Title**, which allows you to change the heading at the top of the screen, and thus the information displayed. Now you have entered your first transactions it is time to learn more about what CASHBOOK can do for you.

## ANALYSING TRANSACTIONS

One of CASHBOOK's most useful features is the ability to split the list of transactions into two. This is done by marking certain transactions with a > character, and leaving other transactions unmarked. CASHBOOK has a sophisticated Search command that makes it very easy to pick out the transactions you are interested in, though you can also mark or unmark individual transactions.

There are countless ways in which you might use this feature - you might, for example, wish to look at receipts separately from expenditure. Alternatively you might want to examine all items of expenditure over £500, or all receipts prior to September 1990. Many CASHBOOK functions can operate on all transactions, marked transactions only, or unmarked transactions only.

## CASHBOOK FUNCTIONS

Many of the items in the Main Menu lead to sub-menus. To get to one of these you must go through the Main Menu (now you know why it's called the Main Menu!).

### EDIT ITEM

This works in the same way as Add Item, allowing you to alter an entry already made. Make sure that you first highlight the entry to be changed, using the cursor keys to move through the list. If you change the value, always enter it in full, including both pounds and pence, otherwise the wrong figure may be used. Items that do not need to be changed can be left as they are if you merely press ENTER.

### TAPE/DISK

This option has its own sub-menu:

#### LOAD ITEMS

Loads transactions you have previously saved; transactions already in memory are deleted. If you are using tape you can omit the filename, in which case the first file found is loaded. When you load a file the initial balance is set to the value at the time the file was saved.

#### APPEND ITEMS

This option allows you to load transactions without overwriting those already in the cash book. The new transactions are added at the end of the list, and the initial balance is unchanged.

#### SAVE ALL, SAVE PART

You can save all the transactions in memory, or any consecutive block of transactions: enter the number of the first and last transactions to be saved. You must save the contents of the cash book before switching off your computer, otherwise the information will be lost!

The initial balance is not saved when you SAVE PART. You should, therefore, only APPEND such a file. If you LOAD a part file by mistake the initial balance is overwritten by the first transaction, and you must select Delete All to restore it.

#### CATALOG (disk only)

This lets you see the files you have previously saved.

#### Note:

To use the RAMdisk on a Plus 3 you must use the prefix M: when you enter a filename. On a 128k Spectrum, or a Plus 2 you will be asked after entering the filename whether you wish to use the RAMdisk.

## SEARCH

Choosing this option displays a sub-menu:

### SEARCH FOR ITEMS

This displays a further sub-menu which allows you to choose the basis on which the search is to be carried out. The options are:

Item No.  
Code  
Name  
Amount  
VAT code  
Date  
VAT  
Total

You will be prompted to enter the first and last values you wish to search for, for example you might enter Z as both first and last if you wanted to find all zero-rated items. Or you might enter 10.00 as the first and 20.00 as the last to search for all amounts between £10 and £20 (when you search for an amount you are also asked to specify whether you are looking for debits or credits). Always specify the lower value first.

When you exit from this sub-menu a further list of options is displayed:

Mark matches  
Mark non-matches  
Unmark matches  
Unmark non-matches

These options allow you to determine which transactions are marked and unmarked. Note that if you select, for example, **Mark matches**, this does not mean that non-matches are unmarked - any transactions already marked will remain marked, even if they do not meet the criteria. This is a powerful feature which allows you, with repeated searches, to pick out transactions which meet a range of criteria, for example, all transactions prior to 31st October 1990 for less than £200, where the VAT code is anything but Z.

### DISPLAY ALL, DISPLAY MARKED, DISPLAY UNMARKED

Normally all transactions are displayed, with just the > marker differentiating between those that are marked, and those that are unmarked. However you can specify that only marked transactions, or only unmarked transactions are displayed. Transactions which are not displayed are not deleted from the list, merely hidden from view. Select **Display All** to show the full list.

### CLEAR SEARCH/SORT

This option marks all transactions, clearing the effect of any search or temporary sort that has been carried out.

### MARK ITEM, UNMARK ITEM

These allow you to mark or unmark individual transactions.

