

Activity Accountant

Scott,
Foresman
School
Management
Applications

MAILING LIST
INVENTORY
SCHEDULE LISTING AND LABELS
ACQUISITION PLANNING AND REPORTS
ATTENDANCE ANALYSES
CLASS AVERAGES AND RANKINGS
ATTENDANCE ACCOUNTING REPORTS
REPORT CARD DATA MANAGEMENT
RAW SCORE CONVERSIONS
ITEM ANALYSES
FREQUENCY DISTRIBUTIONS
PROPOSED PAY-SCALE GRAPHING
EQUIPMENT CONDITIONING
HONOR ROLLS
STAFF DIRECTORY
COST-CONTROL DATA REPORT

Activity Accountant

Developed by ESI, Inc.
St. Paul, Minnesota

Scott, Foresman School Management Applications

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This Scott, Foresman *School Management Application* module is designed for use with the Texas Instruments 99/4 microcomputer. A disk controller, two disk drives for 5¼-inch diskettes, an RS-232 interface, and a printer must be used with this module.

The Scott, Foresman *School Management Applications* were developed in conjunction with ESI, Inc., a firm that provides a variety of professional services for local, state, and Federal educational agencies, and for corporations engaged in developing technological products for education. Founded in 1968 as an educational consulting and evaluation group, ESI has come to focus its staff's professional expertise in educational computing on the development of computer software for education, training, and administration.

Component	Serial Number	Purchase Date
TI 99/4 Microcomputer		
Video Display Monitor		
RS-232 Interface		
Disk Controller		
Disk Drive 1		
Disk Drive 2		
Printer		
Optical Card Reader		
RF Video Modulator (needed with TV sets)		

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Part 2: Using *Activity Accountant*

How This Application Can Help You

The *Activity Accountant* application serves as an electronic bookkeeper to help activity advisors, building principals, and district business managers or superintendents keep up-to-date on building-level accounts. These might include such accounts as athletics, band, cafeteria service, fund-raising projects, and rental of school facilities. The application enables you to store and update such accounts on diskettes, to review and edit any stored transaction on the monitor, and to print out both detailed and summary reports of transactions and account balances. Four reports are furnished: Report 1, the "Chart of Accounts"; Report 2, the "Transaction Register"; Report 3, "Activity Fund Account Balances" for a school district; and Report 4, "Activity Fund Account Balances" for a single school.

Diskette Data Limits

This application requires use of *two diskettes* at once. The command module can handle up to 2,000 transactions on one pair of diskettes. These transactions can be distributed among as many as 128 accounts belonging to 128 different schools. The school files are stored on the DRIVE 1 diskette, while account and transaction records are kept on the DRIVE 2 diskette.

Unless your district has a considerable number of highly active building-level accounts, each pair of *Activity Accountant* diskettes should serve for some time before being filled up. However, a diskette will eventually be filled, most likely the one assigned to DRIVE 2. When this happens, you will see the following *input/output* error message:

I/O ERROR 34 IN nnnnn

The code 34 means the diskette is full, and the *n*'s stand for numbers that will vary according to which part of the program is operating when the diskette is filled. The appropriate procedure when this happens is explained under "Full Diskette Procedures" on page 39.

The Main Procedures

The use of *Activity Accountant* involves five major operations:

1. Creating a data base of accounts with opening balances, and adding new accounts from time to time as needed.
2. Entering transactions for current accounts.
3. Editing transactions, accounts, or school names.
4. Printing and distributing reports.
5. Closing accounts.

1. Opening Accounts Whether you are computerizing an existing manual accounting system or setting up activity fund accounts for the first time, you need to create a unique 3-digit code for each of your schools, and another 3-digit code for each activity account within a school (see "Numbering Accounts," page 38). Also, each account needs a descriptive name and a beginning balance, which should be verified by the activity advisor and/or an appropriate administrator before being stored on diskettes. If your district does not already provide suitable forms for opening (and closing) activity accounts, you may wish to use the "Account Status" form at the back of this manual, which may be freely reproduced for your use.

To call up any account stored on diskette, as will be explained in detail on pages 46-47, you use first the school code and then the account code. These codes are all assigned by users, and any three digits may be used for each. Coding of schools and activities is explained on page 38.

New accounts for existing schools can be added simply by using Option 1 on the main menu (see page 45). However, to set up accounts for a school opened after the initial creation of your school diskette file, you must first put that school on the diskette by using Option 5 on the main menu, which is titled ENTER/EDIT SCHOOLS. Any additions should, of course, be verified before input in the same way as were your original accounts.

2. Entering Transactions Once an account is set up, all that the computer needs to update its balance with each new transaction are, first, the school and activity codes in order to locate the account record; and then the date of the transaction; a brief description of it; a receipt or check number; and the amount received or spent. Once again, if your district does not already furnish suitable forms for activity advisors to record transactions for input, you have permission to reproduce the "Transaction Record" form at the back of this manual.

3. Editing Data To enable you easily to display records either for quick review or for correction, *Activity Accountant* provides one branch for editing accounts (Option 2 on the main menu), one for editing individual transactions (Option 4), and one for editing schools (Option 5). To display or edit either a school or an account, you use the appropriate code numbers to call it up on the monitor. To call up a transaction, you use the school and account codes for the appropriate activity, and then the transaction number that was assigned by the computer when the transaction was first entered. To facilitate calling up transactions, the "Transaction Record" form (at the back of this manual) includes a space for copying that number from the screen as each deposit or withdrawal is initially entered. Transaction numbers can also be obtained by looking at the "Transaction Register" (Report 2).

4. Printing Reports Reports are selected by number from a REPORTS menu (see page 53), which is called up by using Option 6 on the main menu. Each type of report is illustrated and described in the following section, where you will also find suggestions for circulating them.

5. Closing an Account Before an account can be closed, all its transactions must be deleted and its beginning balance must be canceled by being edited to zero. These are necessary safeguards to protect the integrity of your accounts. The procedures for closing accounts are detailed on page 52.

The Activity Accountant Reports

On the following pages, the four reports produced by this application are shown at approximately *three-quarter size*. Their full size, when the perforated sprocket-hole strips at each side are removed, is a standard 8½-by-11-inch notebook sheet.

Report 1: Chart of Accounts

This chart is the key to your district's school and account codes. It is an index that should be distributed to each regular user of the application, both at district offices and in individual schools. It should be periodically updated as new accounts are added or old ones edited or deleted. To avoid changing the "Chart of Accounts" too often, which might make updating wasteful and overly complicated, it is advisable to arrange to group the editing of accounts on some periodic basis.

The schools are listed in the order in which they were first entered, but the accounts are grouped by school and sequenced within each group by their code numbers. Notice that, since each school has its unique code, the same activity code can be repeated for various accounts in different schools. This allows you to give the same code to similar activities. For example, all foreign language groups could be numbered 400, so that the Pineview High Spanish Club would be 100-400, the Cypress Point High German Club would be 200-400, and so on (see sample of Report 1).

Report 2: Transaction Register

Each time you select this report, you get an up-to-date list of all transactions for the particular account specified. The account is selected by entering first the school code and then the activity account code.

This register shows the beginning balance for the account; the transaction number, date, and description of each transaction to date; and the number of the check or receipt involved. If the transaction was entered as a receipt, the computer adds the letter *R* before the receipt number. If a disbursement had been entered, the computer indicates a check number by the prefix *C*. Notice that a cash transfer can be indicated by you by typing the word *CASH* instead of a receipt or check number. The report would then show *RCASH* or *CCASH* in the center column.

Transactions are listed in the order of their *computer-assigned* transaction numbers. These numbers reflect the sequence in which data were entered, which is not necessarily the chronological

sequence of transactions, since later items might have been recorded before earlier ones.

Important: The transaction numbers on this report are the key for calling up individual transactions on the monitor for editing or review. Notice that each account has its own sequence of transaction numbers, all of them beginning with 1. Also, each "Transaction Register" printed covers a single account. For further information, see "Option 4: Edit Transactions" (page 50).

Report 3: Account Balances for a District

This report is designed as a summary of all school accounts for the central administration. The application *sorts* ("organizes") activity funds for this report into numerical sequence, *first* by their account codes and *then* by their school codes. The result can be seen in the example of Report 3 on page 36. The main printing sequence is determined by the rightmost three digits in the CODE column, which are the account codes. The school codes at far left are then arranged numerically within those account groups. This means that by assigning the same account code to the same type of fund in every school, you can format this report for easy comparison of parallel activities in different schools (see page 38).

