SOFT 942 (TAPE)

SOFT 1942 (DISC)

HOME ACCOUNTS MANAGER

Home Accounts Manager is a comprehensive 'Home Management System' designed to assist in the maintenance of any household budget.

From the main menu there are 6 major options which are as follows:-

1. The **Home Accounts option** where day to day expenses are entered and compiled by the program to produce detailed expenditure reports on screen or to the printer. Full summary reports can be displayed and an analysis of expenditure types, ie. paid by cheque, cash, credit card etc.

2. The **Bank Account option** where, after setting up your own bank account details, you are able to enter all your banking transactions. Such as, receiving payments, issuing cheques, setting up standing orders, entering bank charges and printing out bank statements to the screen or printer. All transactions are automatically sorted into date order so that you can enter receipts and payments at any time regardless of the order in which they were entered.

3. The **Address File option** enables you to enter up to 50 names, addresses and telephone numbers into an address data file. You are then able to sort your entries into alphabetical order, search for specific names, scroll through the file, goto a particular address, input new addresses and delete old ones.

4. The **Utilities option** has a number of helpful aids such as, checking memory and calculating loans.

There is also a 5th option for loading and saving files and a 6th option for leaving the program.

NOTE: Within this program, when prompted to enter information it is assumed that the information required will be typed and

then entered by pressing the large **[ENTER]** key. The following text also makes this assumption.

For example when asked to:

Enter month, between 1-12 [ ]

Type in the required figure and then press **[ENTER]**.

HOME ACCOUNTS MANAGER

Getting Started

Reset the computer by holding down **[CTRL]**, **[SHIFT]** and **[ESC]** keys in that order. Place the cassette into the datacorder. Rewind tape to the beginning and then press **STOP/EJECT** once. Press **[CTRL]** and small **[ENTER]** keys simultaneously then press **PLAY** followed by any key. This tape will take up to 5 minutes to load, after which the program will display its main menu.

THE MAIN MENU

Having entered the required month in which you wish to start your household budget, the main menu will be displayed. The major options available to you are:

1. Home A/cs   2. Bank A/c
3. Address File   4. Utilities
5. Load/Save   6. Exit

Each of these items is explained more fully in the following text.

Option 1. Home A/cs

On entering the Home Accounts option you are presented with

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the Expense Account menu with a further 5 options. These are as follows:

1. Amend Headings
2. Enter Expenses
3. View Expenses
4. Transaction Report
5. Return To Menu

1. Amend Heading

This option displays 20 preset expense headings to cover most areas of expenditure. These however are only suggested titles and can be changed at will by the user. Simply press 'a' to amend followed by the expense heading number and insert your title in place of the existing one. Pressing 'r' will return you to the Expense Accounts menu.

2. Enter Expenses

This option displays your chosen 20 expense headings. To enter an expense, key in the corresponding number for the expense type and the date of the day that the expense was incurred. This will be a figure between 1-31 which will be matched with the month entered previously at the start up of the program.

Enter the amount of the expense followed by the method of payment. The method of payment is entered with a two character response. ie. 'ca' for cash, 'ch' for cheque, 'cr' for credit card and 'ot' for any other method of payment. If all the details of the transaction are correct press 'Y' to enter another expense or return to the menu, or press 'N' to retype the transaction details. You will find that if you have entered 'ch' as the method of payment and excepted the transaction details as correct, you will be asked at this point to enter the cheque number followed by 'Payee'.

During any 1 month period you are allowed up to 10 transactions per expense heading so that if, for example, you wished to enter

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your shopping bills twice weekly you would need between 8 and 9 transactions for shopping expenses per month.

3. View Expenses

View Expenses presents you with a further 3 options, these being:

1. View Specific Heading
2. Full Analysis to Screen
3. Full Analysis to Printer
4. Return to Menu

View Specific Heading

Allows you to view all the transactions of a particular expense type with details of date, amount and method of payment. It also gives you the total amount of expenditure for that expense type for the month.

The analysis can be displayed on the screen or sent to the printer.

Full Analysis to Screen/Printer

This option gives you an analysis of the total expenditure for the month, summarising all the transactions for each expense type and totalising the expenditure. The report can be either displayed on the screen or sent to the printer.

4. Transaction Report

This is a complete report of all expenditure for the month, giving full details of every transaction. It can be either displayed on the screen or sent to the printer.

Option 2. Bank A/c

On entering the Bank Account option you are first required to

enter your own bank account details. ie. Name of bank, branch and account number. Having entered this you must now enter the opening balance of your computerised bank account. On completion press the SPACE BAR and you will be presented with the main part of the bank account option. There are 7 more options these being:

1. Issue Cheque
2. Receive Payment
3. Standing Order
4. Bank Charges
5. Interest
6. Bank Statement
7. Return to Menu

The first '5' of these options are concerned with entering banking transactions which ultimately result in Option 6, 'The Bank Statement'. Each of these options follow the same format although Option 2 'Receive Payment', is the only option which allows money into the account.

