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It is my hope that you find the file of use to you personally – I know that I would have liked to have found some of these files years ago – they would have saved me a lot of time !

Colin Hinson

In the village of Blunham, Bedfordshire.



Diskette Software

Model PHD 5021

Checkbook Manager

Features four easy-to-use programs for maintaining a computerized record of your checks and deposits.

- **CHECKBOOK** — Lets you enter your checks and deposits. Recalculates your current balance with each new entry and compares your records to the bank statement at a moment's notice.
- **DISK SORT** — Arranges your checking account entries in numerical order for fast, efficient processing.
- **RAM SORT** — Organizes your entries by ledger account number.
- **ACCOUNT SUMMARY** — Separately totals the checks and deposits in each of your ledger accounts.

Designed for use with the TI-99/4 Home Computer and the TI Disk Memory System (TI Disk Drive Controller and TI Disk Memory Drive — sold separately).

As this manual was designed for the U.S. market, the warranty conditions described herein are not applicable in the U.K. The only valid Guarantee Conditions are those set forth in the "Users Reference Guide" accompanying the Home Computer.

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See important warranty information at back of book.

Author: Texas Instruments

Language: TI-99/4 BASIC

Hardware: TI-99/4 Home Computer
Disk Controller and Drive
TI Thermal Printer (Optional)
TI RS232 Interface and Compatible Printer (Optional)

Media: Diskette

Checkbook Manager contains four easy-to-use programs that help you balance your checking account. The first program, Checkbook, allows you to record your checks and deposits. You may have a maximum of 450 entries on your data file at one time. It also allows you to assign specific accounting numbers to various checks and deposits, so that entries made to the same accounting number can be totalled. With each new entry, the program recalculates your present balance. Then, if you have entries which are out of numerical order, the Disk Sort program puts them in order, making it possible for your records to be processed more quickly.

If you assign accounting numbers to your entries, the RAM Sort program allows you to sort your entries by accounting number. You may then use the Account Summary program to total and display the entries you have assigned to each accounting number. This feature can be useful for tax accounting or budgeting.

Checkbook lets you record your checking account data and reconcile your records to the bank statement. The program prompts you to enter all necessary data, such as checks written and deposits made to your account. It also maintains a running balance that is updated with each new entry. You may display your records and also print them, provided a compatible printer is attached to your computer. When you wish to reconcile your records with your bank statement, simply indicate which checks have cleared the bank. The program then computes your present balance and compares it to your bank statement.

The program can maintain up to 450 entries on file at one time. Because you remove cleared checks and deposits from your file during processing, you can use the same data file continuously.

STEP 1: If the computer is not already in the BASIC mode, select TI BASIC. Then, load the program by following the procedure below:

To load the program, insert the diskette into the disk drive, type

OLD DSK1.CHECKBOOK

and press ENTER. Once the cursor reappears, type RUN and press ENTER.

STEP 2: Next, the program asks, IS THE DATA DISK IN DRIVE ONE (Y/N)? If you haven't already done so, remove the Checkbook diskette and insert your data diskette into Disk Drive 1. Next, enter Y to continue. The default filename DSK1.BANK is displayed. The program then asks, DATA FILENAME? Type DSK1, a period, and the name that you have assigned to your file. Then press ENTER. If you have already saved records during a previous session with the program, enter the appropriate filename. If you have decided to use the default filename, simply press ENTER.

STEP 3: If you are setting up your file for the first time, the program now asks you to ENTER STARTING BALANCE. Type the present balance of your checking account and press ENTER. If you have named a file used previously, the ending balance is displayed.

STEP 4: Next, the program asks if you want to use a printer this session. Enter Y for "yes" or N for "no." If you enter Y, the message DEFAULT TP and the prompt PRINTER NAME? is displayed. If the TI Thermal Printer is attached to your computer and turned ON, simply press ENTER. For printers connected via the RS232 Interface, refer to the RS232 owner's manual for full instructions. If you enter a name for the prompt PRINTER NAME?, the printer you name becomes the default printer and may be selected by pressing ENTER.

STEP 5: The Checkbook Manager menu now appears, offering you the following options:

- 1 ADD/CHANGE ENTRY
- 2 DISPLAY/PRINT REGISTER
- 3 BALANCE TO STATEMENT
- 4 RETURN TO BASIC

OPTION 1: ADD/CHANGE ENTRY

If you select the option ADD/CHANGE ENTRY, the program asks you whether the entry is a check or a deposit. Enter C for check and D for deposit. Then supply the following information: entry number, date, amount, comment, accounting number, and whether the entry has cleared the bank.

