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In order to generate this file, I need to scan the pages, split the double pages and remove any edge marks such as punch holes, clean up the pages, set the relevant pages to be all the same size and alignment. I then run Omnipage (OCR) to generate the searchable text and then generate the pdf file.

Hopefully after all that, I end up with a presentable file. If you find missing pages, pages in the wrong order, anything else wrong with the file or simply want to make a comment, please drop me a line (see above).

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.

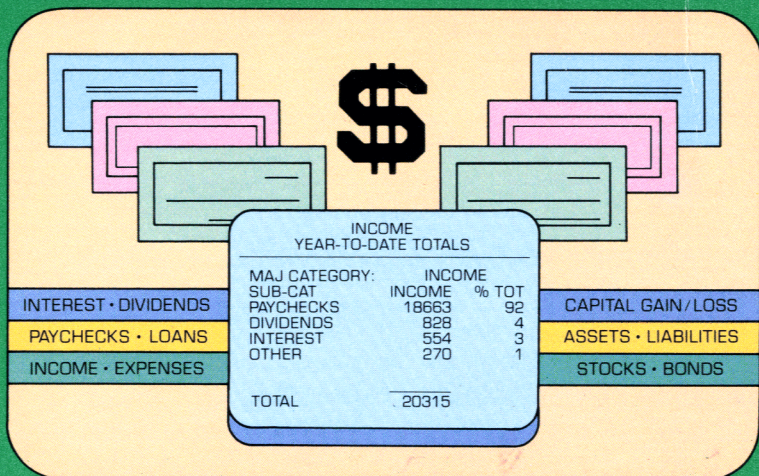


Tax/Investment Record Keeping

SOLID STATE
SOFTWARE™

COMMAND MODULE

This module requires use of the Texas Instruments Disk Memory System — not included (details inside).



Lets you organize and record your tax and investment data in a single, flexible filing system.

Quick Reference Guide

Note that the key sequences required to access special functions depend on the type of computer console you have. Important keystroke sequences are summarized here for your "quick reference."

TI-99/4

TI-99/4A

ENTER

ENTER

Enters keyboard input into program memory. Each time you press **ENTER**, the cursor moves to the next item or display.

SHIFT V
(PROC'D)

FCTN 6
(PROC'D)

Performs a variety of functions, depending on the segment of the program:

- If you are entering or changing a transaction, press **PROC'D** to save the information on your diskette.
- If you are viewing a display, press **PROC'D** to proceed to the next step in the program.
- If you are selecting reports to be printed, press **PROC'D** when you have made all your selections and are ready to begin printing the reports.
- If you are choosing items in order to locate a group of transactions, press **PROC'D** when you have specified the necessary items in your search.
- If an error message appears, press **PROC'D** to return to the previous display.

SHIFT R
(REDO)

FCTN 8
(REDO)

Returns the cursor to the beginning of the display. This function key is useful for correcting errors.

SHIFT ←
(LEFT)
SHIFT →
(RIGHT)

FCTN ←
(LEFT)
FCTN →
(RIGHT)

Moves the cursor one space to the left or right without erasing or changing the data on the display. This function key is useful for correcting an error or changing a selection you have made *before* you press **ENTER**.

SHIFT Z
(BACK)

FCTN 9
(BACK)

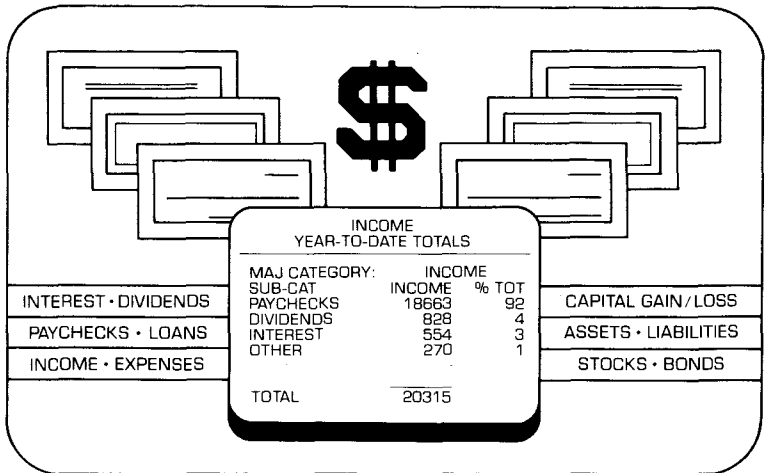
Returns the program to a previous selection list or display.

Note: To exit from the module, select the *Exit* option from the MASTER INDEX (see "exiting the Module"). The **SHIFT Q (QUIT)** key function is *not* operative with this module and the TI-99/4 console. The **FCTN = (QUIT)** key is operative with this module and the TI-99/4A console.



TEXAS INSTRUMENTS
HOME COMPUTER

Tax/Investment Record Keeping



This *Solid State Software*™ Command Module is designed to be used with the Texas Instruments Home Computer. Its preprogrammed solid-state memory expands the power, versatility, and capability of your Home Computer.

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See important warranty information at back of book.

TEXAS INSTRUMENTS HOME COMPUTER

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INTRODUCTION

Have you ever wanted to keep your tax and investment data in a single, flexible record-keeping system? Or generate reports on your financial status at a moment's notice? The Tax/Investment Record Keeping *Solid State Software*™ Command Module brings these and other advantages of a computerized record-keeping system right into your own home!

The module program features a built-in filing system which you may use "as is" or modify to suit your personal requirements. Possible setups range from simple record keeping to full double-entry bookkeeping. You can record both your tax and tax-exempt income, track expenses, and indicate what portion, if any, is tax deductible. And, since the module allows you to store a wide variety of investment data, it can become an important factor in your investment decision making.

The flexibility of the Tax/Investment Record Keeping module makes it invaluable year-round. Without programming experience or special training, you can:

- Organize your financial data into categories and subcategories that suit your own needs.
- Generate a variety of financial reports.
- Locate and total specific transactions.
- Compare your income and expenses.
- Assess your capital gains or losses to help you make better-informed investment decisions.
- Determine your net worth.

Note: The Tax/Investment Record Keeping module requires the use of the TI Disk Memory System,* consisting of the Disk Drive Controller and Disk Memory Drive. In addition, with the optional Texas Instruments Solid State Thermal Printer (or another printer connected via the RS232 Interface), you can print reports, transactions, or other information displayed on your video screen.

*Sold separately

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Program Overview

The Tax/Investment Record Keeping module is a highly flexible record-keeping system. You can use it for anything from keeping tabs on your household expenses to full "double entry" accounting. Because of this flexibility, it is important for you to understand the module, know your record-keeping needs, and set up an appropriate record-keeping system *before* you start entering your financial data.

The module features an organizational (or *file*) structure built right into the module program. This predefined (*default*) file structure includes nine major categories and 55 subcategories. Each subcategory contains up to fourteen predefined *items*, which are designed to prompt you as you enter the information that makes up one *transaction*, or financial record.

If the default file structure meets the requirements of your financial records, you may use it without making any changes. However, you also have the option of modifying it to a considerable extent.

After you have adapted the module to your needs, it guides you through the procedure of entering your financial information. The module allows you to enter approximately 660 financial transactions per diskette, and each transaction may contain as many as 14 separate pieces of information (items).

For additional information about categories, subcategories, and items, refer to "Show File Structure," "Customizing Your File Structure," and *Appendix B* of this manual.

USING THIS MANUAL

This manual has two major purposes: to help you get acquainted quickly with the overall operation of the Tax/Investment Record Keeping module, and to serve as a reference document as you apply the module's capabilities to your own financial requirements.

The early sections of the manual are designed to guide you as you explore the module for the first time. Most important, the "Demonstration" section gives you a



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“practice” data set to use before you enter your own financial records. Later sections of the manual discuss in depth the features of the module and the techniques you’ll need to utilize it fully.

Here’s a suggested method for getting to know the capabilities of the Tax/Investment Record Keeping module quickly:

1. Read the next four sections of the manual, working through the examples and practicing with the demonstration data set as you read. Observe the way the module program prompts you for each entry or selection.
2. Try making some additional changes and data entries on your own.
3. Read the remaining sections of the manual, and try out the examples whenever possible.

The major goal of the examples included in the manual is to show you how the module program works — and how you interact with it to adapt it to your own needs. With a few short “hands-on” practice sessions, you’ll soon be ready to begin customizing the file structure to suit your own financial data.

SETTING UP FOR THE FIRST TIME

Before you use your Tax/Investment Record Keeping module for the first time, the following preliminary steps must be taken.

- The Texas Instruments Disk Memory Drive and Disk Drive Controller must be properly attached to the Home Computer and turned ON.*
- The diskette that you plan to use with the module must be initialized with the Disk Manager Command Module.* (*Note:* The Tax/Investment Record Keeping module requires an entire diskette. You cannot store other data on the diskette.)

*Consult the Disk Memory System and Disk Memory Drive owner’s manuals for information on how to perform these preliminary steps.

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WARNING

Each time you use your Disk Memory System with the Home Computer, follow this power-up sequence:

1. First turn on the disk controller and disk drives.
2. Then turn on the computer console.

If the above power-up sequence is not followed, the computer will not be able to access your disk system. In this event, the console must be turned off and the disk system and console turned back on in the correct order to restore normal operation.

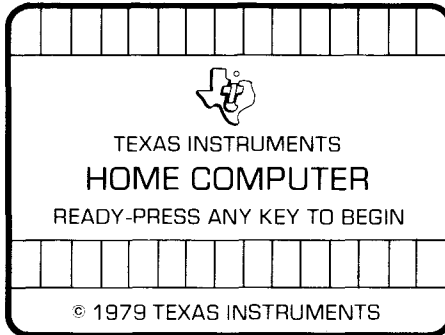
Once your disk/computer system is powered up, insert and select the Disk Manager Command Module. Now initialize your diskette, following the procedure described in "A Quick Look at the Disk System" in your Disk Memory System manual. When the module asks NEW DISK NAME? enter a name such as TAX/REC to indicate that the diskette will be used with your Tax/Investment Record Keeping module. Once the diskette is initialized, exit the module by pressing **SHIFT Z (BACK)** repeatedly. Then remove the Disk Manager Command Module from the slot in the console.

You are now ready to insert the Tax/Investment Record Keeping module and begin using it, as explained below.