## SORT

You can sort the transactions according to **Code**, **Name**, **Amount**, **Vat**, **Vat code**, or **Date**. If you choose a temporary sort then the transactions return to their previous order when you next add or edit transactions. A permanent sort is exactly that, permanently changing the order of the transactions in memory. If in doubt, always use a temporary sort.

## PRINT

When you print out a report, the program leaves a six line gap at the bottom of each page to allow for the perforations, and so it needs to know the length of the paper you are using. Standard paper is 11 inches, or 66 lines long, and this is the default - to enter a different length select **Input Page Length**.

It may be necessary to print in condensed mode to fit the report into the width of the paper, and if so, **CASHBOOK** will automatically select condensed mode on the printer. A page width of 80 normal size characters is assumed but you can change this by selecting **Input Page Width**. If your printer cannot print more than 80 characters across the page (either in normal size type, or in condensed mode if it has it, you will need to change the format of the report.

The report heading, if you enter one, is printed in double-width characters. The control codes which are sent to the printer to select condensed and double-width characters can be changed if necessary by selecting **Change Printer Codes** (you may need to set all the codes to 0 if your printer does not support these different type sizes).

There are two report formats you can choose between, **Normal** and **VAT**. Either of these can be changed using the **Format Title** command, so the **VAT** format can be used for something else if you aren't registered for **VAT**.

#### **DELETE**

Use this option when you want to remove transactions. If you want to delete a single transaction highlight it using the cursor keys before you select **Delete** from the **Main Menu**. A sub-menu will be displayed: **Delete All**, **Delete Marked**, **Delete Unmarked**, **Delete Item**. Select the option you require carefully, for transactions deleted cannot be recovered unless you have previously saved them to tape or disk.

#### **SET VAT**

Two **VAT** rates are set up, **A (15%)** and **Z (0%)**. You can change these rates or create up to 24 more. Note that any changes you make to the **VAT** rates are not saved, and must be re-entered at the start of each session.

#### **INITIAL BALANCE**

The 'running balance' shown at the right hand side of the cash book obviously depends upon the **Initial Balance** shown at the top. This will usually be the balance brought forward from the previous month or year.

#### **FORMAT TITLE**

You can change the way that **CASHBOOK** displays and prints transactions, for example, you might not wish to display the **VAT** figures, or the separate debit and credit columns.

The title line shown at the top of the screen defines the format of the information displayed on the screen. The title line is stored in a coded form where each item is represented by a single letter, dividing lines by a - character, and spaces between columns by a \*. To change the information that is displayed, all you need to do is select **Edit Normal Title** or **Edit VAT Title**, then delete the existing title line using the space bar and enter the new format.

Changes made to the titles are not saved and must be re-entered at the start of each session.

#### **MOVING AROUND THE SCREEN**

Normally there will be far more information than can be displayed on the computer screen at one time, and the screen will act as a 'window' onto a large page of transactions. The simplest way to view the rest of the page is to scroll the window using the cursor keys. There are quicker ways to move the window, however. Use **INV VIDEO** and **TRUE VIDEO** (Spectrum) or **F1** and **F7** (Amstrad) to move up and down 15 lines at a time, and **CAPS LOCK** (Spectrum) or **F0** (Amstrad) to toggle between the left and right sides of the page.

#### **QUICK KEY FUNCTIONS**

The commands you need to access most frequently can be accessed directly by pressing a single key, rather than going through the menus. Press **M** to mark the current transaction, or **U** to unmark it. Press **A** to add a transaction or **E** to edit the current transaction. If you press **N** you can jump directly to the transaction of your choice. Just type the number of the transaction when prompted, and press **ENTER**.

**CAPS LOCK** (Spectrum) or **F0** (Amstrad) can be used to exit quickly from any menu, returning to the main screen.

#### **PROBLEMS?**

If you enter an option by mistake then on a Spectrum you can sometimes exit by pressing **BREAK**, then typing **RUN** and pressing **ENTER**. Transactions in memory are not affected. Do not press **BREAK** while loading from tape.

**CASHBOOK** can hold 600 transactions in memory at the same time (700 on the Spectrum). If you try to append a file that is too long to fit in memory no part of the file will be loaded.

If a tape or disk error causes the program to end (this should only happen on Spectrum computers) you can recover by typing **RUN** and pressing **ENTER**.