The entry number is a number that helps you identify each check or deposit; it can be any number up to five digits long or four digits plus one letter. Use leading zeros in your check numbers to ensure proper sequencing of the checks during the sorting process. NOTE: Placing a letter at the end of an entry number is useful for distinguishing deposits from checks. For best results, assign entry numbers in numerical order. If you enter a number that you have already assigned to a previous entry, the program displays the previous entry for you to change, if desired.

The item, AMOUNT, is entered as a positive number whether the entry is a check or a deposit. NOTE: If you later display an entry that you have already made, checks are shown with negative amounts, while deposits are shown with positive amounts.

DATE, COMMENT, and ACCOUNT are optional items. The item DATE may be entered using up to eight characters. The suggested format for dates is mm/dd/yy. COMMENT can be any miscellaneous information (up to 18 characters long) that you wish to record. ACCOUNT allows you to assign specific accounting numbers up to four characters in length to different types of entries (for example, house payments, utilities,

groceries). You must enter an accounting number if you want to use the Account Summary program to total your checks and deposits by accounting number.

The final item, CLR(Y/N), lets you indicate whether the item has cleared the bank. Enter Y if the entry has cleared the bank and N if it has not.

After you complete an entry, the program asks if you wish to make any changes in the entry. If the entry is correct, type Y and press ENTER. To make any changes or corrections, enter N. The program then displays the entry from the beginning, and you may now reenter the information with the desired changes.

Once you indicate that the entry is correct, the program calculates your present balance. If your balance is positive, the screen border is blue; if your balance is negative, the border is red. Next, indicate whether you wish to make additional entries. If you do, enter Y, and you may begin to make the next entry. If not, enter N to return to the Checkbook Manager menu.

OPTION 2: DISPLAY/PRINT REGISTER

To display or print your records, select the option DISPLAY/PRINT REGISTER. You may then choose either to display or print your check register.

If you choose to display your records, the program asks you to indicate the number of the first entry you wish to display. (To start at the beginning, enter 0. To see the last entry and the ending balance, enter 9999.) You may use the arrow keys SHIFT E (UP) and SHIFT X (DOWN) to "scroll" to other entries or SHIFT R (REDO) to begin displaying the entries again. If you select the PRINT REGISTER option, your printer prints your records. When you are finished, press SHIFT Z (BACK) to return to the previous selection list.

OPTION 3: BALANCE TO STATEMENT

To compare your records to your bank statement, select BALANCE TO STATEMENT. The program then offers you the following options:

- 1 CLEAR ENTRIES
- 2 COMPARE BALANCE
- 3 DELETE ENTRIES
- 4 MAIN MENU

The CLEAR ENTRY option lets you indicate which checks and deposits have been cleared by the bank. Simply type in the number of each check or deposit that has cleared the bank. The program displays the amount of each entry you clear so that you can check to make sure it agrees with the amount shown on your bank statement. (If it doesn't, select option 4 to return to the Checkbook Manager menu and then use the ADD/CHANGE option to correct the entry.) After you clear each entry, the program asks if you wish to clear additional entries. Once you enter N, the program returns to the previous selection list.

When you select the COMPARE BALANCE option, the computer asks you to type in the balance shown on your bank statement. The computer then subtracts the balance on your bank statement from the balance of your records and displays the difference. If the difference is not 0, you should recheck your entries to make sure that the appropriate entries are cleared and all amounts are entered correctly. Press SHIFT Z (BACK) to return to the previous selection list.

Once you've finished checking your bank statement, you may delete all cleared entries from your records by selecting DELETE ENTRIES. The program then asks you to press either ENTER to confirm the deletion of all the cleared entries or SHIFT Z (BACK) to cancel their deletion. If you press ENTER, the amount of each deleted entry is displayed, and the program returns to the previous selection list. If you

press SHIFT Z (BACK), the program returns to the previous selection list, and no entries are deleted.

When you select MAIN MENU, you return to the Checkbook Manager menu.

OPTION 4: RETURN TO BASIC

To close all files properly and end this session with the program, select RETURN TO TI BASIC. Do NOT exit the program by pressing SHIFT Q (QUIT) or SHIFT C (CLEAR). If you do so, you may lose part or all of your data.

When you select this option, your starting and ending balance, the number of records on file, the number of records in check number sequence, and the message ** DONE ** are displayed.

DISK SORT**Description**

The Disk Sort program puts all of the entries in your records into numerical order. Putting your entries in order enables the Checkbook program to process your records more quickly. It also allows you to display or print your records in numerical order when you select the DISPLAY/PRINT option in the Checkbook program.