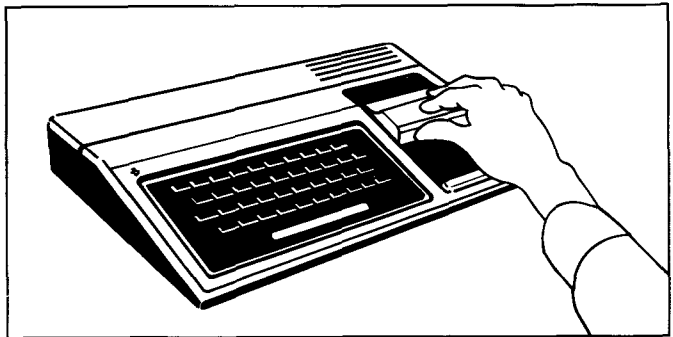
USING THE SOLID STATE SOFTWARE™ COMMAND MODULE

An automatic reset feature is built into the computer. When a module is inserted into the console, the computer returns to the master title screen. All data or program material that is stored in the computer's memory is erased.

Note: Be sure the module is free of static electricity before plugging it into the console (see page 49).



1. While the master title screen is displayed, slide the module into the slot on the console.



2. Press any key to make the master selection list appear. To select the module, press the key for the number next to TAX RECORDS.

Note: Since the module program interacts with the disk system, certain safeguards should be followed in removing the module from the console. To remove the module, first return the computer to the master title screen by selecting option 6 (*Exit*) on the MASTER INDEX (see "Exiting the Module"). Then remove the module from the slot. If the module is accidentally removed from the slot while in use, please see "Protecting Your Records" on page 47 .

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GETTING STARTED

After you select TAX RECORDS, the module's title screen appears. Then the computer asks you for some preliminary information. First, you are asked to enter today's date. Enter the month, day, and year as two-digit numbers. (*Example:* To enter the date November 5, 1980, type 11 05 80.) Press the **ENTER** key after you type each entry.

Then you are asked if you are using a printing device. Press **Y** for "yes" or **N** for "no," and then press **ENTER**. If you answer "yes," the computer asks DEVICE NAME? If the TI Solid State Thermal Printer is attached to the computer and is turned on, type TP as the device name and press **ENTER**. (*Note:* If you do not want the printer to eject blank paper between entries, enter TP.E as the device name instead of TP.) If you are using any printer other than the TI Thermal Printer, see "Obtaining Printed Copies."

After you fill in the information about the use of a printing device, the computer displays the ASSIGN FILE DEVICE selection list.

ASSIGN FILE DEVICE

- 1 ACCESS DATA ON A PREVIOUSLY SET-UP DISK
- 2 SET-UP CATEGORIES ON A NEW DISK
- 3 SET UP A NEW DISK FROM AN OLD DISK
- 4 CHANGE CATEGORIES ON A DISK

YOUR CHOICE?

The first option allows you to enter new transactions or work with data that you entered in a previous session. Option 2 lets you set up the module's default file structure on a diskette that you have just initialized. With option 3 you can copy the file structure of your present diskette onto a new diskette. Option 4 allows



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you to change a file structure that you have already set up on a diskette.

If you are using the module for the first time, select option 2, *Set-Up Categories on a New Disk*, and press **ENTER**.

The module now asks you to insert the diskette into your disk drive and enter the file name of the diskette. The file name includes the name of the disk drive you are using, a period, and the name you assigned to the diskette when you initialized it. For example, if the name of your diskette is TAX/REC and you are using Disk Drive 1, type DSK1.TAX/REC and press **ENTER**.

DEMONSTRATION

Once you enter the file name, the module asks you to "stand by" while it interacts with your disk system. After a few minutes, a list entitled DEFINE MAJOR CATEGORIES appears, and you are ready to begin the demonstration.

The DEFINE MAJOR CATEGORIES list is the first in a series of displays which allow you to modify the file structure that is built into the module. At this point, however, you have not yet decided how your own data should be organized. For this demonstration, press **SHIFT V** (PROC'D) to indicate that you will use the default (built-in) file structure. The MASTER INDEX then appears.

MASTER INDEX

- 1 ENTER A TRANSACTION
- 2 CHANGE/DELETE/TOTAL/
DISPLAY TRANSACTIONS
- 3 DISPLAY REPORTS
- 4 PRINT REPORTS
- 5 SHOW FILE STRUCTURE
- 6 EXIT

YOUR CHOICE?

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Option 1 allows you to enter transactions using the present file structure. Option 2 lets you change, delete, total, or display specific transactions you've entered. Option 3 offers a variety of displayed reports, while option 4 lets you print various reports (provided a printer is attached to the computer). With option 5, you may examine the file structure currently in the computer's memory. Option 6 allows you to exit the module after you finish working with your data.

Show File Structure

For this demonstration, press **5** and then **ENTER** to see the file structure provided by the module. The display then states the disk name you entered and the date of your last session with the module. It also states how many transactions you've entered so far and how many are left. Press **SHIFT V** (PROC'D) to go on.

Next, the module lists the major categories that make up the present file structure.

```
FILE STRUCTURE - 2
      NO.      NO.
MAJ CATEGORY  SUB-CATS  TRANS
ASSET/LIABILITY
  1 ASSET           5      0
  2 LIABILITY       4      0
INCOME
  3 INCOME         4      0
EXPENSES
  4 HOUSEHOLD     10      0
  5 TRANSPORT      7      0
  6 BUSINESS       5      0
  7 FOOD           3      0
  8 PERSONAL       7      0
  9 MISC           10      0
      TOTAL       55      0
DETAILS ON MAJ CATEGORY #? ↵
```

To the right of each major category, the display shows how many subcategories it presently has. Also shown is the number of transactions that are presently entered in each category. *Note:* If you are using a printer, you may print this display by pressing **P**. This is also true for any other segment of the file structure that you display using the *Show File Structure* option.



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A message at the bottom of the display asks if you would like a more detailed look at the structure of a specific major category. Press **3** to select *Income*, and then press **ENTER**.

The module now displays a list of the four subcategories in the major category *Income*. The number of transactions entered under each subcategory is shown, as well as the total number of transactions for the major category.

At the bottom of the display, the module asks if you wish to examine the file structure of a specific subcategory. Press **3** to select *Interest*, and then press **ENTER**.

The module now displays the file structure of the *Interest* subcategory.

```
FILE STRUCTURE -- 4
MAJ CATEGORY:  INCOME
SUB-CATEGORY:  INTEREST
ITEM NAME     TYPE
1 TRANS #    NUMERIC
2 DATE       DATE
3 AMOUNT     DOLLAR
4 % EXEMPT   DOLLAR
5 FROM       ALPHA
6 CK#/RCPT#  NUMERIC
7 COMMENT    ALPHA
8 COMMENT    ALPHA
9 COMMENT    ALPHA
10 NUMBER    DOLLAR
11 NUMBER    DOLLAR
12
13
14
REMAINING SPACE = 14
PRESS PROC'D WHEN FINISHED
```

At the top of the display, the module states the subcategory you selected and the major category to which it belongs. Immediately below are two columns — one under the heading of *ITEM NAME*, and the other under the heading of *TYPE*.

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
HOME COMPUTER

At this point, the display should look like this:

```
ENTER A TRANSACTION

MAJ CATEGORY:  INCOME
SUB-CATEGORY:  INTEREST
 1 TRANS #      1
 2 DATE         01/15/80
 3 AMOUNT       37.56
 4 % EXEMPT
 5 FROM         BANK ABC
 6 CK#/RCPT#
 7 COMMENT      5.25% INTEREST
 8 COMMENT
 9 COMMENT
10 NUMBER
11 NUMBER

PRESS PROC'D TO SAVE INPUT
```

If you make a typing error, you can easily correct the mistake by pressing **SHIFT R** (REDO). This returns the cursor to the top of the display, and you may then press **ENTER** to skip over correct items. When the cursor is positioned over the incorrect item, retype it and press **ENTER** again. If you notice an error while you are still typing the item, you may either press **SHIFT**  (LEFT) to move the cursor back to the error, or press **SHIFT C** (CLEAR) to erase the entire item. Then simply type the correct information and press **ENTER**.

Press **SHIFT V** (PROC'D) to save the information you have entered. (Notice that you do not have to fill out the entire display before you can press **SHIFT V** (PROC'D) to save the transaction.) The module then processes the information on the display to the diskette.

If a printer is attached to the computer, it automatically prints out the first five lines of the display as a record of the transaction. When you enter your own data, these paper tapes should be saved as a useful record of the transactions you have entered.

The message TRANSACTION SAVED appears on the display, and the module allows you to add another transaction to this subcategory. The transaction



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number at the top of the display is now 2. Enter the information below for the two remaining transactions in this example. Follow the same procedure as before, pressing **SHIFT V** (PROC'D) when you finish entering each transaction.

	<i>Transaction #2</i>	<i>Transaction #3</i>
DATE	03/15/80	03/01/80
AMOUNT	38.12	141.18
% EXEMPT	0	0
FROM	BANK ABC	BANK XYZ
CK#/RCPT	---	---
COMMENT	5.25% INTEREST	5.25% INTEREST

When you have completed and saved the third transaction, press **SHIFT Z** (BACK). The module returns to the display listing the subcategories in the major category Income. Press **SHIFT Z** (BACK) again to return to the list of major categories. Then press **SHIFT Z** (BACK) once more to return to the MASTER INDEX.

Working with Transactions

It is often necessary for you to change, delete, and otherwise manipulate the transactions you have entered. This segment of the demonstration lets you practice working with the sample transactions you entered earlier in this demonstration.

Let's assume that you wish to add a comment to your records stating that Bank ABC compounds its interest daily. At the same time, you also want to find out how much interest you received from Bank ABC during the first quarter of 1980.

Enter option 2 from the MASTER INDEX for *Change/Delete/Total/Display Transactions*. The module then displays the list of major categories. Press **3** and then **ENTER** to select *Income*.

Next, the module offers you a list of the subcategories in the major category Income. Select option 3, *Interest*, and press **ENTER**.

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The module now displays the file structure of the subcategory Interest. The message SEARCH WHICH ITEM? appears at the bottom of the display.

At this point, you can specify one or more items that you want the computer to search for among the transactions entered in the Interest subcategory. *The items that you specify determine which transactions the module locates for you.* This procedure is discussed more fully in the section "Locating Transactions."

For this demonstration, you wish to locate the transactions concerning Bank ABC for *the first quarter of 1980*. So, select the item DATE by pressing **2** and then **ENTER**.

