Texas Instruments
TI-99/4 Home Computer

Diskette
Software

Model PHD 5021
Checkbook
Manager

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

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

Author: Texas Instruments

Language: TI-99/4 BASIC

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

 Media: Diskette

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

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

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

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

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

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

OLD DSK1.CHECKBOOK

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

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

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

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

STEP 5:   The Checkbook Manager menu now appears,
          offering you the following options:
          1 ADD/CHANGE ENTRY
          2 DISPLAY/PRINT REGISTER
          3 BALANCE TO STATEMENT
          4 RETURN TO BASIC

OPTION 1: ADD/CHANGE ENTRY
           If you select the option ADD/CHANGE ENTRY,
           the program asks you whether the entry is a
           check or a deposit. Enter C for check and D
           for deposit. Then supply the following
           information: entry number, date, amount,
           comment, accounting number, and whether the
           entry has cleared the bank.

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

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

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

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

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

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

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

OPTION 2:　DISPLAY/PRINT REGISTER
To display or print your records, select the
option DISPLAY/PRINT REGISTER. You may then
choose either to display or print your check
register.

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

OPTION 3:   BALANCE TO STATEMENT
To compare your records to your bank
statement, select BALANCE TO STATEMENT.   The
program then offers you the following
options:
1 CLEAR ENTRIES
2 COMPARE BALANCE
3 DELETE ENTRIES
4 MAIN MENU

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

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

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

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

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

OPTION 4: RETURN TO BASIC
To close all files properly and end this
session with the program, select RETURN TO
TI BASIC. Do NOT exit the program by
pressing SHIFT Q (QUIT) or SHIFT C (CLEAR).
If you do so, you may lose part or all of
your data.

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

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

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

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

                    OLD DSK1.SORT1

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

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

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

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

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

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

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

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

              OLD DSK1.SORT2

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

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

STEP 3:   Next, the program asks whether you wish the
          accounting numbers to be sorted in
          descending or ascending order. Press 1 and
          then ENTER to select descending order; press
          2 and then ENTER to select ascending order.

STEP 4:   The message PROCESSING appears on the
          display. As the computer processes your
          records, it sounds a series of beeps. The
          amount of time that it takes to complete the
          sort depends on the number of entries you
          have.

STEP 5:   When the sort is completed, the message
          DONE is displayed, and the program
          stops. To work further with your data,
          remove the data diskette from your disk
          drive, insert the program diskette, and load
          the program of your choice.

ACCOUNT SUMMARY

Description

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

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

         OLD DSK1.ACCTSUM

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

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

STEP 3: The program then asks WILL YOU BE USING A
         PRINTER (Y/N)? If you are using a printer
         this session and want to print the results
         of this program, enter Y, and the program
         uses the printer you named in the Checkbook
         program. If not, enter N.

STEP 4: Next, the message PLEASE WAIT -- PROCESSING
         RECORDS appears. After a moment, the
         entries in each account are displayed or
         printed and totaled. The accounts are in
         the order (ascending or descending) that you
         selected when you ran the RAM Sort program.
         After all entries are displayed or printed,
         the starting and ending balances and the net
         change in the balance are given. If you are
         displaying the information, you may press
         the SPACE BAR to halt the display. When you
         are ready to continue displaying data, press
         ENTER.

STEP 5: When the program is completed, the message
         DONE appears, and the computer
         automatically returns to TI BASIC. To work
         further with your data, remove the data
         diskette from your disk drive, insert the
         program diskette, and load the program of
         your choice.

1. Be sure that the diskette you are using is the correct one. Use the Catalog command on your Disk Manager Command Module to check for the correct program.

2. If your computer does not respond to the RUN command, be sure to select TI BASIC and load the desired program before you try to use Checkbook Manager.

3. Ensure that your disk system is properly connected and turned on. Be certain that you have turned on all peripheral devices before you turn on the computer.

4. If your program does not appear to be working correctly, press SHIFT C (CLEAR) and remove the diskette from the disk drive. Reinsert the diskette, and follow the "User Instructions" carefully. If the program still does not appear to be working properly, remove the diskette from the disk drive, turn the computer off, wait several seconds, and turn it on again. Then load the program again.

5. If you are having difficulty in operating your Home Computer or are receiving error messages, refer to "Maintenance and Service Information" and "Error Messages" appendices in your User's Reference Guide for additional help.

6. If you continue to have difficulty with your Texas Instruments computer or the Checkbook Manager package, please contact the dealer from whom you purchased the unit or program for service directions.

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          HOME COMPUTER SOFTWARE MEDIA
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Consumers in California and Oregon may contact the following
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