The totals for each column at the bottom of the report permit easy monitoring of the overall cash flow of your district's activity funds.

If your district is processing activity funds centrally, then Report 3 should be used at the end of each accounting cycle to get the end-of-cycle balances for all accounts. These closing balances should then be carried over as the beginning balances of the accounts re-entered on the new pair of diskettes.

Report 4: Account Balances for One School

This has a similar format to Report 3, except that the report heading includes the code number and name of the school whose code was entered in selecting the report, and only activity account codes appear in the leftmost column. As usual, accounts are listed in numerical sequence by codes.

If each school in your district is to process its accounts separately, then each would have its own pair of diskettes for each activity accounting cycle, and each school's Report 3 would contain data only for that school. In that case Report 4 should be used to sum up accounts at the end of a cycle when the disks are about to be filled up. The current balances for each individual school would then be typed into the computer as the beginning

balances for the new diskettes. A district can also print one Report 4 for each of its schools to get the totals down each column by school.

Reports Management and Distribution

Obviously, the choice of whether to use central district processing or individual school processing would depend on the size of your district and the frequency of transactions in your activity fund accounts. In general, a medium-to-large district with many accounts would probably find it easier to let each school handle day-to-day processing. But a small district might find central processing, with all schools on one pair of diskettes per cycle, most convenient. If different schools are on separate diskettes, each school could send a copy of its Report 4 to district offices at the end of a cycle.

It is also important to distribute copies of the "Chart of Accounts" to all staff members who regularly use this application on the computer or review reports.

2/15/82

*** ACTIVITY FUND CHART OF ACCOUNTS ***
FORESTWOOD COMM. H.S. DIST.

EACH ACTIVITY ACCOUNT MAY BE IDENTIFIED BY USING BOTH
THE 3-DIGIT SCHOOL CODE AND THE 3-DIGIT ACCOUNT CODE.

CODE SCHOOL NAME		School Code
100	PINEVIEW HIGH SCHOOL	
CODE ACCOUNT		Account Code
100	SCHOOL YEARBOOK	
200	GIRLS ATHLETIC ASSN	
300	BAND UNIFORM FUND	
400	SPANISH CLUB	
500	BIOLOGY CLUB	
600	SCHOOL NEWSPAPER	
200	CYPRESS POINT HIGH SCHOOL	
CODE ACCOUNT		
100	SCHOOL YEARBOOK	
200	ATHLETIC BOOSTERS	
300	CHOIR	
400	GERMAN CLUB	
500	BIOLOGY CLUB	
600	SCHOOL NEWSPAPER	
300	EUCALYPTUS GROVE HIGH SCHOOL	
CODE ACCOUNT		
100	SCHOOL YEARBOOK	
200	GIRLS ATHLETIC ASSN	
300	ORCHESTRA FUND	
400	SPANISH CLUB	
500	CHEMISTRY CLUB	
600	SCHOOL NEWSPAPER	
400	REDWOOD ROAD HIGH SCHOOL	
CODE ACCOUNT		
100	SCHOOL YEARBOOK	
200	ATHLETIC FUND	
300	BAND UNIFORM FUND	
400	LATIN CLUB	
500	ZOOLOGY CLUB	
600	SCHOOL NEWSPAPER	

Report 1

Report 2

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*** ACTIVITY FUND ***
TRANSACTION REGISTER

SCHOOL: PINEVIEW HIGH SCHOOL
ACTIVITY ACCOUNT: SCHOOL YEARBOOK

SCHOOL CODE: 100
ACCOUNT CODE: 100

BEGINNING BALANCE: \$2,834.62

TRANS #	DATE	DESCRIPTION	RECEIPT, CHECK #	RECEIPTS	DISBURSEMENTS	BALANCE
1	02/04/82	ADVERTISING SALES	RAD-101	\$215.00		\$3,049.62
2	02/05/82	PHOTOGRAPHY	C361		847.29	2,202.33
3	02/08/82	OFFICE SUPPLIES	C362		87.50	2,114.83
4	02/08/82	ADVERTISING SALES	RAD-102	315.75		2,430.58
5	02/10/82	COVER ARTWORK	C363		175.00	2,255.58
6	02/11/82	ADVERTISING SALES	RAD-103	287.00		2,542.58
7	02/11/82	MATERIALS & SUPPLIES	C364		214.53	2,328.05
TOTALS				\$817.75	\$1,324.32	\$2,328.05

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*** ACTIVITY FUND ACCOUNT BALANCES ***
FORESTWOOD COMM. H.S. DIST.

School Codes

CODE	ACTIVITY ACCOUNT	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
100-100	SCHOOL YEARBOOK	\$2,834.62	\$817.75	\$1,324.32	\$2,328.05
200-100	SCHOOL YEARBOOK	932.85	382.50	855.00	460.35
300-100	SCHOOL YEARBOOK	2,879.43	320.00	1,875.00	1,324.43
400-100	SCHOOL YEARBOOK	2,579.24	1,200.00	3,675.00	104.24
500-100	SCHOOL YEARBOOK	3,173.12	826.00	1,844.85	2,154.27
100-200	GIRLS ATHLETIC ASSN	329.47	63.00	112.79	279.68
200-200	ATHLETIC BOOSTERS	1,400.00	1,341.75	315.00	2,426.75
300-200	GIRLS ATHLETIC ASSN	962.00	210.00	642.88	529.12
400-200	ATHLETIC FUND	2,294.33	1,329.00	1,635.73	1,937.60
500-200	ATHLETIC BOOSTERS	1,212.40	288.00	761.88	738.52
100-300	BAND UNIFORM FUND	1,823.85	485.50	1,280.00	1,029.35
200-300	CHOIR	472.91	62.00	85.00	449.91
300-300	ORCHESTRA FUND	1,782.19	333.00	936.80	1,178.39
400-300	BAND UNIFORM FUND	5,963.92	963.00	4,183.25	2,743.67
500-300	BAND UNIFORM FUND	3,362.00	1,395.00	2,533.80	2,223.20
100-400	SPANISH CLUB	127.50	32.75	25.00	135.25
200-400	GERMAN CLUB	483.27	43.00	75.00	451.27
300-400	SPANISH CLUB	92.15	54.20	73.49	72.86
400-400	LATIN CLUB	74.39	115.00	62.18	127.21
500-400	FRENCH CLUB	123.45	79.00	45.00	157.45
100-500	BIOLOGY CLUB	82.00	83.25	65.00	100.25
200-500	BIOLOGY CLUB	87.13	42.00	45.00	84.13
300-500	CHEMISTRY CLUB	127.18	89.75	65.81	151.12
400-500	ZOOLOGY CLUB	74.82	102.00	45.00	131.82
500-500	FUTURE SCIENTISTS	227.40	112.00	155.43	183.97
100-600	SCHOOL NEWSPAPER	823.72	220.75	369.50	674.97
200-600	SCHOOL NEWSPAPER	379.14	83.50	260.00	202.64
300-600	SCHOOL NEWSPAPER	662.75	117.00	415.00	364.75
400-600	SCHOOL NEWSPAPER	923.81	42.10	182.00	783.91
500-600	SCHOOL NEWSPAPER	342.86	309.50	285.45	366.91
TOTALS		\$36,633.90	\$11,542.30	\$24,280.16	\$23,896.04

Account Codes

Report 3

Report 4

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*** ACTIVITY FUND ACCOUNT BALANCES ***
100 PINEVIEW HIGH SCHOOL

School Code

Account Code	CODE	ACTIVITY ACCOUNT	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
100	100	SCHOOL YEARBOOK	\$2,834.62	\$817.75	\$1,324.32	\$2,328.05
200	200	GIRLS ATHLETIC ASSN	329.47	63.00	112.79	279.68
300	300	BAND UNIFORM FUND	1,823.85	485.50	1,280.00	1,029.35
400	400	SPANISH CLUB	127.50	32.75	25.00	135.25
500	500	BIOLOGY CLUB	82.00	83.25	65.00	100.25
600	600	SCHOOL NEWSPAPER	823.72	220.75	369.50	674.97
TOTALS			\$6,021.16	\$1,703.00	\$3,176.61	\$4,547.55

Organizing Data

The computer will save your staff much laborious, mechanical computation, but you have to supply it with accurate input data and take the usual precautions necessary in any good accounting system. Essentially, you need:

1. An efficient procedure for collecting and verifying the necessary data.
2. Easy-to-read forms on which the data can be written, so that someone can type them into the computer with minimal chance of error and without having to hunt all over for the information.
3. A method to ensure that transactions are controlled and reviewed by the appropriate staff members, such as faculty club advisors or authorized administrators. Your school district may already have suitable activity accounting forms, which there would be no need to replace. If not, you can freely duplicate the blank data-entry forms at the end of this book, adding the name of your school, district, and any other specific information you wish.