The module now asks you to enter the earliest date that you want the module to search for. Type 01/01/80 and press **ENTER**. Here is how the display looks at this point:

```
CHANGE/DELETE/TOTAL/DISPLAY
TRANSACTION ITEMS
MAJ CATEGORY: INCOME
SUB-CATEGORY: INTEREST
 2 DATE
 3 AMOUNT
 4 % EXEMPT
 5 FROM
 6 CK#/RCPT#
 7 COMMENT
 8 COMMENT
 9 COMMENT
10 NUMBER
11 NUMBER
EARLIEST DATE? 01/01/80
LATEST DATE? 00000000
```

The module now asks you to enter the latest date that you want the module to search for. Type 03/31/80 and press **ENTER**.

Once you finish entering the information about the item DATE, the module asks you to select another item to include in the search. Select item #5, FROM. The module asks MATCHING TEXT? You want to locate transactions concerning Bank ABC, so type BANK ABC and press **ENTER**.



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The module now asks you to select yet another item (you can specify up to five items in a search). However, you have already specified enough items to narrow down the search to the transactions you need. So, press **SHIFT V** (PROC'D) to indicate that you have finished selecting the items that the module is to search for.

The following display appears, offering you the option of changing, deleting, totaling, or displaying the transactions you just specified.

```
CHANGE/DELETE/TOTAL/DISPLAY
TRANSACTION ITEMS

1 CHANGE
2 DELETE
3 TOTAL
4 DISPLAY


YOUR CHOICE? 
PRESS PROC'D WHEN FINISHED
```

First, select option 4 to display the transactions. The module then displays the most recent of the two transactions you've located.

Notice that the message **PRESS ARROWS TO SCROLL** appears at the bottom of the display. Whenever this message is shown, **SHIFT** (UP) and **SHIFT** (DOWN) may be used to "scroll" other transactions that you have located in your search onto the display.


In this case, you've instructed the module to locate two transactions. So, press **SHIFT** (UP) to display the other transaction.

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Now try pressing **SHIFT**  (UP) again, even though you know that there are only two transactions. The message **TRANSACTION NOT FOUND** appears on the display. This message also appears if you scroll off "the other end" of the transactions located by the module. To continue with the program, just press **SHIFT V** (PROC'D). The module returns to the previous display.

At this point, you have located the desired transactions, but you still have not performed the tasks discussed earlier. Press **SHIFT Z** (BACK) to return to the list with the options to change, delete, total, or display transactions. (Be sure that you *do not* press **SHIFT V** (PROC'D), because this instructs the computer that you have finished working with this set of transactions.)

To add the comment about Bank ABC's compound interest rate, press **1** and then **ENTER** to select *Change*.

The module displays one of the transactions again, and the cursor appears to the right of **DATE**. When the cursor is positioned on an entry, it may be retyped, if desired. Press **ENTER** repeatedly to move the cursor down to item #8, **COMMENT**. Type **COMP. DAILY** to note that the bank compounds its interest daily, and then press **ENTER**. You have now made the desired change, so press **SHIFT V** (PROC'D). In a few seconds, the message **TRANSACTION UPDATED** appears on the display, and the cursor returns to the top of the display. At this point, you can make further changes to the transaction and press **SHIFT V** (PROC'D) to save your new inputs. You have already made all necessary changes, however, so press **SHIFT**  (UP) to display the other transaction.

Update the second transaction just as you did the first. Press **ENTER** to move the cursor to item #8, enter **COMP. DAILY**, then press **SHIFT V** (PROC'D) to update your records.



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After you update the second transaction, the module once again displays the message TRANSACTION UPDATED and returns the cursor to the top of the display. You can now make further changes to the transaction, if you wish. For this demonstration, however, you have made all the necessary changes. So press **SHIFT Z (BACK)** to return to the list with the options to change, delete, total, or display transactions.

Next, to see the total interest received from Bank ABC for the specified time period, press **3** and then **ENTER** to select *Total*. After a moment, the following display appears.

TOTAL TRANSACTIONS	
MAJ CATEGORY:	INCOME
SUB-CATEGORY:	INTEREST
1 TRANS #	3
2 DATE	(date)
3 AMOUNT	75.68
4 % EXEMPT	.00
5 FROM	
6 CK#/RCPT#	0
7 COMMENT	
8 COMMENT	
9 COMMENT	
10 NUMBER	.00
11 NUMBER	.00
PRESS PROC'D WHEN FINISHED	

Notice that the display shows the file structure of the Interest subcategory. The value to the right of TRANS# shows how many transactions are totaled (in this case, two). Today's date appears to the right of DATE. All items with *numeric-* and *dollar-*type entries are totaled, while items with *date-* and *alpha-*type entries are not.

The amount shown for item #3 is the total interest recorded in the two transactions. Therefore, the total interest received from Bank ABC for the first quarter of 1980 is \$75.68.

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You will find that the procedure for locating transactions is one of the most valuable — and crucial — features of the module. By selecting specific items and telling the module what data it should search for, you may locate specific transactions and change, delete, total, or display them. Thus, you must give careful thought to the items you wish to include in your subcategory file structure. This subject is discussed at length in “Customizing Your File Structure” and “Common Applications.”

You are now finished with this part of the demonstration, so press **SHIFT V** (PROC'D) to go on. The module returns to the list of major categories, allowing you to select another category and proceed to change, delete, total, or display more transactions. Instead, press **SHIFT Z** (BACK) to return to the MASTER INDEX.

Continue to explore the options offered by the module — entering sample transactions, printing reports, etc. — until you feel comfortable with the module's basic features. When you are finished, select option 6 from the MASTER INDEX to exit from the module. The module then “writes” to the diskette, and after a moment the computer displays the master title screen.

You may now remove the diskette from your disk drive, label it with the file name, and save it for later practice. Or, if you wish to erase all the demonstration data and use the diskette for entering your actual records, initialize the diskette once again with the Disk Manager Command Module. The diskette is then ready to be used again.



CUSTOMIZING YOUR FILE STRUCTURE

Now that you are familiar with the module's file structure and basic procedures, you are ready to begin planning how to modify the file structure to suit your own needs. *Setting up an effective file structure is crucial to the successful use of the module.* This section discusses the options that are available for modifying the file structure, as well as the actual procedure for doing so.

IMPORTANT NOTE: Once you begin entering transactions in any subcategory, you cannot change the file structure (items) of that subcategory unless you first delete all of the subcategory's transactions.

The module offers you the following options for customizing the file structure:

- You may rename any major category.
- You may add, delete, or rename subcategories. Up to 12 subcategories can be included in any major category.
- You may add, delete, or rename most of the items in the file structure of any subcategory belonging to the Asset, Liability, or Income major categories. Up to 14 items may be included in any subcategory, provided the items do not exceed the module's memory space allocations. Note that the first three items in the Asset and Liability subcategories cannot be changed, and the first four items in the Income subcategories cannot be changed.
- You *cannot* change the items in the file structure of subcategories which belong to Expense-type major categories (Household, Transport, Business, Food, Personal, and Misc.). However, you may select either a file structure suited for loan expenses or one suited for non-loan expenses.

See *Appendix B* for a full breakdown of the module's default file structure, including major categories, subcategories, and items used in the various subcategories.

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Planning Your File Structure

As you look at the module's default file structure, consider how you should best organize your data. What major categories will you need for your financial data? What subcategories should you use to "pigeonhole" your various types of transactions? What information (items) do you want each subcategory to ask for? If you plan to keep a detailed record of your assets, liabilities, and expenses, your file structure must provide a "niche" for all aspects of your finances. Assume, for example, that you own an asset that produces income (from interest, dividend payments, proceeds from the sale of the asset, etc.). In such a case, your file structure should include an Asset subcategory to record data about the asset, as well as an Income subcategory in which you can record the income as it is received. Similarly, any liability which periodically produces an expense (for example, a loan) requires appropriate Expense and Liability subcategories if you want to enter your financial data in full.

The file structure should be altered only after you have given careful consideration to your record-keeping needs for the coming year. Consider what investment information should be included, as well as what data would be useful for completing your tax forms. If you wish to maintain a record of long- and short-term capital gain, for instance, your file structure should provide a place for that information. The best source of information on your needs is your own financial records (past tax returns, cancelled checks, etc.). Also, refer to the "Common Applications" section for suggestions on organizing your tax and investment data.

Try to make sure that your intended file structure takes into account all the data you will need to subtotal or retrieve for later usage this year.



Item Names and Types

As you decide which categories you want to include in the file structure, you need to select which items you want to include in each subcategory. Each item that you decide to include in a subcategory must have an *item name* to identify it. For instance, if you want to record the par value of a bond, you could use an item name such as PAR. Item names can be up to nine characters long, including spaces and periods.

Each item must also be defined as one of four *item types* to indicate the type of information you'll enter in response to the item. As discussed previously, *dollar*-type information includes all numbers with decimals, while *numeric* information includes only whole numbers. Items of the *date* type are entered as dates. *Alpha*-type items may be entered using any alphanumeric symbol on your computer console.

Locating and Totaling Transactions

When deciding what items to include in a subcategory, you also should consider the module's ability to locate transactions. This feature allows you to separate a group of transactions from others in the same subcategory by instructing the module to search for specific items. For instance, if you are setting up a subcategory for bonds and want to be able to locate bonds that expire in a given time period, you should include an item for expiration date in the file structure.

Also keep in mind that when you select the option to total transactions, the module totals all *dollar*- and *numeric*-type items in the group of transactions that you have located. Any item that you wish to total using this option should be defined as a *dollar*- or *numeric*-type item. On the other hand, items involving numeric data that you do not wish to total (such as percentages or receipt numbers) should be defined as *alpha*-type items, if you have sufficient memory space.

Memory Space

The items that you can include in a subcategory are limited by the amount of available memory space. The module allocates approximately 114 characters of memory space per transaction, and the amount of memory used by each item depends on the item type. Each *numeric*-, *dollar*-, and *date*-type item takes up 8 characters of memory space, while each *alpha*-type item requires 15 characters. Whenever you add or delete an item from a subcategory, the display states how much memory space is left. Once you use all of the available memory space, you cannot add more items. However, you may obtain more space by deleting an item or by changing an *alpha*-type item to a different item type.

Changing File Structure

When you are ready to begin changing the module's file structure, follow the preliminary steps described in "Getting Started." After you fill in the information about use of a printing device, the ASSIGN FILE DEVICE selection list appears. Note that the ASSIGN FILE DEVICE selection list can only be reached by means of this preliminary procedure. If you wish to change the file structure while you are using the module to enter transactions, print reports, etc., *you must first exit the module*. This feature is designed to protect you from inadvertently changing your file structure.

If you are using a newly initialized diskette, select option 2, *Set-Up Categories on a New Disk*, from the selection list. Otherwise, select option 4, *Change Categories on a Disk*.