Issue Cheque

To issue a cheque press '1' enter the expense type, the payment date, the required amount, the cheque number and lastly the payee.
The transaction details will be displayed, if they are correct press 'Y' to confirm, and press 'N' to amend.

NOTE: As you enter more and more transactions into the computer the delay whilst the computer is posting the entry will grow slightly. This is because the computer is sorting each entry into date order so that no matter when you enter a transaction the bank statement will always be printed in date order.

Receive Payment

To receive a payment follow the same procedure as for issuing a cheque except that you will of course be asked for the name of

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the payor. ie. The person or company paying you the money.

Standing Order/Bank Charges/Interest

For these options follow the same procedure as outlined for paying a cheque.

Bank Statement

As soon as you have entered any transactions it will be possible to produce a bank statement, using Option 6.

Enter the statement date and select whether you would like the statement displayed on the screen or sent to the printer. Full details of all transactions will be displayed up to and including the date chosen for the statement.

Option 3. Address File

If you are accessing the Address File option for the first time you will immediately be asked to type in a name followed by that persons address and telephone number. Each name and address is known as a 'record', into which 6 lines or 'fields' of information may be entered. Enter as many names and addresses as required then return to the main menu by typing, '*'. On re-entering the Address File, you will find that your first record is displayed and that there is now a sub-menu at the bottom of the screen with the following options:

[n]ext: Moves forward through the file one record at a time.

[l]ast: Moves backward through the file one record at a time.

[f]ind: Finds a record by the 'Name Field'. Enter the name of the person or company whose details you wish to find. If you cannot remember the whole name,

then enter as much of it as you can remember and the program will find the first record that corresponds. If the program cannot locate your entry, a message 'No such record...' will be displayed and you will be returned to Address No.1.

[g]oto: Allows you to goto a record by enter the 'Record No.'. The current number of records is also displayed.

[a]mend: Permits the field data to be amended. The 'Headings', ie. Name, Address etc are preset and cannot be changed. Enter the line number to be amended and the present data will be shown with a request for the new data to be input. Enter your new data and that field will be updated.

[m]enu: Returns you to the program's main menu.

[i]nput: Adds a new record to the file.

[d]elete: Deletes the record currently displayed. On pressing 'd' you will be given the option to change your mind. Record numbers will be resorted accordingly.

[s]croll: Automatically scrolls through the file with options to 'Stop, Continue' and 'Exit'.

[r]esort: Allows you to resort the file by any field from 1 to 6.

Option 4. Utilities

There are 5 facilities within this option:

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1. Memory Available

- Displays the balance of memory.

2. Loan Calculate

- Enables you to calculate loan repayments. By entering the amount of the loan, the interest rate and the payback period, the computer calculates the 'Total Repayment', 'Total Interest', and the 'Monthly Repayment'.

3. Reset

- Accesses the reset routine. This is used when you wish to replace a file currently in memory with another file as the program will not load a new file until the old one has been deleted. Reset allows you to either delete an [ad]dress file or an [ex]pense file ready for loading a new one or for when you want to start a new month's expenses. The program will warn you before you reset that this action will clear the file of all it's records and gives you the option of returning to the main menu.

4. Green or Colour Monitor

- Allows you to choose the appropriate 'text colour' according to which type of monitor you are using.

5. Menu

- Returns you to the main menu.-

Option 5. Load/Save

- To load a data file into memory, press '5' followed by 'L' to load. Select which type of file you would like to load, either an

[ex]pense file or an [ad]dress file, then type the name of the file to load' position the datacassette into the datacorder, rewind if necessary, then press **PLAY** followed by any key. The data file should now load. Should you wish to abort loading at any time, press **[ESC]** twice to return to the main menu.

To save a data file press '5' followed by 'S' to save. Enter the type of file to save, ie. either [ex]pense or [ad]dress, then type the name of the file. Position a blank cassette into the datacorder then press **REC/PLAY** followed by any key. The data file should now save. Should you wish to abort saving at ay time, press **[ESC]** twice to return to the main menu.

NOTE: The program automatically adds the number of the month onto the end of your file name. You should not, when loading or saving, type in the month on the end of your file name. For example, the file name 'Test' becomes 'Test01', for January 'Test' file. The file should be loaded and saved under the name of 'Test'.

Option 6 Exit

Use to exit the program.

The function of disc based software is identical to the cassette equivalent, with the exception of the loading instruction where the usual disc loader:

RUN "DISC

should be used. An additional disc directory facility has been added either to the 'Utilities' option or elsewhere within the program.