The Activity Account Status Form

The data needed to set up your *Activity Accountant* system or to open a new account are indicated on the "Chart of Accounts": the three-digit school and activity fund codes and the school and account names. The "Chart of Accounts" makes it unnecessary to keep a manual index of your accounts. However, when an activity account is to be opened, it is helpful to have the activity advisor fill out a simple form, giving the school and account codes and names, as well as the beginning balance. The account code must be one not previously used. The initial balance should be verified by an authorized business official before it is entered on the computer.

In case your school district does not already have a suitable form, we have provided the "Account Status" form at the back of this manual. Notice that on this form, as on other *School Management* data-entry forms, the maximum length of those items that are recorded on the computer is indicated by the number of spaces available and by the small numbers beneath the longer rows of spaces.

Notice that in addition to defined spaces for data required by the application, this form includes plain blanks for typing in the name of your school or district and other basic information. There is also an area for recording the closing of an account (usually at the end of a term or a year), or

any other major change in its status, such as a transfer of funds to another account. Therefore, even after an account has been closed and removed from the computer, you may keep this form as a record of its final disposition.

Examples of the use of the "Account Status" form are presented on pages 44 and 47, where the entry and editing of accounts stored on diskettes are explained.

The Transaction Record Form

To help ensure that transactions are properly verified before being stored on a diskette, and that their information is entered accurately on the keyboard, you may want to reproduce the "Transaction Record" form at the back of this manual. This form provides blanks of appropriate lengths for all the information the school computer needs for initial input of receipts or disbursements and for calling up a transaction to the monitor:

1. The school and account codes to bring up the desired activity account.
2. The names of the school and activity account. These will be displayed on the monitor after the codes are entered. The person at the keyboard should then check the displayed names against those on the "Transaction Record" to make sure that the correct account has been called up.
3. The transaction number that is assigned by the computer when the transaction is initially entered. The operator first entering a transaction should copy in this space the transaction number as soon as it is displayed. The number will be needed to call up that transaction for review or correction.
4. The transaction date.
5. A description of the transaction, which may contain up to 20 letters, numbers, or punctuation characters; for example:

S O L D _ 1 2 _ A D S _ F O R _ Y R B K

6. The number of the receipt or check involved in the transaction.
7. The amount received or spent, for which 8 spaces are provided, including the space for the decimal point. Remember that the maximum amount of a single transaction is \$99,999.99.

Important: Neither dollar signs nor commas are to be used in entering amounts. The sum of \$8,763.25 should be written on the "Transaction Record" and typed into the computer as 8763.25.

In addition to the items of data that must be entered into the computer in processing a transaction, the "Transaction Record" provides spaces for you to type in the identifying information for your district and/or school. For the extremely important procedures of verifying and

approving transactions, the form offers spaces for the initials of the school officials authorized to validate transactions before entry. These spaces could be used instead for the initials of the person who actually enters each transaction.

A completed example of a "Transaction Record," ready to be entered via the keyboard, is presented on page 49.

Numbering Accounts

The numbering of schools and accounts is entirely up to your district, for any numbers can be used for codes. However, if there is a pattern to the code numbers, they and the reports will be easier to use.

On all reports involving more than one account, the application presents accounts in numerical order by account codes, not school codes. Therefore, if you want Report 3 (the summary of account balances for central administration) to show similar accounts grouped together for easy comparison, you should assign the same number to the same type of account in every school with such a fund. For instance:

100 CARVER JR. HIGH
001 SCIENCE CLUB
002 CAFETERIA SERVICE
003 LIBRARY FUND
004 DRAMA SOCIETY

200 JEFFERSON JR. HIGH
001 SCIENCE CLUB
002 CAFETERIA SERVICE
003 LIBRARY FUND
005 BACKPACKER'S BRIGADE

Notice that the two accounts that do not belong together are given different codes. They would not be grouped, but the others would be printed in matching pairs, like this:

100-001 SCIENCE CLUB
200-001 SCIENCE CLUB
100-002 CAFETERIA SERVICE
200-002 CAFETERIA SERVICE

On the other hand, if your district prefers to get Report 3 with all accounts for each school grouped together, this can be achieved by giving every account the same first digit as that of its school's code. For instance:

100 CARVER JR. HIGH
103 LIBRARY FUND
102 CAFETERIA SERVICE
104 DRAMA SOCIETY
101 SCIENCE CLUB

200 JEFFERSON JR. HIGH
205 BACKPACKER'S BRIGADE
203 LIBRARY FUND
202 CAFETERIA SERVICE
201 SCIENCE CLUB

In this case, even though the accounts might originally have been opened in random order, the application will automatically arrange them in sequence on the report, with all of Carver's lower account numbers being printed before all of Jefferson's accounts.

Avoiding Diskette Overflow

It is best not to fill a diskette in the middle of an accounting period, and especially during a work session. The latter case would cause delay while a new diskette was initialized and the account names were entered on it. And in either case, you would probably face the inconvenience of printing two sets of reports—one from the old and one from the new diskette—and then adding two sets of totals by hand until the start of the next accounting cycle.

In *Activity Accountant*, the diskette most likely to get filled up is the one containing accounts and transactions, which runs in DRIVE 2. It is possible that all your schools combined may exceed 2,000 transactions at least once or twice in a school year. However, the DRIVE 1 diskette, which can hold up to 128 school files, is unlikely to get overfilled.

To avoid overfilling a DRIVE 2 diskette, you should first determine approximately how many transactions your district's schools are likely to process per month. A reliable average can be estimated by consulting past records or monitoring present fund processing levels. If the average turns out to be 600 transactions per month or fewer for your district, you could safely use the same DRIVE 2 diskette for three months. If your average transaction load is between 600 and 950 per month, each DRIVE 2 diskette could be used for two months. If the average is almost 1,000 or higher, then DRIVE 2 diskettes should be changed once a month.

A DRIVE 1 diskette can generally be reused for several accounting periods, so that while account codes and names must be reentered at the start of each accounting cycle, school names and codes need not be.

Important: Note, however, that any diskette should be replaced by its backup as soon as it begins to show erratic data recall or other signs of wear. When the backup becomes the new master diskette, a new backup should immediately be made, using *Disk Manager*.

Starting a New Accounting Cycle Whatever period is established as the appropriate cycle for your school district, at the end of it, the current account balances (Report 3 or Report 4) should be printed from the old diskettes. These end-of-period balances would be entered as the beginning balances of the same accounts recorded on the new DRIVE 2 diskette.

Important: The largest account *total* that can be calculated or printed on a report is \$999,999.99. The largest single *transaction* or current *balance* is \$99,999.99. Therefore any very large activity accounts that may reach these limits during the year should be split into two accounts along whatever dividing line is most convenient to your particular needs. For example, if you used the application to process rentals of school facilities to other organizations, and many different schools were involved, you might assign each school one pair of diskettes. Or you might divide diskettes according to type of facility. For instance, while storing all school files on a single DRIVE 1 diskette, you could set up separate DRIVE 2 diskettes for auditoriums, gymnasiums, cafeterias, and any other category.

Full Diskette Procedures

If a diskette is full, the following message will appear on the monitor when someone tries to enter the record that exceeds the limit:

I/O ERROR 34 IN nnnnn

I/O stands for "input/output," which means the error was found when the application tried either to read or to write a record. In this case, the code *34* means that the diskette was full when the computer tried to add a record. The other numbers, represented above by the *n*'s, will vary according to which part of the application is in use when a diskette is filled.

Whenever this input/output error message appears, start by assuming that the full diskette is in DRIVE 2 and take the following steps:

1. Turn the computer off and then on to clear the error signal.
2. Resume the application and select Report 3 to print current balances for every account.
3. Get to the main menu (see page 45) and use E to end the application, so that you can insert the *Disk Manager* module and initialize a new DRIVE 2 diskette.
4. Having replaced the full DRIVE 2 diskette with a blank *initialized* diskette, start the *Activity Accountant* application again.
5. Using Option 1, ENTER ACTIVITY ACCOUNTS, store on the new diskette the same

set of account codes and names, but for beginning balances use the closing balances from the Report 3 previously obtained.