The module now asks you to insert the diskette and enter its file name. (Don't forget to include the disk as part of the file name, as discussed in "Getting Started.") After a few minutes, the module displays a list entitled DEFINE MAJOR CATEGORIES.



To experiment with the procedure for modifying the file structure, assume that you own various stocks and have decided to add a subcategory concerning stocks to the file structure.

Because the stocks you wish to enter are assets, type 1 and press **ENTER** to select *Asset*. The module now asks if you wish to change the name of the major category. For this demonstration, just press **ENTER** because you do not want to change the name of the major category.

Adding a Subcategory

A list of the subcategories in the major category *Asset* appears. You may now add, delete, or rename a subcategory. To add the subcategory for stocks, press **6** and then **ENTER**. Type *STOCKS* as the name of the subcategory and press **ENTER**. (*Note: New subcategories must be added in numerical order. Likewise, items which are added to a subcategory must also be added in numerical order.*)

Next, the module displays the new subcategory. Notice that the first three items (*TRANS#*, *DATE*, and *AMOUNT*) are already supplied. These items cannot be changed.

For this demonstration, assume that you want to keep a record of the company name, number of shares purchased, and certificate number, as well as where the stock is located (in the bank, at home, etc.). And, in case you later sell part or all of the stock, you also want to include items in the file structure for the following information: sale date, sale price, number of shares sold, capital gain (or loss), and the percentage of the income that is taxable.

To add the first new item, type 4 and press **ENTER**. The module now asks for the item name. Type *COMPANY* and press **ENTER**. Next, the module asks you to enter the item type. The four item types (*date*, *alpha*, *dollar*, and *numeric*) appear at the bottom of the display. Because company names are alphanumeric, the item type should be *ALPHA*. So, type 2 and press **ENTER**.

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The module then displays the updated file structure and asks you to select a new item to add or change.

To add another item, type 5 and press **ENTER**. Enter #SHARES as the name of this item; then type 4 and press **ENTER** to indicate that the item type is *numeric*.

To add the next item, type 6 and press **ENTER**. Enter CERT# as the item name, then enter 2 to select an *alpha* item type. Notice that CERT# is defined as an *alpha*-type item so that the certificate numbers are not totaled if you instruct the module to total your stock transactions.

Continue to add items, entering the information shown below. As you add new items, the amount of remaining space (stated at the bottom of the display) decreases.

<i>Item Name</i>	<i>Item Type</i>
1 TRANS #	NUMERIC
2 DATE	DATE
3 AMOUNT	DOLLAR
4 COMPANY	ALPHA
5 # SHARES	NUMERIC
6 CERT #	ALPHA
7 LOCATION	ALPHA
8 SALE DATE	DATE
9 SALE PRIC	DOLLAR
10 # SOLD	NUMERIC
11 GAIN/LOSS	DOLLAR
12 % TAXABLE	ALPHA

When all the items have been added, corrections can be made easily by reselecting the incorrect item and reentering the correct item name and type.

When you are certain that the file structure is satisfactory, press **SHIFT V** (PROC'D). The module returns to the list of subcategories in the major category Asset. You may now add, delete, or rename more subcategories, if you wish. Press **SHIFT V** (PROC'D) again to return to the list of major categories.



Note: Do not press **SHIFT V** (PROC'D) while the list of major categories is displayed unless you have finished modifying the file structure. Pressing **SHIFT V** (PROC'D) while this list is displayed indicates that the file structure is satisfactory and that you are ready to proceed to the MASTER INDEX. Once you proceed to the MASTER INDEX, *you cannot return to the DEFINE MAJOR CATEGORIES selection list without first exiting from the module.*

While the list of major categories is displayed, select a new category and continue to modify the file structure.

If you are setting up a comprehensive record-keeping system, review your assets and liabilities carefully for any income- or expense-producing potential. You may need to set up Income and Expense subcategories that correspond to some of your Asset and Liability subcategories. For example, stocks are assets, and they also produce income. Therefore, to fully record your stock-related data, you must provide a place for this data in both the Asset and Income major categories.

Deleting or Renaming Items and Subcategories

The procedure for renaming items and categories is quite similar to the procedure for adding them. Simply select the category or item you wish to change from the choices offered on the display. Next, press **SHIFT C** (CLEAR) to erase the unwanted information. Then type the new information and press **ENTER**.

To delete an item or subcategory, follow the same steps as above. Once you select the item or subcategory you want to delete, press **SHIFT C** (CLEAR) to replace the old information with blanks. Then, press **ENTER**.

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Defining Expense-Type Subcategories

Although you cannot modify the items in Expense-type subcategories, you may select a file structure suitable for loan expenses or non-loan expenses. To do so, first select the subcategory you want. The module then asks you if the subcategory will be used to record loan expenses. Enter Y for "yes" or N for "no." Once you make your selection, the file structure is updated. Note that, unlike Asset, Liability, and Income subcategories, the file structure of Expense-type subcategories is not shown when you define their file structure. Instead, the list of subcategories remains displayed.

After you finish modifying the file structure, press **SHIFT V** (PROC'D) to return to the list of major categories. Then press **SHIFT V** (PROC'D) once more to proceed to the MASTER INDEX.

ENTERING YOUR DATA

Once you have customized the file structure to suit your record-keeping needs, you are ready to begin entering your financial data. To do so, follow the same procedure described in the "Entering Transactions" segment of the demonstration.

If you plan to keep a detailed record of your assets, liabilities, income, and expenses, you will find that certain portions of your finances affect more than one area of your records. For instance, a car is an asset, the loan on the car is a liability, and the monthly payment on the car loan is an expense. Thus, to record all of the the financial data about a car, you may need to enter a transaction in the appropriate Asset and Liability subcategories, as well as periodic transactions in the Expense subcategory.

As you enter each transaction, be sure to fill in item #2 (DATE) with the date that you want the transaction "filed under." For instance, a January car expense



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should be dated for January, even if you did not enter the transaction until March. Otherwise, your monthly reports may not accurately reflect your financial position.

It is important for you to enter each item in a transaction accurately. Not only do various items influence your reports and totals, but also they are essential in helping you relocate specific transactions at a later date.

For best results, always double-check your transactions for accuracy as you enter them. If you notice that you have made an error before you press **SHIFT V** (PROC'D) to save the transaction, press **SHIFT R** (REDO). The cursor returns to the top of the display. Press **ENTER** repeatedly to skip the cursor over correct entries. Retype the incorrect entry and press **ENTER** to save the new input. When the transaction is correct, press **SHIFT V** (PROC'D). If you want to alter a transaction after you press **SHIFT V** (PROC'D), you must use the option to change transactions.

It is also important to enter your data in a consistent format, so that you can locate transactions by instructing the module to search for specific information you entered (see "Locating Transactions"). For instance, if you type AUTO as an entry when recording a car loan payment, always do so. If you type CAR sometimes instead of AUTO, you can't use the word AUTO to locate all of your car loan transactions. For best results, keep a list of the terms and abbreviations that you use when entering your data.

IMPORTANT NOTE: Item #4 in all Income subcategories — %EXEMPT — is entered as a percent in decimal number format. For example, 21 1/2% is entered as 21.5, while 50% is entered as 50. *Never* enter any number larger than 100 in response to %EXEMPT, or the reports may display erroneous figures.

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If a printer is being used in this session, it prints out the first five lines of each transaction you enter. Be sure to save these paper tapes. They provide a useful audit trail which you may need to refer to later (see "Protecting Your Records").

Data Entry Limitations

As discussed in "Customizing Your File Structure," the module allots a fixed amount of memory space for the data in your transactions. Items which are defined as *dollar*, *numeric*, or *date* can include up to eight characters of data. On the other hand, you can enter up to 15 characters of data in response to *alpha*-type items.

The type of information which can be entered in response to a given item depends on its item type. *Alpha*-type items accept any alphanumeric character. Items of the *numeric* type can only be entered as whole numbers. *Date*-type items must be entered in a date format (see below). *Dollar*-type items can be entered with *up to six numbers to the left of the decimal point* and a *maximum of two decimal places*.

Items of the *date* type are entered in one of the following formats. The day, month, and year are typed in as two-digit numbers and are separated by slashes, spaces, or periods. For instance, January 1, 1980 can be entered as:

01/01/80
01 01 80
01.01.80

In some instances, you may need to enter negative numbers in response to a *dollar*-, *numeric*-, or *alpha*-type item. To do so, hold down the **SHIFT** key and press the minus sign (-). Then type the number.

Changing File Structure After Entering Data

As you begin entering transactions, you may find that you need to make further changes in the file structure. For instance, you may decide to add a new item or to change an item type. If so, remember that *you must delete all transactions in a subcategory before you can alter the subcategory's file structure*.



If you decide to make the changes, press **SHIFT Z** (BACK) repeatedly to return to the MASTER INDEX. Select option 6 to exit from the module. Then, follow the steps described in "Changing File Structure" to make the desired changes. The only difference between this procedure and the initial one is that the module now asks if you want to delete the transactions in the subcategory you wish to modify. If you enter Y for "yes," the module deletes the transactions and then displays the subcategory file structure. You may then proceed to make the desired changes.

When you finish making the changes, press **SHIFT V** (PROC'D) while the DEFINE MAJOR CATEGORIES selection list is displayed. The module proceeds to the MASTER INDEX.

Note: If you are using a printer, you can print out the transactions in the subcategory you want to change prior to altering the file structure. This gives you a printed record of the transactions that you can refer to when you reenter the transactions in the new subcategory file structure. To print the transactions, select option 13, *Trans of a Subcategory*, from the PRINT REPORTS selection list. Then select the desired subcategory and press **SHIFT V** (PROC'D) to print the transactions.

LOCATING TRANSACTIONS

At times, you will need to locate a group of transactions in order to total them, change them, or otherwise manipulate them. Option 2 on the MASTER INDEX, *Change/Delete/Total/Display Transactions*, permits you to locate transactions and perform a variety of tasks with them. For a hands-on demonstration of this procedure, see "Working with Transactions."

The first step in locating a set of transactions is to press **2** while the MASTER INDEX is displayed to select *Change/Delete/Total/Display Transactions*. Next, select the major category and then the subcategory to which the transactions belong.

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Note that you can only work with transactions from one subcategory at a time. Intercategory totals and displays are obtained by means of the *Display Reports* and *Print Reports* options.

After you select a subcategory, the module displays the items in that subcategory and asks, SEARCH WHICH ITEM? You may now locate specific transactions by selecting up to five items and instructing the module to search for data entered in response to those items. For instance, if you want to see the transactions for a particular time period, select the item DATE.

Note: If you want to work with *all* of the transactions in the subcategory, simply press **SHIFT V** (PROC'D).