STEP 1: If the computer is not already in the BASIC mode, select TI BASIC. Then, load the program by following the procedure below:

To load the program, insert the diskette into the disk drive, type

```
OLD DSK1.SORT1
```

and press ENTER. Once the cursor reappears, type RUN and press ENTER.

STEP 2: The program now reminds you to INSERT THE DATA DISK. If you haven't already done so, remove the Checkbook diskette and insert the diskette on which you are storing your records into Disk Drive 1. The default filename DSK1.BANK is displayed. The program also asks, FILENAME TO SORT? Type DSK1, a period, and the name that you have assigned to your file. Then, press ENTER. If you have decided to use the default filename, simply press ENTER.

STEP 3: The message SORTING appears on the display, and the computer beeps as the records are sorted. The more entries that are out of order, the longer it takes to sort them.

STEP 4: When the sort is completed, the message **DONE** is displayed, and the computer automatically returns to TI BASIC. To work with your data further, remove the data diskette from your disk drive, insert the program diskette, and load the program of your choice.

The RAM Sort program prepares your records for the Account Summary program. Unlike the Disk Sort program, it does not put your records in numerical order. Instead, it enables the Account Summary program to locate and total your entries by accounting number, as discussed in the Checkbook section of this manual.

The RAM Sort program must be run immediately before running the Account Summary program and after the Disk Sort program has run. Once you make additional entries to your records or run the Disk Sort program, you need to rerun the RAM Sort program before using the Account Summary program.

- STEP 1: If the computer is not already in the BASIC mode, select TI BASIC. Then, load the program by following the procedure below:

To load the program, insert the diskette into the disk drive, type

```
OLD DSK1.SORT2
```

and press ENTER. Once the cursor reappears, type RUN and press ENTER.

- STEP 2: The program asks, HAVE YOU RUN THE DISK SORT (Y/N)? If it has not, you must run the Disk Sort program before continuing. The program now reminds you to INSERT THE DATA DISK. If you haven't already done so, remove the Checkbook diskette and insert the diskette on which you are storing your records into Disk Drive 1. The default filename DSK1.BANK is displayed. The program also asks, FILENAME TO SORT? Type DSK1, a period, and the name that you have assigned to your file. Then, press ENTER. If you have decided to use the default filename, simply press ENTER.
- STEP 3: Next, the program asks whether you wish the accounting numbers to be sorted in descending or ascending order. Press 1 and then ENTER to select descending order; press 2 and then ENTER to select ascending order.
- STEP 4: The message PROCESSING appears on the display. As the computer processes your records, it sounds a series of beeps. The amount of time that it takes to complete the sort depends on the number of entries you have.
- STEP 5: When the sort is completed, the message **DONE** is displayed, and the program stops. To work further with your data, remove the data diskette from your disk drive, insert the program diskette, and load the program of your choice.

ACCOUNT SUMMARY

Description

The Account Summary program totals your entries by the accounting numbers you have assigned to them. The totals only include those entries which have been sorted by the RAM Sort program. The checks and deposits for each accounting number are listed on the display or printed out if a printer is being used and totalled. After all entries are listed by accounting number, the starting and ending balance and the net change in the balance are displayed. This program functions similar to an accounting ledger and is useful for tracking your expenses and income.

- STEP 1: If the computer is not already in the BASIC mode, select TI BASIC. Then, load the program by the following procedure. First, insert the diskette into the disk drive, type

OLD DSK1.ACCTSUM

and press ENTER. Once the cursor reappears, type RUN and press ENTER.

- STEP 2: If you haven't already done so, remove the Checkbook diskette and insert the diskette on which you are storing your records into Disk Drive 1. Next, the default filename DSK1.BANK is displayed. Then the program asks, DATA FILENAME? Type DSK1, a period, and the name that you have assigned to your file. Then press ENTER. If you have decided to use the default filename, simply press ENTER.
- STEP 3: The program then asks WILL YOU BE USING A PRINTER (Y/N)? If you are using a printer this session and want to print the results of this program, enter Y, and the program uses the printer you named in the Checkbook program. If not, enter N.
- STEP 4: Next, the message PLEASE WAIT -- PROCESSING RECORDS appears. After a moment, the entries in each account are displayed or printed and totalled. The accounts are in the order (ascending or descending) that you selected when you ran the RAM Sort program. After all entries are displayed or printed, the starting and ending balances and the net change in the balance are given. If you are displaying the information, you may press the SPACE BAR to halt the display. When you are ready to continue displaying data, press ENTER.
- STEP 5: When the program is completed, the message **DONE** appears, and the computer automatically returns to TI BASIC. To work further with your data, remove the data diskette from your disk drive, insert the program diskette, and load the program of your choice.