6. You can now enter new transactions.

General Operating Procedures

Preliminary Checks

If the system is not already turned on, and especially if any components have recently been disconnected, you should first:

1. Check that all units are properly connected.

Important: If the adapter board on the flat cable of either disk drive has been connected upside down to the disk controller or the other drive's adapter board plug (see Part 1, page 8), *your diskettes will be completely erased as soon as you turn on power and insert them.* Therefore, before inserting a diskette, switch on the whole system and look at both disk drive lights. If the cables are properly connected, they should *not* glow. If the light on either drive comes on and remains shining, that drive's adapter board is plugged in upside down. Switch off all units, unplug that cable, and reconnect it the other way.

Do not insert diskettes until you have again turned on the system and made certain that the lights are not glowing.

2. In switching on the system, remember to turn on the disk controller and disk drives before the console.

3. To avoid the risk of stalling the program when you select a report, make certain that the RS-232 interface is on, with the painted red dot completely uncovered by the switch. Also doublecheck that the printer interface cable is firmly plugged into both the printer's interface connector and the port on the back of the RS-232 interface *next to* that unit's power cord.

4. Check also that the printer's LINE/LCL switch is set to LINE.

Inserting Module and Diskettes

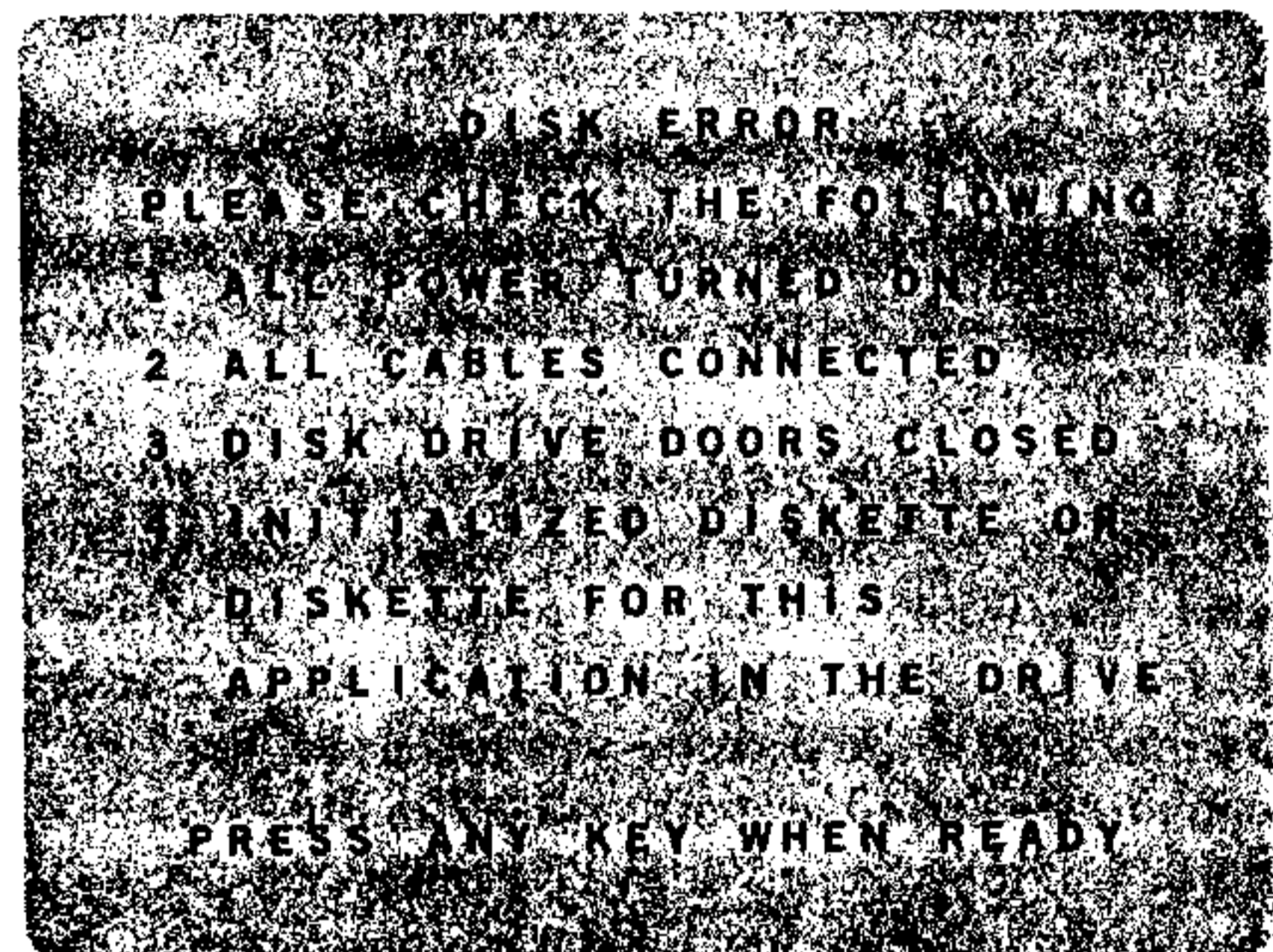
Now you are ready to insert the command module all the way into the console port, and to place an *initialized* diskette or diskettes for this application into the appropriate disk drive or drives. If this is a two-diskette application, make sure that the diskette marked for DRIVE 1 goes into that drive, and the diskette for DRIVE 2 goes into the other drive.

(Occasionally, inserting a module may produce an abnormal, garbled monitor display. If this occurs, simply switch the console off, then on again. This will reset it.)

If you do not yet have initialized diskettes for this application and do not know how to initialize a diskette, see pages 18-19 in Part 1. As soon as the diskettes are initialized, label each one, identifying clearly what information will be

recorded on it and the number of the drive to which it is assigned. If you are using diskettes that already hold data for this application, check the labels to be sure that you have the right diskettes, and that you are putting each one in its proper disk drive.

The monitor is now displaying the Texas Instruments preliminary title screen with the message: READY—PRESS ANY KEY TO BEGIN. Do so to make the preliminary program selection menu appear, and press the number displayed beside the title of this application. The computer will first display the *School Management Applications* title screen, followed by the title screen for the application. Next, the screen will briefly flash from blue to green and back to blue, and you will see the message: DISK CHECK. The disk drive lights should go on alternately as each diskette is tested, and if all is in order, you will next see the first input display. However, if the disk check had uncovered any problems, you would see this display:



If you need guidance in performing these checks, consult "Disk System Checks" and "Testing Diskettes" in Part 1. If you had inserted the wrong diskettes, or put the diskettes in the wrong drives, you would instead get this message: WRONG DISKETTE IN DRIVE 1 or DRIVE 2.

Special Function Keys

To help you in recognizing the special keys, you should place on the keyboard the black overlay that came in the carton with your TI 99/4 computer.

In *School Management Applications*, information is typed into blank *data fields* that appear as white blocks on the display. You can move the cursor *within* a given field one space to the left using the

← arrow key, or one space to the right using the → arrow key (see the keyboard overlay). Also *within* a data field, you can use the ERASE function key to erase that field only. Similarly, the key labeled DEL on the overlay can be used to delete one character, while the key labeled INS can be used to insert one or more characters, starting from the point where you position the cursor before activating the INS function.

The QUIT function can return you to the preliminary Texas Instruments screen, but it should not be used freely as recommended in Texas Instruments manuals.

Important: This function should never be used with a *School Management Application*, especially not when a disk drive light is shining (see the caution in "Special Command Keys," page 14). Although Texas Instruments advises the use of QUIT to terminate programs, with the *School Management* modules this command may sometimes halt a program abruptly without proper closing of diskette files. As a result, some or even all of the data on a diskette could be erased, and the diskette might have to be initialized again and completely recreated. The effect would be analogous to the dropping of a file drawer, with folders scattered all over the office floor.

Instead of QUIT, the E key should *always* be used to terminate an application, as explained in "Changing Modules" below.

Signal Tones

If you hear a single high-pitched tone about a second long as you press ENTER, it means you have tried to enter invalid data. For instance, you may have typed a letter in a field reserved strictly for numbers; or you may have input a number larger than the application is programmed to accept in a certain field. You will also hear this warning tone if you neglect to enter any data in a field where some entry is required for the application to work.

When you have already reached the last position in a data field, and type yet another character before pressing ENTER, you will hear a shorter, much lower tone. This signals that you have just overwritten and therefore changed the last character in that data field. If you intended to alter that character, there is no error.

Entering Data

It is essential to observe the maximum length of each field; otherwise you may type characters that will not be stored by the computer. To help you remember these length limits, the maximum

number of characters a field can accept is given in boldface following the first reference to each field. If a certain field can accept only letters or only numbers, this is also specified.