Once you select an item, the module asks you to supply specific data that you want it to search for. The data that it asks for depends on the type of item you select. If you select a *date*-type item, the module asks you to enter the earliest date and the latest date for which you want to search. If you choose a *numeric*- or *dollar*-type item, the module asks you to supply the range of values (highest and lowest values) for which you want it to search. If you choose an *alpha*-type item, the module asks you to enter the text you want to locate. (*Note:* The text you enter must exactly match the text you are looking for. If you want items with the entry CAR, but you instruct the module to search for CARS, you will not locate the desired transactions.)

Thus, you may instruct the module to locate transactions on the basis of time period, company name, amount of money involved, etc. Since you may include up to five items in a search, you can be very specific about which transactions you wish to locate. (*Note:* If the module cannot find a transaction which meets all of your specifications, the message TRANSACTION NOT FOUND appears when you press **SHIFT V** (PROC'D). In such a case, press **SHIFT V** (PROC'D) again to reselect the items.)



When you have specified enough items to narrow down the available transactions to those you wish to work with, press **SHIFT V** (PROC'D). The CHANGE/DELETE/TOTAL/DISPLAY selection list then appears, offering you the options to change, delete, total, or display the transactions you have located.

Changing Transactions

When you select the *Change* option from the CHANGE/DELETE/TOTAL/DISPLAY selection list, the module displays the transactions with the highest transaction number from the group you located. The cursor appears to the right of DATE. Press **ENTER** to skip over items which you do not want to change. When the cursor is positioned on an item that you wish to alter, simply retype the item and press **ENTER**. To erase an item, press **SHIFT C** (CLEAR) to erase the original text and then press **ENTER**. Press **SHIFT V** (PROC'D) to save your new inputs.

If you have located more than one transaction, press **SHIFT** (UP) to scroll to the next transaction (see discussion of arrow keys below). Continue to make changes as before, pressing **SHIFT V** (PROC'D) to save the new inputs. When you finish updating the transactions, press **SHIFT Z** (BACK) to return to the CHANGE/DELETE/TOTAL/DISPLAY selection list.

Note: When you are changing transactions, the same data entry limitations should be observed as when entering transactions (see "Data Entry Limitations"). *Do not attempt to exceed these limitations.* Otherwise, an error condition may result.

Deleting Transactions

When you select the *Delete* option from the CHANGE/DELETE/TOTAL/DISPLAY selection list, the module displays the transaction with the highest transaction number from the group you located. The question DELETE TRANS (Y/N)? appears at the bottom of the display. Notice that the default value N for "no" appears to the right of the question. To delete the transaction, type Y and press **ENTER**. The message

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TRANSACTION DELETED appears. Then, if you have located more than one transaction, press **SHIFT** **[↑]** UP) to scroll to the next transaction (see discussion of arrow keys below).

If you *do not* wish to delete the displayed transaction, simply scroll to the next transaction (if others were located), or press **SHIFT Z** (BACK) to return to the CHANGE/DELETE/TOTAL/DISPLAY selection list.

When you are finished with this set of transactions, press **SHIFT V** (PROC'D). The module returns to the major category selection list. From this list, you may either proceed to locate new transactions, or you may press **SHIFT Z** (BACK) to return to the MASTER INDEX.

Totaling Transactions

When you select the *Total* option from the CHANGE/DELETE/TOTAL/DISPLAY selection list, the module totals and displays all *dollar* and *numeric* entries in the transactions you located. To the right of TRANS#, the module shows the number of transactions included in the total. Today's date appears to the right of DATE. Other *date*-type entries and all *alpha*-type entries do not appear.

The option to total transactions is one of the most useful features of the module. For example, if a subcategory includes an item for long-term gain, you could use this option to obtain the total amount of long-term gain for selected transactions or for the entire subcategory.

If you are using a printer, you may print the display by pressing **P**.

IMPORTANT NOTE: Since the module totals all *numeric*- and *dollar*-type entries (including receipt numbers, percentages, etc.), some of the resulting totals may be of no value. Be sure to use only those figures which are relevant to your needs. Note that this problem may be avoided by defining entries that you do not want totaled as *alpha*- or *date*-type items (see "Customizing Your File Structure").



When you finish looking at the display, press **SHIFT Z** (BACK) to return to the CHANGE/DELETE/TOTAL/DISPLAY selection list.





If you have finished working with this set of transactions, press **SHIFT V** (PROC'D) to return to the major category selection list. You may then either locate new transactions or press **SHIFT Z** (BACK) to return to the MASTER INDEX.

Displaying Transactions

When you select the *Display* option from the CHANGE/DELETE/TOTAL/DISPLAY selection list, the module displays the transaction with the highest transaction number from the group you located. Use the arrow keys to scroll other transactions onto the display (see discussion of arrow keys below). You may print any displayed transaction by pressing **P**, if you are using a printer.

When you finish looking at the transactions, press **SHIFT Z** (BACK) to return to the CHANGE/DELETE/TOTAL/DISPLAY selection list. Or, if you are finished with these transactions, press **SHIFT V** (PROC'D) to return to the major category selection list. From there, you may select new categories and locate new transactions. To return to the MASTER INDEX, press **SHIFT Z** (BACK).

Using the Arrow Keys

When you select the options to change, delete, or display transactions, you may use the arrow keys, **SHIFT**  (UP) and **SHIFT**  (DOWN) to scroll through the transactions you have located. The transactions are presented in descending numerical order, with the highest transaction number displayed first. Press **SHIFT**  (UP) to scroll to lower transaction numbers; press **SHIFT**  (DOWN) to return to higher numbers. Of course, the arrow keys are not useful if you have instructed the module to locate only one transaction.

If you scroll off either "end" of the transactions, the message TRANSACTION NOT FOUND appears. To continue with the program, press **SHIFT V** (PROC'D). The module returns to the previously displayed transaction.

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When you finish working with the transactions, press **SHIFT Z** (BACK) repeatedly to return to the MASTER INDEX.

OBTAINING PRINTED COPIES

At the beginning of each session with the Tax/Investment Record Keeping module, just after you enter the date, the display asks if you wish to use a printer during the current session.

If you enter Y for "yes," the display then asks PRINTING DEVICE NAME? If the TI Solid State Thermal Printer is attached and turned on, enter the device name TP or TP.E (adding the ".E" turns off the automatic paper-eject feature of the printer).

If you are using an RS232C-compatible printer plugged into the RS232 Interface, enter RS232/1 or RS232/2 as the device name, depending on which RS232 port you're using. (See the RS232 Interface owner's manual for complete directions.)

Note: If the printer is not turned on when you enter the printing device name, the computer displays an error message indicating that it can't access the device. Press **SHIFT V** (PROC'D) to return to the printing device name screen, turn on the printer (and RS232 Interface, if appropriate), and enter the device name again.

Selecting the *Print Reports* option from the MASTER INDEX brings the PRINT REPORTS selection list to the screen, offering thirteen reports. To select a report, type the appropriate number and press **ENTER**. Depending on the report you choose, the program may ask you for additional information. For instance, it may ask you to choose which subcategory should be the subject of the report.

After you have selected the report (and entered any required information), the module displays the PRINT REPORTS selection list once more. You may now select the second report, if desired. A total of 13 reports can be selected before printing begins. If you want fewer



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than thirteen reports, just press **SHIFT V** (PROC'D) after making your final selection. (If you do select a full thirteen reports, the printout starts automatically as soon as you've made the last selection.)

You may stop the printing process by holding down any key on the console. If you then want to resume printing, press **SHIFT V** (PROC'D). To end the printing process, press **SHIFT Z** (BACK).

As soon as the printer finishes printing the reports, the module returns to the MASTER INDEX.

In addition to the *Print Reports* option, you can print out the contents of many individual displays by pressing **P** while the display is on the screen. For example, you can print any report that you select using the *Display Reports* option. You can also copy any of the four levels of the file structure when they are displayed by means of the *Show File Structure* option. In general, any results display can be printed, while selection lists and data input displays cannot be printed.

Note: If the totals in the *columns* of any report exceed seven figures, the "overflow" symbol (EEE) is shown. If the *grand total* for any report exceeds eight figures, the overflow symbol also appears. Also note that the format of the reports and displays may vary if you are using any printer other than the TI Solid State Thermal Printer.

COMMON APPLICATIONS

Your Tax/Investment Record Keeping module is designed to help you perform a wide range of tasks. First, it helps you organize your income and expense data to simplify tax preparation. It also systemizes your financial records so that you have access to information that you need for financial decisions. Finally, it provides subtotals and totals that are useful in tax preparation and expense and investment decision making.

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The module is highly flexible, allowing you to set up a record-keeping system to meet *your* needs. The following sections illustrate some approaches that can help you use this module efficiently and effectively.

Note: If you have numerous investments, you may decide to maintain a separate diskette devoted to a specific area of your investments, such as stocks. Likewise, if you own a small business, you may devote a diskette to specific information concerning your business. See "Storing Excess Transactions" for details on setting up an auxiliary diskette.

Tax Record Keeping

To maintain tax records with the module, it is essential that you carefully consider your tax information requirements *before* you set up your file structure. Which major categories and subcategories do you need for your tax data? What items should be included in the Asset, Liability, and Income subcategories? Which Expense subcategories should be defined as loan-type expenses, and which as non-loan?

To make these decisions, examine your past tax returns and note the information you required to prepare them. Also, try to anticipate new factors which may affect your tax return in the upcoming year, such as non-taxable income or new deductible expenses. For instance, if you have begun consulting work, you should consider what expense records you need to accumulate for your taxes.

The items you include in each subcategory are important because they enable you to locate and total specific transactions. For example, if you need totals for income derived from foreign sources for your tax statement, you may want to include an item for income from foreign sources in the file structure of the appropriate subcategory.

When you begin entering your data, it's a good idea to establish a regular time schedule for entering your transactions. Select convenient intervals — the end of



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the month, for example, or when you receive your bank statement. By establishing and following a routine, you are less likely to forget to enter data; therefore, you can be more certain that the information needed to prepare your tax returns is complete.

As in the case of your tax records, the module allows you great flexibility in adapting the file structure to fit your investment requirements. Up to 12 subcategories can be included in both the Asset and Liability major categories, so you can probably set up an Asset subcategory for each type of investment that you own, as well as a corresponding Liability subcategory, if necessary.

You may also want to include Income and Expense subcategories in your file structure to record the income and expenses that result from your investments. For example, a rental property is an asset that produces income in the form of rent payments. It also involves periodic expenses, such as the costs of repair and maintenance. If the property is mortgaged, the loan on the property is a liability and the loan interest is a periodic expense. Therefore, if you own rental properties, you may want to set up Asset, Liability, Income, and Expense subcategories in which you can enter data about your real estate investments.

After deciding which subcategories you need, determine which items should be included in each subcategory, as well as what information you plan to enter in response to each item. For instance, you may want to keep a record of the *current market value* of your assets, as well as the *original purchase price*. Since item #3 (AMOUNT) in all Asset subcategories is used in generating financial reports, you may want to use this item to record the current market value of your assets. If so, you will probably want to include another item in each Asset subcategory to record the original purchase price of your assets.

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For each Asset, Liability, and Income subcategory, be sure to include items for data that you will want to locate and total. Also provide items which you can later use to record the sale of an asset, as discussed below. Remember that you can't change the items in Expense subcategories, but you may select either a file structure for loan expenses or one for non-loan expenses.

Selling an Asset

In addition to the above considerations, you may want your file structure to provide for the eventual sale of assets. Items concerning the sale of assets, such as sale price and the date of sale, can be included in some portion of the file structure. You may also want to record the gain or loss from the sale in the Income portion of your records.

The easiest way to record such information is to provide items concerning the sale of the asset in the same subcategory that you set up to record the original asset data. (For examples of this type of setup, see the next section.) Then, once the asset is sold, you can locate the original Asset transaction and use the module's option to change transactions to: 1) fill in the items concerning the sale of the asset, and 2) change item #3 (AMOUNT) to 0. You should also zero the value of any *dollar-* or *numeric-*type item in the transaction that you do not want totaled when you use the option to total transactions.

If you only sell *part* of an asset, such as some shares of a stock, item #3 (AMOUNT) and other *dollar-* or *numeric-*type items should be adjusted accordingly

If more than one sale of a specific asset takes place during the year, data concerning the sales can be entered as *negative transactions* in the appropriate Asset subcategory. When entering a negative transaction, enter the amount that you are reducing the asset by as a negative number. For instance, if you sell a portion of the stock you own in a company for \$750, you can update the subcategory in which the original transaction is recorded by entering a transaction with - 750 typed in response to AMOUNT. Also be sure to



fill in items that allow you to identify which asset was sold, in case you later need to refer back to the original Asset transaction.

Specialized Asset Subcategories

The module allows you to set up subcategories which are suited for specific types of investments. This section suggests Asset subcategories which can be added to the file structure to organize data about stocks, bonds, real estate, and money market investments. As you plan Asset subcategories, however, remember that you may also want to account for investment-related liabilities, income, and expenses in other areas of the file structure.

Stocks

When setting up a subcategory to record data about your stock investments, you should consider what items you will later want to later locate and total. For example, if you have purchased stock of the same company on a number of different occasions, you may want to determine the total number of shares of stock you hold in that company, as well as the certificate number, the location of each certificate, and the date of purchase. If the subcategory file structure includes items for *company name* and *number of shares* purchased, you may locate the transactions concerning that company and then total the transactions to determine the number of shares held.

It is usually important for your file structure to include some means of recording capital gain (or loss) from the sale of stocks. You can record this information in the Assets portion of your records (as shown in the example below), and/or you can set up an Income subcategory to record capital gain. With either method, you can easily determine totals of your capital gains and losses. To determine long-term gain, locate and total those shares which have been held for more than a year.* To determine short-term gain, locate and total those shares which have been held less than a year.*

*This time period is based on the current tax laws.

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A sample file structure for stocks is shown below.

Stock File Structure

<i>Information to be entered</i>	<i>Item Name</i>	<i>Item Type</i>	
Number of transaction	1 TRANS#	NUMERIC] Preset: cannot be changed
Purchase date	2 DATE	DATE	
Purchase price	3 AMOUNT	DOLLAR	
Company name	4 COMPANY	ALPHA	
Number of shares	5 #SHARES	NUMERIC	
Certificate number	6 CERT#	ALPHA	
Location	7 LOCATION	ALPHA	
Date of sale	8 SALE DATE	DATE	
Sale price	9 SALE PRIC	DOLLAR	
Number of shares sold	10 #SOLD	NUMERIC	
Capital gain or loss	11 GAIN/LOSS	DOLLAR	
Taxable percentage of gain	12 % TAXBLE	ALPHA	

Bonds

You may also set up a subcategory to record specific financial information about bonds you hold. As with stocks, it is important for your file structure to include some means of recording capital gain (or loss). You may record this information in the Assets portion of your records (as shown in the example below) and/or set up an Income subcategory devoted to recording capital gain. Then, when you need to determine short- or long-term capital gains and losses, locate and total your transactions according to the length of time that you held the bonds.

A sample file structure for bonds is provided below.

Bond File Structure

<i>Information to be entered</i>	<i>Item Name</i>	<i>Item Type</i>	
Number of transaction	1 TRANS#	NUMERIC] Preset: cannot be changed
Purchase date	2 DATE	DATE	
Purchase price	3 AMOUNT	DOLLAR	
Issuer	4 ISSUER	ALPHA	
Maturity date	5 MAT DATE	DATE	
Par value	6 PAR	DOLLAR	
Coupon date	7 COU DATE	DATE	
Coupon payment	8 PYMT	DOLLAR	
Taxable or nontaxable	9 TAXABLE?	ALPHA	
Sale date	10 SALE DATE	DATE	
Sale price	11 SALE PRIC	DOLLAR	
Capital gain or loss	12 GAIN/LOSS	DOLLAR	



Real Estate

If you have real estate investments, you may want to accumulate data on such factors as the purchase price of the property and the depreciation taken against the property. A suggested file structure for real estate is listed below.

Real Estate File Structure

<i>Information to be entered</i>	<i>Item Name</i>	<i>Item Type</i>	
Number of transaction	1 TRANS#	NUMERIC] Preset: cannot be changed
Purchase date	2 DATE	DATE	
Purchase price	3 AMOUNT	DOLLAR	
Description of property	4 DESC	ALPHA	
Nominal rental income	5 RENT	DOLLAR	
Straight line depreciation	6 SL DEPRC	DOLLAR	
Actual depreciation*	7 ACT DEPRC	DOLLAR	
Date of the sale	8 SALE DATE	DATE	
Sale price	9 SALE PRIC	DOLLAR	
Capital gain or loss	10 GAIN/LOSS	DOLLAR	
Taxable percentage	11 % TAXBLE	ALPHA	
Ordinary gain	12 ORD GAIN	DOLLAR	

* Must be updated periodically

Money Market

In setting up a subcategory to record money market investments, it's advisable to use a fairly general set of items, since there is such a wide variety of investments available. Using items entitled COMMENT and NUMBER allows you greater flexibility in your data entries. A sample file structure for money market investments is provided below.

Money Market File Structure

<i>Information to be entered</i>	<i>Item Name</i>	<i>Item Type</i>	
Number of transaction	1 TRANS#	NUMERIC] Preset: cannot be changed
Purchase date	2 DATE	DATE	
Amount invested	3 AMOUNT	DOLLAR	
Issuer	4 ISSUER	ALPHA	
Description	5 DESC	ALPHA	
Interest rate	6 INT RATE	ALPHA	
Maturity date	7 MAT DATE	DATE	
Maturity amount	8 MAT AMT	DOLLAR	
Miscellaneous information	9 COMMENT	ALPHA	
Miscellaneous information	10 NUMBER	DOLLAR	
Miscellaneous information	11 NUMBER	DOLLAR	

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Net Worth Calculation

The accuracy of your net worth calculation depends on how current and complete your records are. If you only need an approximation of your net worth, select the *Print Reports* (or *Display Reports*) option on the MASTER INDEX. Generate the Year-To-Date Assets report and the Year-To-Date Liabilities report. Then, simply subtract the total liabilities from the total assets to calculate your approximate net worth.

If you wish to have a more precise calculation of your net worth, it is necessary to update your asset and liability transactions. If your sales and purchases of assets have been properly recorded, your asset transactions should be current. (Refer to "Selling an Asset" for a discussion of how to record a sale.) Your liabilities, however, will probably need to be adjusted so that they reflect the reductions in the remaining balance on loans.

Several methods can be used to update your liability transactions. One method is to change the amount of your liability transactions each time you enter your monthly expenses. For example, assume that you are making monthly payments of \$135 on a car loan, of which \$120 is applied to the loan balance. Each month, when you record your monthly payment in the appropriate Expense subcategory, you can also reduce the loan balance recorded in the Liability subcategory by \$120. To do so, simply locate the liability transaction concerning the car loan and, using the module's option to change transactions, update item #3 (AMOUNT) to the new loan balance. This method of updating is quick, but the record of the amount that you owed at the beginning of the year is not preserved.

If you prefer to leave your original liability transaction unaltered, you may record the reduction in your liability by entering a *negative transaction* in the appropriate Liability subcategory. To update the liability discussed above by this method, enter a transaction in the appropriate subcategory with -120 typed in response to LOAN BAL (loan balance).



When entering a negative transaction, you only need to enter the date, amount, and name of the liability. All *dollar-* and *numeric-*type items should be left blank. Thus, when the liability transactions are totaled, the only total affected is the loan balance. The totals reflect the current status of the loan, while the original loan balance is still available for your records.

Note: If you update your transactions at regular intervals, you will be less likely to make such errors as entering some transactions twice or failing to enter others.

Once all updates have been made, generate the year-to-date asset report and the year-to-date liability report. Then, subtract the total liabilities from the total assets to calculate your net worth.

STORING EXCESS TRANSACTIONS

As discussed previously, the module can store approximately 660 transactions on a diskette. If you have more than 660 transactions to enter in your financial records, it is necessary to store the excess transactions on another diskette.

When the diskette storage limit is reached, the message **DISK IS FULL** appears if you attempt to enter new transactions. For best results, however, you should anticipate your storage requirements before filling the entire diskette. For instance, you may find it helpful to set up a new diskette on a quarterly or semiannual basis.

Before entering transactions onto a new diskette, you should copy your file structure onto the diskette. Here is the necessary procedure:

1. Initialize the new diskette, using the Disk Manager Command Module. (Consult the Disk Memory System owner's manual for details.)
2. Remove the Disk Manager Command Module from the console and insert the Tax/Investment Record Keeping module.

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3. Follow the preliminary steps in "Getting Started" to obtain the ASSIGN FILE DEVICE selection list. Select option 3 for *Set-Up New Disk From Old Disk*.
4. Insert the old diskette into the disk drive. Then, type the file name and press **ENTER**. (*Note*: Be sure to include the disk drive number as a part of the file name. For instance, if your diskette is named STOCKS and you are using disk drive #1, enter DSK1.STOCKS.) Once you enter the file name, the message READING DISK — PLEASE STAND BY appears.
5. When the message INSERT NEW DISK AND ENTER FILE NAME appears, remove the old diskette, insert the new one, and enter its file name. The message WRITING TO NEW DISK — PLEASE STAND BY then appears.