If this is your first experience using this module, you should practice entering data as you read the instructions. You should also make some deliberate errors to accustom yourself to the signal tones and the use of the editing keys. Remember that you cannot hurt either the machines or your module by pressing the "wrong" keys.

Correcting Input Errors

When the cursor reaches ANY CHANGES? at the bottom right of any display, you should proofread your data carefully. If there are errors, type Y or YES and press ENTER. The cursor will return to the start of the display. *You need not retype every field.* If an entire field is correct, press ENTER to confirm it to the computer; the cursor will move to the next field. When it reaches a field with an error, use the ← and → arrow keys identified on the keyboard overlay to move the cursor to the error. Then you can either retype the rest of the field from that point or simply use the appropriate editing keys to change it. If you prefer, you can use the ERASE function key to erase the entire field, then type in the new data. Once an error is corrected, you need not continue typing to the end of the field; simply press ENTER, and the computer will register the revised data.

When the data on the screen is correct, type N or NO following ANY CHANGES?, and then press ENTER. The displayed data will then be recorded on diskette and the next display in the application will appear.

Changing Modules

When finished working with this application, you should use the following procedure to end the program and, if necessary, to start another one:

1. Return to the application's main menu and enter E to end the program (see page 45).
2. Back up new data, if changes have been made, and remove and file your diskettes as suggested on the application's final display.
3. Press any key to bring back the preliminary Texas Instruments display.
4. Remove the command module.
5. If you wish to use another application, insert that module and the appropriate diskette or diskettes and continue work.

Beginning a Work Session

In summary, this is the sequence of procedures and screens you will go through to get to the first display where you can enter data for *Activity Accountant*:

1. Turn on the whole system and insert the *Activity Accountant* module and appropriate diskettes.
2. You will see the preliminary Texas Instruments title display. Press any key to proceed.
3. You will see the master program selection list, including *Activity Accountant*. Press the appropriate number to select that application.
4. Next you will see the *School Management Applications* title display, followed by the *Activity Accountant* title display. You may press ENTER to make each of these screens change more quickly, but they will change automatically.
5. You will next see the DISK CHECK message (page 40). *Do nothing until the disk check is completed.*
6. After the disk check is completed satisfactorily, or after any disk error has been corrected, you will see a display prompting you to enter or check the school district name and the date. If the diskettes have been used, the date will be that of the previous work session. If the diskettes have no data on them, both name and date fields will be blank, and the cursor will be flashing at the start of the name field:

The screenshot shows a computer screen with two main input fields. The first field is labeled "SCHOOL DISTRICT NAME" and is a long horizontal rectangle with a black border. The second field is labeled "TODAY'S DATE" and consists of three small square boxes separated by slashes, representing month, day, and year. The text is in a monospaced font, and the background is light with some noise.

Important: In *School Management* manuals, when a data field on a screen is surrounded by a black rule, as are all the fields above, you cannot pass through that field without entering at least one character.

Entering District Name

The field beneath SCHOOL DISTRICT NAME must be filled in first (**maximum 28 spaces; any characters, including letters, numbers, and punctuation**). Just type your district's name, proofread it, and when satisfied that it is correct press ENTER. If you discover a typing error before entering the name, you may use the editing keys to correct it, as explained in "Correcting Input Errors." If the error is noticed later, it can be corrected after the date is entered. The district name will appear on reports exactly as entered here.

Entering the Date

Once the name is entered, the cursor will move to the month field, which is the first of the three date fields (**2 spaces each; numbers only**) that follow the query TODAY'S DATE. You must enter the date in three steps as month/day/year, pressing ENTER after typing each part. Dates with only one digit in the day or month, such as 1/4/82, may be typed either as:

01(ENTER)/
04(ENTER)/
82(ENTER)

or as:

1(ENTER)/
4(ENTER)/
82(ENTER)

Each time you press the ENTER key, the cursor moves to the next section of the date. To hear the invalid data tone, try pressing this key when the cursor is in a blank date field; *the application will not accept a blank date*. The date of each work session is stored and printed at the head of all reports until the date of the next work session is entered.

Editing or Updating This Display If you have just entered the district name and the date for the first time on these diskettes, the query ANY CHANGES? will next appear at bottom right of the screen, with the cursor flashing in a field of **3 spaces**. If, however, the diskettes had been used previously, the district name and the previous date would be stored on the diskette. In this case, the display would come up initially with that name and date, and the ANY CHANGES? query would also appear right away.

In either situation, you should proofread the screen. If name and date need to be corrected or updated, type Y or YES in response to ANY CHANGES? and press ENTER. The cursor will then return to the left end of the name field. If

necessary, the name can be corrected using the editing keys as already explained. When the name is correct, press ENTER to move the cursor to the first date field, and then type and enter the month/day/year of the current work session, as described above.

When the name and date are correct, type N or NO in response to ANY CHANGES?, and then press ENTER. The computer will then bring up either one of two displays, depending on whether the diskettes being used already have schools and accounts on them or not. If schools and accounts have previously been stored, you will next see the main menu (page 45). If not, you will first have to enter this information, as explained in the following section.

Entering Schools and School Codes

If you are using new diskettes, you must first set up the schools and codes for your "Chart of Accounts" before any accounts can be opened. To enable you to do this when there are no previous schools on the diskettes in use, the following display appears immediately after the district name and date are accepted. At first the cursor is flashing in the SCHOOL CODE field.

```
ENTERING A SCHOOL

SCHOOL CODE 
SCHOOL NAME 
```

Here are the data specifications for each field:
SCHOOL CODE: 3 spaces; any numbers.
SCHOOL NAME: 28 spaces; any letters, numbers, or punctuation.

The person who is typing this information into the computer should have beside the keyboard a verified "Account Status" form filled out for every account to be opened. For greatest convenience, these forms should be grouped by schools.

At the top of the following page you will see an example of an account status form filled out to open the school newspaper account at Pineview High School.

Activity Accountant Account Status

Please Print

School District or School

Forestwood Comm. H.S. Dist.

Date Account Opened

9/22/81

School Code

199

School Name

PINEVIEW HIGH SCHOOL

Account Code

600

Account Description

SCHOOL NEWSPAPER

Beginning Balance

8,237.2

Approved

Harold Clarkson

(Signature)

Faculty Advisor

Approved

Anita J. Dwyer

(Signature)

Principal

Change of Status

Termination (✓)

Final Balance

Verified By

Date

From a form like this, you should begin by typing the school code onto the display headed ENTERING A SCHOOL. After typing the code, press ENTER to store that code and move the cursor to the beginning of the name field. Once the name is typed—and edited, if necessary—you should again press ENTER to store it. At this point, ANY CHANGES? will appear at bottom right of the screen. You should proofread the displayed data carefully. If there are any mistakes, type Y or YES and press ENTER. The cursor will return to the SCHOOL CODE field, and you can then edit the code and/or the school name as needed.

Once this information is correct, a response of N or NO to ANY CHANGES? will save that school code and name. The computer will then bring up the same display again, but with blank data fields, so that you can enter the next school code and name.