Once the file structure is completely copied to the new diskette, the MASTER INDEX appears. Select option 1, *Enter a Transaction*, to begin entering your data.

Summary Transactions

In order to maintain continuity in your financial records, you need to enter a summary of your transactions from the old diskette to the new one. To do so, total the transactions of each subcategory on the old diskette (see "Locating Transactions" and "Totaling Transactions"). Next, exit the module, insert the new diskette, and proceed to the MASTER INDEX. Select option 1, *Enter a Transaction*; then *enter the totals as single transactions* in their respective subcategories.

Note: When you display or print monthly reports, the amounts from summary transactions are included in the figures for the month for which the transactions are dated. Be sure to date the transactions for the appropriate month. For instance, if you are setting up a new diskette on a quarterly basis, you should date the summary transactions for the end of the previous quarter.



If you have numerous transactions to enter in a specific area of your finances, you may wish to devote an auxiliary diskette to that area. For instance, if you have extensive stock investments, you may want to record your stocks on a separate diskette.

In such a case, you would periodically summarize from the auxiliary diskette to your primary record-keeping diskette. For instance, at the end of the month you could locate this month's transactions by date and then total them. These totals would then be entered as summary transactions in the appropriate subcategories of your primary diskette.

PROTECTING YOUR RECORDS

As discussed previously, you should only end a session with the module by selecting option 6, *Exit*, from the MASTER INDEX. If you terminate the session by any other means, such as removing the module from the console, *part or all of your data may be lost*. Your records may also be damaged by other circumstances, such as exposing the diskette to a magnetic field or turning off the Disk Drive Controller during a session with the module.

Note: Avoid setting the diskette on your monitor or television set, as these devices generate a magnetic field and may damage the diskette.

To protect your financial data, you should regularly copy the data on your diskette to another diskette. This helps ensure that most of your records are preserved on the back-up copy, in case the original diskette is damaged. When you make a back-up copy, be sure to label it with *the date you made the copy and the number of the last transaction* included in the copy. Refer to "Back Up" in the "Disk Commands" section of your Disk Memory System manual for information on copying diskettes.

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If the diskette is accidentally damaged and you have created a back-up copy, replace the damaged diskette with the back-up copy. Then, determine which transactions were entered on the original diskette *after* the back-up copy was made. This task is greatly simplified if you have been using a printer and have saved the paper tapes which list each transaction as it is entered. Reenter all missing transactions onto the diskette, referring to your financial receipts as necessary.

EXITING THE MODULE

As discussed previously, you should only end a session with the Tax/Investment Record Keeping module by selecting option 6 (*Exit*) on the MASTER INDEX. This applies to all segments of the program *following* the ASSIGN FILE DEVICE selection list.

To exit the module while you are changing the file structure, press **SHIFT V** (PROC'D) repeatedly to obtain the MASTER INDEX. Then select the *Exit* option to exit the module.

To exit the module while you are working with your transactions (entering transactions, changing transactions, printing reports, etc.), press **SHIFT Z** (BACK) repeatedly to obtain the MASTER INDEX. Then select the *Exit* option to end the session.

On the other hand, if you want to exit the module from the ASSIGN FILE DEVICE selection list or other preliminary screens described in "Getting Started," press **SHIFT Z** (BACK) repeatedly to return to the master title screen.



CARING FOR THE MODULE

These modules are durable devices, but they should be handled with the same care you would give any other piece of electronic equipment. Keep the module clean and dry, and don't touch the recessed contacts.

CAUTION:

The contents of a Command Module can be damaged by static electricity.

Static electricity build-ups are more likely to occur when the natural humidity of the air is low (during winter or in areas with dry climates). To avoid damaging the module, just touch any metal object (a doorknob, a desk lamp, etc.) before handling the module.

If static electricity is a problem where you live, you may want to buy a special carpet treatment that reduces static build-up. These commercial preparations are usually available from local hardware and office supply stores.

IN CASE OF DIFFICULTY

If the module activities do not appear to be operating properly, check the following:

1. *Error Message* — If the module displays an error message, you have probably instructed it to do something it cannot do. Press **SHIFT V** (PROC'D) to return to the previous display. Check the appropriate section of this manual to make sure you are following the correct procedure for the task you want to perform. If the error message occurs when you enter the file name of your diskette or the device name of your printer, make sure you have entered the proper file or device name (see "Getting Started").

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2. *Power* — Be sure all devices are plugged in and turned on. You will get an error message if you attempt to access a printer or disk system that is not turned on. Also make sure that your disk system and computer have been powered up in the proper sequence: disk drive and controller first, followed by the computer console. If this power-up sequence has not been followed, turn off the computer console, turn on the disk drive and controller, and then turn the console back on. You are then ready to start using the module again.
3. *Connector Separation* — Check for the proper alignment of the computer console, disk controller, and TI Thermal Printer (if you are using one). They should be parallel. If you are using a printer connected to the computer via the RS232 Interface, make sure that all device connections have been made properly and snugly.
4. *Console Lock-Up* — If the computer does not respond to any key presses, turn the console off, wait a few seconds, then turn it back on. The master title screen should appear. Reselect the Tax/Investment Record Keeping module and begin using it again. (*Note:* This procedure should not be used to end a session with the module under ordinary circumstances.)

If the module is accidentally removed from the slot while the module contents are being used, the computer may behave erratically. To restore the computer to normal operation, turn the computer console off, wait a few seconds, reinsert the module, and turn it on again. Also see "Protecting Your Records."

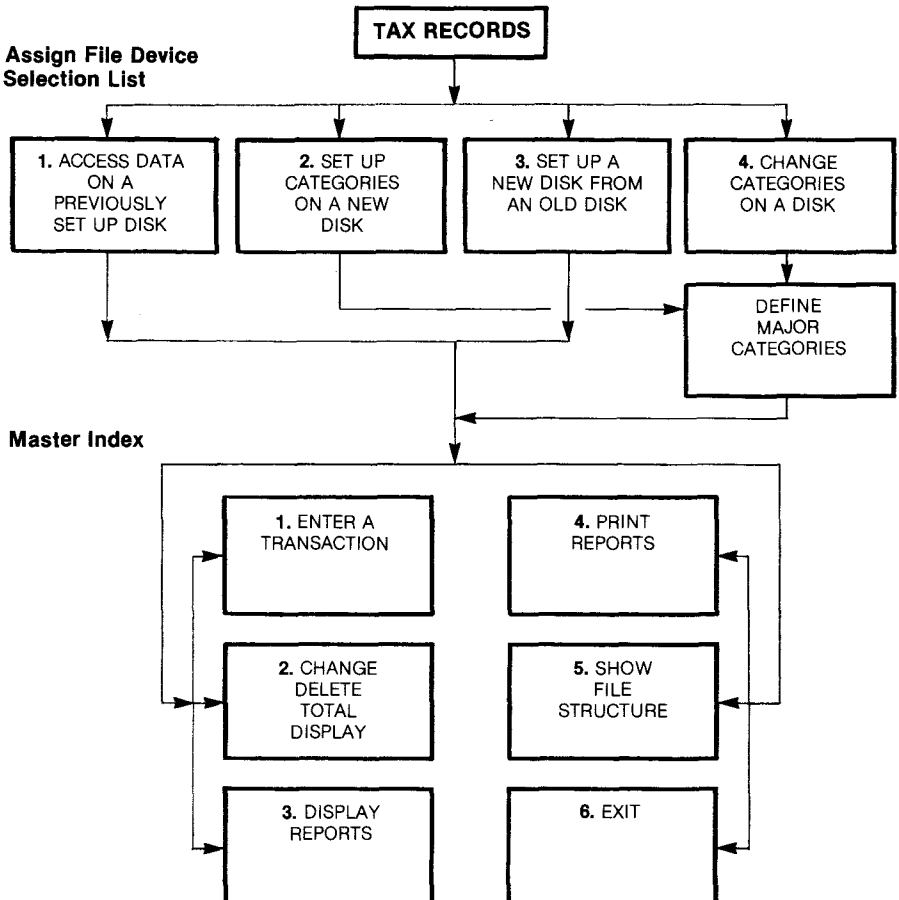
If you have any difficulty with your computer or the Tax/Investment Record Keeping module, please contact the dealer from whom you purchased the unit and/or module for service directions.



APPENDIX A

Module Organization

One of the preliminary displays that you see when using the module is the ASSIGN FILE DEVICE selection list. Depending on your selection from this list, the module proceeds to either the MASTER INDEX or the DEFINE MAJOR CATEGORIES selection list. The following flowchart is designed to give you an overview of this program sequence.



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Appendix B

Default File Structure

The Tax/Investment Record Keeping module provides a default file structure consisting of 9 major categories and 55 subcategories. The subcategory file structure is comprised of various *items*, which may be of four *types* (*alpha*, *date*, *dollar*, or *numeric*). The first part of this appendix shows the major categories and subcategories of the default file structure. The second part shows the default file structure of the various subcategories, with notes on the purpose of each item. For information on how to modify the file structure, refer to "Customizing Your File Structure."

I. ASSET/LIABILITY CATEGORIES

MAJOR CATEGORY: **ASSET**

SUBCATEGORIES: CAR
CHECKING
HOME
SAVINGS
OTHER

MAJOR CATEGORY: **LIABILITY**

SUBCATEGORIES: CAR LOAN
MORTGAGE
PERS LOAN (*Personal Loan*)
OTHER

II. INCOME CATEGORY

MAJOR CATEGORY: **INCOME**

SUBCATEGORIES: PAYCHECKS
DIVIDENDS
INTEREST
OTHER

III. EXPENSE CATEGORIES

MAJOR CATEGORY: **HOUSEHOLD**

SUBCATEGORIES: MORTGAGE
FURNISHING (*Furnishing*)
INSURANCE
LAWN/GRDN (*Lawn/Garden*)
UPKEEP
APPLIANCE
RENT
TAXES
UTILITIES
OTHER



Tax/Investment Record Keeping

MAJOR CATEGORY: **TRANSPORT**

SUBCATEGORIES: CAR PMT (*Car Payment*)
CAR INS (*Car Insurance*)
CAR MAINT (*Car Maintenance*)
GAS/OIL
FEES/TAX
FARES
OTHER

MAJOR CATEGORY: **BUSINESS**

SUBCATEGORIES: SUPPLIES
TAXES
TELEPHONE
TRAVEL
OTHER

MAJOR CATEGORY: **FOOD**

SUBCATEGORIES: GROCERY
MEAT
OTHER

MAJOR CATEGORY: **PERSONAL**

SUBCATEGORIES: CHILDREN
DOCTOR
DENTIST
MED INS (*Medical Insurance*)
PERS CARE (*Personal Care*)
PETS
OTHER

MAJOR CATEGORY: **MISC** (*Miscellaneous*)

SUBCATEGORIES: READING
CASH
CONTRIBUTN (*Contribution*)
EDUCATION
GIFTS
HOBBIES
INSURANCE
LEGAL
TAX
OTHER

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The default file structure for the Car subcategory (in the major category Asset) is as follows:

	ITEM NAME	TYPE
<i>(Transaction number)</i>	1 TRANS #	NUMERIC
<i>(Date of car purchase)</i>	2 DATE	DATE
<i>(Purchase price)</i>	3 AMOUNT	DOLLAR
<i>(Model year)</i>	4 YEAR	ALPHA
<i>(Company)</i>	5 MAKE	ALPHA
<i>(Model description)</i>	6 MODEL	ALPHA
<i>(Check or receipt number)</i>	7 CK#/RCPT#	NUMERIC
<i>(Miscellaneous Information)</i>	8 COMMENT	ALPHA
<i>(Miscellaneous Information)</i>	9 COMMENT	ALPHA
<i>(Miscellaneous Information)</i>	10 NUMBER	DOLLAR
<i>(Miscellaneous Information)</i>	11 NUMBER	DOLLAR

The default file structure for the Checking, Savings, and Other subcategories (in the major category Asset) is as follows:

	ITEM NAME	TYPE
<i>(Transaction number)</i>	1 TRANS #	NUMERIC
<i>(Date of acquisition)</i>	2 DATE	DATE
<i>(Value of asset)</i>	3 AMOUNT	DOLLAR
<i>(Recipient of asset)</i>	4 TO	ALPHA
<i>(Source of asset)</i>	5 FROM	ALPHA
<i>(Purpose)</i>	6 FOR	ALPHA
<i>(Check or receipt number)</i>	7 CK#/RCPT#	NUMERIC
<i>(Miscellaneous Information)</i>	8 COMMENT	ALPHA
<i>(Miscellaneous Information)</i>	9 COMMENT	ALPHA
<i>(Miscellaneous Information)</i>	10 NUMBER	DOLLAR
<i>(Miscellaneous Information)</i>	11 NUMBER	DOLLAR

The default file structure for the Home subcategory (in the major category Asset) is as follows:

	ITEM NAME	TYPE
<i>(Transaction number)</i>	1 TRANS #	NUMERIC
<i>(Purchase date)</i>	2 DATE	DATE
<i>(Current valuation)</i>	3 AMOUNT	DOLLAR
<i>(Purchase price)</i>	4 BUY PRICE	DOLLAR
<i>(Selling price)</i>	5 SELL PRIC	DOLLAR
<i>(Year of purchase)</i>	6 BUY YEAR	ALPHA
<i>(Year of sale)</i>	7 SELL YEAR	ALPHA
<i>(Miscellaneous Information)</i>	8 COMMENT	ALPHA
<i>(Miscellaneous Information)</i>	9 COMMENT	ALPHA
<i>(Miscellaneous Information)</i>	10 NUMBER	DOLLAR
<i>(Miscellaneous Information)</i>	11 NUMBER	DOLLAR
<i>(Miscellaneous Information)</i>	12 NUMBER	DOLLAR



Tax/Investment Record Keeping

The default file structure for the Car Loan, Mortgage, and Personal Loan subcategories (in the major category Liability) is as follows:

	ITEM NAME	TYPE
<i>(Transaction number)</i>	1 TRANS #	NUMERIC
<i>(Date of loan)</i>	2 DATE	DATE
<i>(Current loan balance)</i>	3 LOAN BAL	DOLLAR
<i>(Amount of loan)</i>	4 LOAN AMT	DOLLAR
<i>(Source of loan)</i>	5 LENDER	ALPHA
<i>(Purpose)</i>	6 FOR	ALPHA
<i>(Total interest to be paid)</i>	7 TOT INT	DOLLAR
<i>(Amount of payment)</i>	8 PYMT AMT	DOLLAR
<i>(Number of payments)</i>	9 # PYMTS	NUMERIC
<i>(Date balance is to be paid)</i>	10 DUE DATE	DATE
<i>(Loan identification number)</i>	11 NOTE #	NUMERIC
<i>(Interest rate)</i>	12 INT RATE	DOLLAR
<i>(Miscellaneous information)</i>	13 NUMBER	DOLLAR

The default file structure for the Other subcategory (in the major category Liability) is as follows:

	ITEM NAME	TYPE
<i>(Transaction number)</i>	1 TRANS #	NUMERIC
<i>(Date liability incurred)</i>	2 DATE	DATE
<i>(Balance of liability)</i>	3 BALANCE	DOLLAR
<i>(Initial amount)</i>	4 INIT AMT	DOLLAR
<i>(Type of liability)</i>	5 WHAT	ALPHA
<i>(Purpose)</i>	6 FOR	ALPHA
<i>(Date balance is to be paid)</i>	7 DUE DATE	DATE
<i>(Miscellaneous information)</i>	8 COMMENT	ALPHA
<i>(Miscellaneous information)</i>	9 COMMENT	ALPHA
<i>(Miscellaneous information)</i>	10 NUMBER	DOLLAR
<i>(Miscellaneous information)</i>	11 NUMBER	DOLLAR
<i>(Miscellaneous information)</i>	12 NUMBER	DOLLAR

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The default file structure for the Paychecks subcategory (in the major category Income) is as follows:

	ITEM NAME	TYPE
<i>(Transaction number)</i>	1 TRANS #	NUMERIC
<i>(Date of paycheck)</i>	2 DATE	DATE
<i>(Gross amount)</i>	3 GROSS AMT	DOLLAR
<i>(Tax-exempt percentage)</i>	4 % EXEMPT	DOLLAR
<i>(Recipient of paycheck)</i>	5 TO	ALPHA
<i>(Type of work)</i>	6 FOR	ALPHA
<i>(Federal withholding tax)</i>	7 FED TX WH	DOLLAR
<i>(State withholding tax)</i>	8 ST TAX WH	DOLLAR
<i>(Social Security tax)</i>	9 SOC SEC	DOLLAR
<i>(Insurance deduction)</i>	10 INSUR DED	DOLLAR
<i>(Other deductions)</i>	11 OTHER DED	DOLLAR
<i>(Net take-home pay)</i>	12 NET PAY	DOLLAR
<i>(Month of payment)</i>	13 MONTH FOR	ALPHA

The default file structure for the Dividends, Interest, and Other subcategories (in the major category Income) is as follows:

	ITEM NAME	TYPE
<i>(Transaction number)</i>	1 TRANS #	NUMERIC
<i>(Date income received)</i>	2 DATE	DATE
<i>(Amount of income)</i>	3 AMOUNT	DOLLAR
<i>(Tax-exempt percentage)</i>	4 % EXEMPT	DOLLAR
<i>(Source of income)</i>	5 FROM	ALPHA
<i>(Check or receipt number)</i>	6 CK#/RCPT#	NUMERIC
<i>(Miscellaneous information)</i>	7 COMMENT	ALPHA
<i>(Miscellaneous information)</i>	8 COMMENT	ALPHA
<i>(Miscellaneous information)</i>	9 COMMENT	ALPHA
<i>(Miscellaneous information)</i>	10 NUMBER	DOLLAR
<i>(Miscellaneous information)</i>	11 NUMBER	DOLLAR



Tax/Investment Record Keeping

As discussed in the manual, only two subcategory file structures are available for Expense-type subcategories. (Expense-type subcategories include all those in section III of the first part of this appendix.) You may select either a *loan expense* or a *non-loan expense* file structure for each subcategory, as shown below. The Mortgage subcategory defaults to the *loan expense* file structure. All other Expense-type subcategories default to the *non-loan expense* file structure.

Loan Expense

	ITEM NAME	TYPE
(Transaction number)	1 TRANS #	NUMERIC
(Date of payment)	2 DATE	DATE
(Amount of payment)	3 PYMT AMT	DOLLAR
(Amount of interest paid)	4 INTEREST	DOLLAR
(Amount of taxes paid)	5 TAXES	DOLLAR
(Deductible insurance paid)	6 DED INS	DOLLAR
(Non-deductible insurance pd)	7 N-DED INS	DOLLAR
(Principal reduction)	8 PR-REDUCT	DOLLAR
(Lender)	9 TO	ALPHA
(Purpose)	10 FOR	ALPHA
(Check or receipt number)	11 CK#/RCPT#	NUMERIC
(Month of payment)	12 MONTH FOR	ALPHA

Non-Loan Expense

	ITEM NAME	TYPE
(Transaction number)	1 TRANS #	NUMERIC
(Date expense was incurred)	2 DATE	DATE
(Amount of expense)	3 AMOUNT	DOLLAR
(Tax - deductible percentage)	4 % DEDUCT	DOLLAR
(Recipient of payment)	5 TO	ALPHA
(Purpose)	6 FOR	ALPHA
(Check or receipt number)	7 CK#/RCPT#	NUMERIC
(Month expense was incurred)	8 MONTH FOR	ALPHA
(Miscellaneous information)	9 COMMENT	ALPHA
(Miscellaneous information)	10 NUMBER	DOLLAR
(Miscellaneous information)	11 NUMBER	DOLLAR
(Miscellaneous information)	12 NUMBER	DOLLAR

Today, businesses and individuals alike are discovering the advantages of computerized record-keeping systems. Among other benefits, such systems can quickly store and retrieve information, print reports, and record large amounts of data in a small amount of space.

Now, with the Tax/Investment Record Keeping Command Module and TI Disk Memory System,* you can set up a financial record-keeping system on your Home Computer.

Tax/Investment Record Keeping module features allow you to:

- **Set up a Filing System** — Choose categories to suit your tax and investment needs.
- **Produce Reports** — Generate reports by category or by time period.
- **Evaluate Expenditures** — Compare your income and expenses.
- **Obtain Totals** — Locate specific data and calculate dollar and numeric totals.

The module is highly flexible, allowing you to set up a record-keeping system to meet *your* needs. Whether you invest in stocks and bonds or collect antiques, you can set up the file structure needed to record your tax and investment data.

*Sold separately

Adds 24K bytes of active memory with stored program to your TI Home Computer

Command Module program and data base contents
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