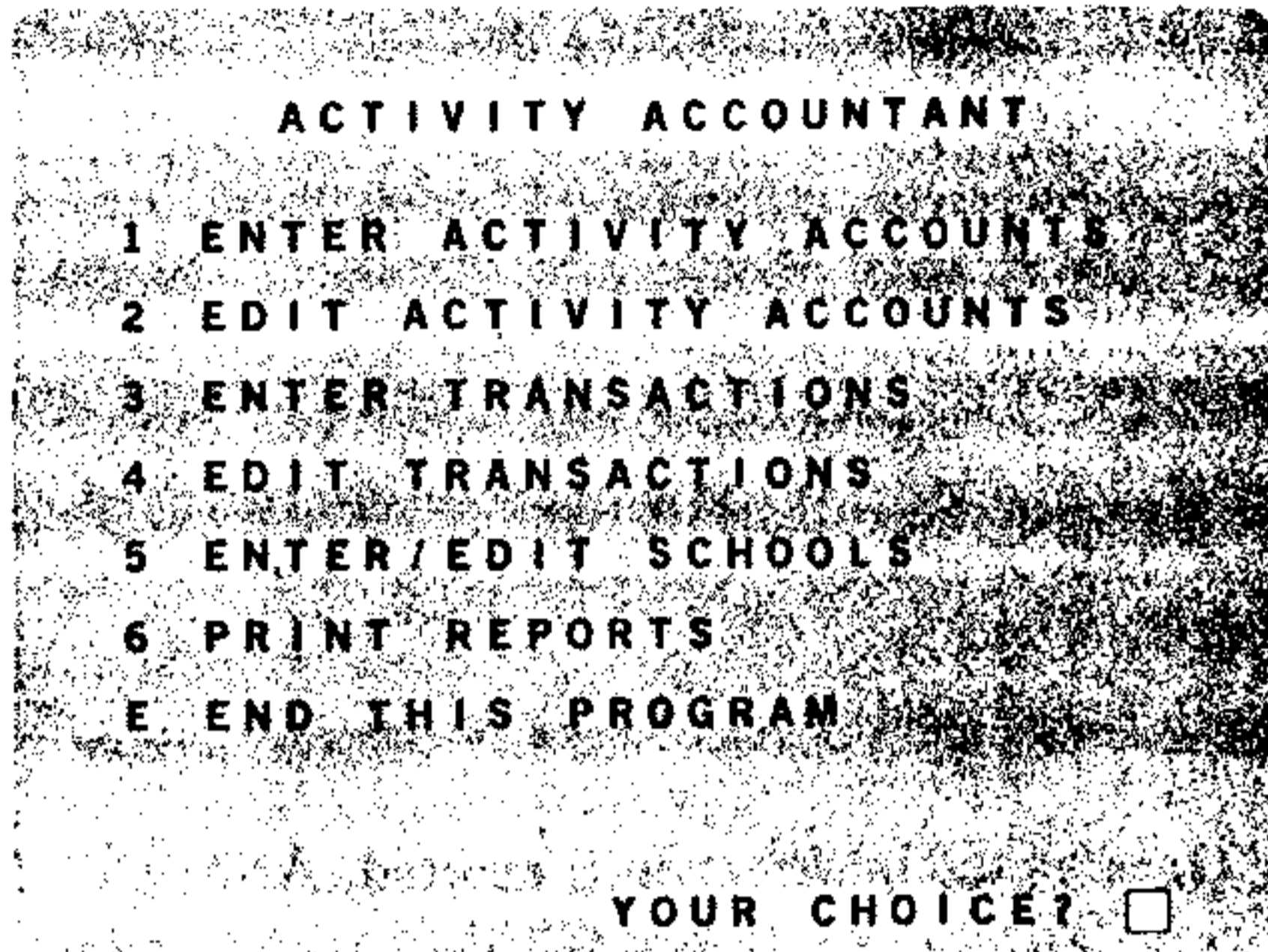
When the code and name of the last school to be entered have been typed correctly on the screen, the response to ANY CHANGES? should be E or END, instead of the usual N or NO. By entering E or END, you instruct the computer to end the current activity or branch of the

application and take you to the next decision point of the program. In this case, that point is the main menu headed ACTIVITY ACCOUNTANT, where you can choose any of the other six options or branches of this application.

If you forget to end the ENTERING A SCHOOL branch when you input the last school, the same display will return with blank fields. In this situation, you can also end the activity by typing E or END in response to the SCHOOL CODE query. These are the only letters that field will accept.

Using the Main Menu

When there is already at least one school and its code on a DRIVE 1 diskette, the first display to appear after the name and date screen is the main menu:



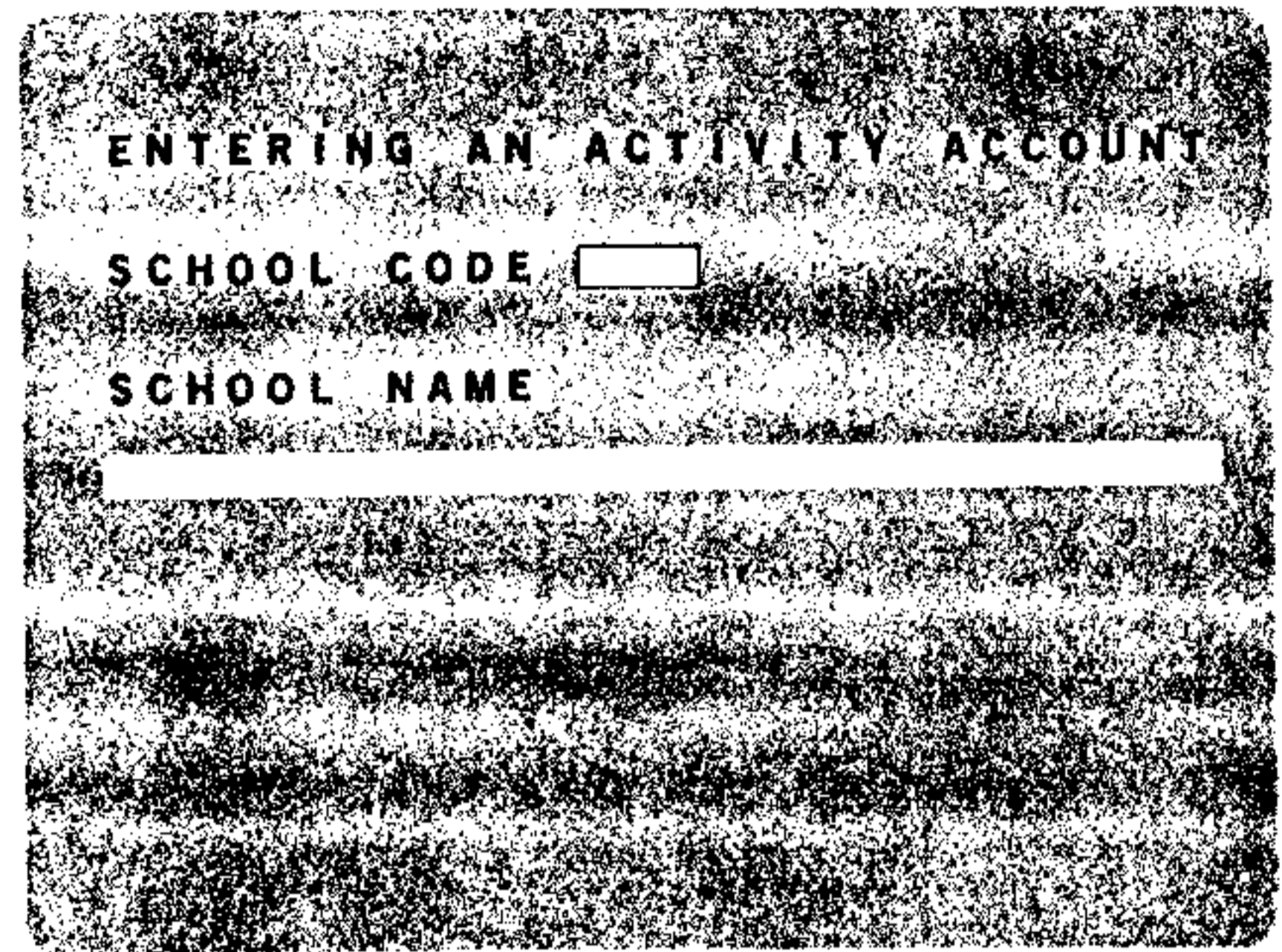
A *menu* allows you to select from the various *branches* or options in a program simply by typing the number or letter of the desired option in response to YOUR CHOICE?, and then pressing the ENTER key. As well as the six options in the application, this menu includes the choice of entering E to end the program.

Important: At the end of every work session, you should return to this menu and enter E to halt the application. This is the *only safe* way to terminate *Activity Accountant* with no risk of losing data. Remember that the *QUIT* function may erase data or even damage a diskette.

Option 1: Enter Activity Accounts

This operation is performed in two stages: after selecting this option, you first see a display asking you to enter the code of the school for which you want to enter accounts. Once that school is selected, you then get a display on which you can enter the code, name, and beginning balance of an account. Each time you finish entering one account, a blank form of this second display comes up again, allowing you to enter another account, until you use E or END to halt this activity and return to the main menu.

Here is the first screen you will see after selecting Option 1 on the main menu:



When you enter the code for the school you want, the computer will display the name of the school already assigned to that code. At the bottom of the screen you will see the query, IS THIS THE DESIRED DATA? If the school is the one for which you are going to set up accounts, answer Y or YES and press ENTER. If you did not get the school you expected, enter N or NO, which will return the cursor to the blank SCHOOL CODE field. You should then check the "Chart of Accounts" for the correct school code and enter that one. Whenever you want to return to the main menu, you can use E or END in either the SCHOOL CODE field or the ANY CHANGES? field on this display.

If a nonexistent school code is ever typed in mistakenly (for instance, 162 instead of 126), the computer will sound a low-pitched invalid data tone and display the message, NO SUCH SCHOOL CODE.

Once you have entered Y or YES to accept the previous display, you will see this display for setting up an account:

```

ENTERING AN ACTIVITY ACCOUNT
ACCOUNT CODE 
ACCOUNT NAME

BEGINNING BALANCE

  
```

The three items of information required to set up a new account are taken from the "Activity Account Status" form. Here are the specifications for each item:

- ACCOUNT CODE: 3 spaces; numbers only.
- ACCOUNT NAME: 20 spaces; any letters, numbers, or punctuation.
- BEGINNING BALANCE: 8 spaces, including 1 for a decimal point; numbers only, up to 99999.99.

When you fill in the ACCOUNT CODE field and press ENTER, the program checks to see that the code you entered has not already been assigned. If there already is an account with the identical combination of school and account codes, the computer will display the message, THAT CODE HAS BEEN USED. The cursor will return to the left of the blank code field, and you can enter a different account code.

After you enter the new account code, the cursor moves to the name field. Account names should be as clearly descriptive as possible.

Once the account name is typed (and corrected with the editing keys if necessary), the cursor will go to BEGINNING BALANCE. The balance is usually entered with both dollars and cents, including a decimal point. A dollar amount like \$125.00 can be entered in any of these ways:

125 125.00 00125.00

In each case, it would be printed out as 125.00 on reports.

Important: No dollar signs or commas can be used in entering figures, since the computer cannot do calculations with any characters other than numbers and a decimal point. The figure \$2,347.75 must be entered as 2347.75.

This is the display you would see if you had entered the data for the Pineview High School newspaper fund from the sample form on page 44:

```

ENTERING AN ACTIVITY ACCOUNT
ACCOUNT CODE 
ACCOUNT NAME

BEGINNING BALANCE


ANY CHANGES? 
  
```

Once all the information is entered, ANY CHANGES? appears. You can then answer Y or YES to return the cursor to the ACCOUNT CODE field if the code, the name, or the beginning balance needs to be changed. An account can be entirely renamed, though this is not a sound procedure and may cause confusion.

If no changes are needed, answer N or NO, and the cursor will return to the beginning of the ACCOUNT CODE field. This will now be blank, allowing you to enter another new account for the same school. In this manner, you can continue setting up new accounts until you have finished all the account status forms for one school.

When you enter the last account for a certain school and get to the ANY CHANGES? field, use E or END to return to the previous school selection screen. You can then either enter a different school code to set up accounts for another school, or use E once more to return to the main menu. The data you typed before entering E or END will automatically be saved on diskette.

You can also enter E or END in the ACCOUNT CODE field at the top of this display whenever you want to get back to the main menu.

Option 2: Edit Activity Accounts

Like Option 1, this is a two-stage operation using the same screens, only now both are headed EDITING AN ACTIVITY ACCOUNT. On the first screen you specify the code of the school whose accounts are to be reviewed, and when that

school's name is displayed, you check that you have the correct one.

On the second screen you specify the code of the account to be edited. This code will bring up the name and beginning balance of that account, with the cursor flashing in the ANY CHANGES? field at bottom right. When Y or YES is entered, the cursor does *not* return to the account code field here, as it does when accounts are first being entered. To help ensure the security of your activity accounts, this application does not permit

an account number to be changed once the account has been recorded.

Important: It is sometimes necessary to change an account name or even the beginning balance (see "Deleting Accounts" later in this section).

However, it is strongly recommended that neither of these operations be permitted without review and approval by the responsible officials. For such authorizations, a "Change of Status" section is provided on the account status form. Here is an illustration of its use:

Activity Accountant Account Status

Please Print

School District or School

Forestwood Comm. H.S. Dist.

Date Account Opened

9/14/81

School Code

300

School Name

EUCALYPTUS GROVE HIGH SCHOOL

Account Code

200

Account Description

GIRLS ATHLETIC ASSN.

Beginning Balance

1,962.00

Approved

Carlota Hernandez

(Signature)

Faculty Advisor

Approved

V. Gordon Tucker

(Signature)

Principal

Change of Status

Termination (✓)

Final Balance

Verified By

Date

Fund Transfer (✓)

Amount Transferred

Account Credited (please give code)

✓

\$175.00

300-300 ORCHESTRA FUND

Other (please explain)

Notes

Proceeds of gymnastics display donated to fund for concert tour of Canada

Change Approved

Date

Change Made

Date

V. Gordon Tucker

(Signature)

Principal

12/2/81

Jimis Weather

(Signature)

Accountant

12/9

To make these changes, you would first respond Y or YES to ANY CHANGES? The cursor would move to the start of the ACCOUNT NAME field. Using the → arrow key, you would move the cursor to the error, type the correct data, and press ENTER. To correct the beginning balance most conveniently, you would use the ERASE function to clear that field, and then type in the amended balance and press ENTER once more. The cursor would then return to ANY CHANGES?, allowing you to check your new data.

After one account has been edited, the account editing display will remain, but with all fields blank and the cursor flashing in the ACCOUNT CODE field. This allows you to go on editing accounts for the same school until you are ready to stop. To do so, you can enter E or END either in the code field at the top of the display or in the ANY CHANGES? field. This will return you to the school selection screen, with the SCHOOL CODE field blank so that you can select another school. If you want instead to return to the main menu, enter E or END in that code field.

Deleting Accounts An entire account can be erased in this editing mode by entering DEL in the ANY CHANGES? field. However, the security of your accounts is again protected by thorough precautions. First, an account cannot be deleted until each transaction recorded for it has been separately erased and the beginning balance has been edited to zero. Second, DEL must be typed in full; the letter D by itself will not erase an account.

The recommended procedure for closing accounts is described on page 52.

Option 3: Enter Transactions

When you select this option, the computer will once more display first the screen for selecting the desired school, and next the screen for specifying

the desired account. Following that, you will see this display, on which the details of a receipt or a disbursement can be entered:

```

ENTERING TRANSACTIONS
PINEVIEW HIGH SCHOOL
SCHOOL YEARBOOK TX# 2
DATE [ ] [ ] [ ]
DESCRIPTION
RECEIPT DISBURSEMENT BALANCE
[ ] [ ] [ ]
  
```

This screen appears with the names of the selected school and account displayed in the first two fields, as shown. To the right of the account name is a field of 3 spaces, labeled TX#. This stands for *transaction number*. The transaction number displayed here is assigned by the computer and it is the lowest number so far unused for that account. For instance, if 27 transactions had already been recorded on this account, the transaction number would be 28.

Below these items are the fields for details of the transaction. To fill them out accurately, the person at the keyboard needs either the appropriate check or receipt, or a properly authorized "Transaction Record," or both, depending on your district's policy. On the opposite page is an example of a transaction form for Pineview High School's yearbook account, showing the transactions that are totaled by the computer in the sample "Transaction Register" on page 35.

**Activity Accountant
Transaction Record**

School District or School

Year or Term

Page

Edgewood Union High School

1981-82

001

Please Print

School Code 100	School Name PINEVIEW HIGH SCHOOL	Account Code 100	Account Name SCHOOL YEARBOOK
--------------------	-------------------------------------	---------------------	---------------------------------

TX#	Date	Description	Receipt Check#	Amount Received	Amount Disbursed	Approved
1	2 4 82	ADVERTISING SALES	AD-101	215.00		JRG
2	2 5 82	PHOTOGRAPHY	361		847.29	JRG
3	2 8 82	OFFICE SUPPLIES	362		87.50	KM
4	2 8 82	ADVERTISING SALES	AD-102	315.75		JRG
	2 10 82	COVER ARTWORK	363		175.00	JRG
	2 11 82	ADVERTISING SALES	AD-103	287.00		JRG
	2 11 82	MATERIALS & SUPPLIES	364		214.53	KM

Request to Edit or Delete Transaction(s) Above (Continue on back if necessary)

Transaction Number(s)	Edit (✓)	Delete (✓)	Explanation	Approved	Date Done
				(Signature)	

Transactions 1 to 4 have already been entered, so their TX#'s are filled in. The next three transactions have been verified by various school officials (note initials), but have not yet been entered. Those transaction numbers are not yet filled in, because the faculty advisor or whoever supplied details of each of those transactions would not yet know the numbers. The person who actually enters each transaction should fill in the number displayed on screen at the time the transaction is recorded.

Important: The presence or absence of this TX# is a check on whether a particular transaction line has been entered on the computer yet.

Here are descriptions of the data that can be entered for a transaction:

DATE: 3 groups of 2 spaces each, for month/day/year; numbers only.

DESCRIPTION: 20 spaces; any characters.

R/C # (Receipt or Check Number): 6 spaces; any letters or numbers.

RECEIPT: 8 spaces, including 1 for a decimal point; numbers only. The maximum amount that can be entered is \$99,999.99.

DISBURSEMENT: Same as RECEIPT field.

BALANCE: Calculated by the computer after entry of either RECEIPT or DISBURSEMENT.

The maximum current balance is \$99,999.99 for one account.

Important: Dollar signs and commas *cannot* be used in entering figures for calculations.

After typing each item of data, you press ENTER to record it and move the cursor to the next field.

The date is entered first, following the same procedure used for the work session date on the district name display. Since transaction dates are very important in accounting, the date should be proofread carefully both when you type it in and again before you answer N or NO to ANY CHANGES?, which would record the date and other details on diskette.

The description of the transaction must be concise, but should be as specific as possible. For examples, see the sample "Transaction Record" illustrated above.

Receipts and disbursements are typed in the same way as beginning balances, and it is not necessary to start with zeros on the left to fill up extra spaces. When the cursor moves from the R/C # field to the RECEIPT field, if the transaction is a credit to the account, you type in the amount and press ENTER. The cursor will then skip over the DISBURSEMENT field to the BALANCE field, where the automatically calculated new balance will be displayed by the

computer almost immediately. On the other hand, if you are recording an expenditure, just press ENTER without typing any amount in the RECEIPT field, and the cursor will move to DISBURSEMENT to allow you to enter the amount spent.

In either case, after the new balance is displayed, ANY CHANGES? will appear as usual, and you should carefully check the display against the "Transaction Record." If you were entering the information on line 2 of the sample form on page 49, the screen would now look like this:

```

ENTERING TRANSACTIONS
PINEVIEW HIGH SCHOOL
SCHOOL YEARBOOK      TX# 2
DATE? 2 / 5 / 82
DESCRIPTION            R / C #
PHOTOGRAPHY           3 6 1
RECEIPT                DISBURSE-  BALANCE
                       MENT
                       847.29    2202.33
ANY CHANGES?  N
  
```

Make sure that the transaction number is copied accurately onto the "Transaction Record" form. If corrections are needed, answer Y or YES to ANY CHANGES? and follow the usual editing procedure. Otherwise, you can enter N or NO, which stores this transaction and produces blank transaction data fields, with the next available transaction number in the TX# field. You can then record another transaction for the same account.

However, if you want to work on another account, you can enter E or END to return to the account selection display. On the ENTERING TRANSACTIONS display, E and END work in two places: after ANY CHANGES? as usual, and also in the first (month) segment of the DATE field.

If you want to work on accounts from a different school, use E or END in the ACCOUNT CODE field of the account selection screen, which will return you to the school selection screen. If you then want to return to the main menu, use E or END in the SCHOOL CODE field.

Option 4: Edit Transactions

This option is used to call up one transaction either for editing or for review. When you want to review a single transaction, it is more convenient to display it than to print the entire transaction register for that account.

To display a stored transaction, you must enter the school and account codes for the applicable account, and then the *transaction number*. Therefore, before trying to edit transactions, you need to print the current "Transaction Register" report for each account with records that must be amended. If only a few transactions need to be edited, it may be easier to get their numbers from the appropriate "Transaction Record" sheets, especially if they are from various accounts, which would require the printing of several "Transaction Registers."

As you can see, it generally makes sense to collect a number of editing requests, say over a one- or two-week period. It is usually more efficient to edit data in batches rather than one or two transactions at a time.

Important: It is recommended that all transaction changes be requested in writing and authorized with appropriate signatures, as shown in the example on the next page of a change request made on a "Transaction Record" form.

**Activity Accountant
Transaction Record**

School District or School

Year or Term

Page

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1981-82

001

School Code 100	School Name PINEVIEW HIGH SCHOOL	Account Code 100	Account Name SCHOOL YEARBOOK
--------------------	-------------------------------------	---------------------	---------------------------------

TX#	Date	Description	Receipt Check#	Amount Received	Amount Disbursed	Approved
1	2/4/82	ADVERTISING SALES	AD-101	215.00		JRG
2	2/5/82	PHOTOGRAPHY	361		847.29	JRG
3	2/8/82	OFFICE SUPPLIES	362		87.50	KM
4	2/8/82	ADVERTISING SALES	AD-102	315.75		JRG
5	2/10/82	COVER ARTWORK	363		175.00	JRG
6	2/11/82	ADVERTISING SALES	AD-103	312.00 287.00		JRG
7	2/11/82	MATERIALS & SUPPLIES	364		214.53	KM

Request to Edit or Delete Transaction(s) Above (Continue on back if necessary)

Transaction Number(s)	Edit (-)	Delete (-)	Explanation	Approved	Date Done
6	✓		Amt based on wrong rate	Janet R. Goodman (Signature) Faculty Advisor	3/5/82

Once you have the correct list or lists of transactions and properly verified change requests, you locate the first record to be edited in the usual way, using first the school code selection display, and then the account code selection screen. When you select the account, the computer displays a screen identical to the ENTERING TRANSACTIONS screen, except that the transaction number field is blank, and the cursor is flashing in it. Consult the "Transaction Register" and enter the desired number. If you call for a nonexistent transaction, the error tone will sound, and the cursor will return to the start of the TX# field. But when a valid number is entered, the other fields will automatically be filled in with the data for that transaction. First, make sure that you have the transaction you want. Then, as the cursor is now flashing in ANY CHANGES?, respond with Y or YES, and proceed to edit the data as indicated on the amended "Transaction Record" or whatever other document contains the authorized request for the change. As soon as you alter either the receipt or disbursement amount, the computer will display the corrected balance.

When you wish to select another transaction from the same account for editing, answer N or NO to ANY CHANGES? The previous information will be stored on diskette, while the cursor will return to the blanked-out transaction

number field. You can then specify the next record to be reviewed or altered.

When you are finished editing transactions for one account and wish to work on another account, use E or END to return to the account selection screen. On the EDITING TRANSACTIONS display, E and END can be used in three places: in the first position of the TX# field, in the first (month) position of the DATE field, and in the ANY CHANGES? field as usual.

If you wish to work on accounts from a different school, use E or END in the ACCOUNT CODE field of the account selection screen. This will bring back the school selection screen. To return to the main menu from here, use E or END in the SCHOOL CODE field.

Deleting Transactions To delete a transaction, you must call it up by its transaction number as usual. When ANY CHANGES? appears, type DEL and press ENTER. The data will then disappear from the screen, but the transaction editing display will remain, allowing you to call the number of another transaction for editing. Notice that the letter D alone is not sufficient to delete a record.

If you ever enter the number of a transaction that has been deleted, the message DELETED will appear briefly in the DESCRIPTION field. Then all fields will become blank again, so that

you can enter a different transaction number.

Important: No transaction should ever be deleted without proper written authorization.

Closing an Account

Erasing an account from your diskettes is *not* a routine operation and has deliberately been made difficult to protect the integrity of your activity accounting system. Your district will most likely want to close accounts only on such comparatively rare occasions as the end of a school year or the end of a major fund-raising effort. For example, a special account set up for a science-fair project or for a fund drive to send a school orchestra on tour might be closed after the project is completed. Here is a recommended procedure for such a termination, which should be thoroughly reviewed by authorized officials, including the activity advisor:

1. Start by making certain that all relevant bills have been paid and all funds have been collected. To do this task, first print the current "Transaction Register" for the account (see page 35), and then have it verified against the invoices and checks on file for that account.
2. If necessary, bring the account up-to-date on the computer by entering any missing transactions. Then print out the updated "Transaction Register" as the final record of the account.
3. *At this stage, all appropriate officials should review the account file and final balance before giving approval for records to be erased from diskettes.*
4. Using the computer, Option 4 should now be selected from the main menu, so that all transactions for this account can be deleted one at a time, using the procedure described at the end of the last section. If you start by calling up transaction 1, you will be able to erase all the transactions in sequence.
5. Return to the main menu and select Option 2, EDIT ACTIVITY ACCOUNTS. Call up the account and edit the beginning balance to zero (0.00). Before doing so, you should be sure to file the final "Transaction Register" as a summary of the account's history.
6. There is one last safeguard to discourage mistaken or improper erasure of accounts: the account cannot be deleted immediately after the beginning balance is changed to zero. First, you must answer N or NO to ANY CHANGES? to blank the account editing display.
7. Next, the account to be deleted is again called up, and now the beginning balance reads 0.00.
8. In response to ANY CHANGES? you can now

type DEL and press ENTER. The account data will disappear, leaving the display blank to allow you to edit another account or to return to the previous school selection display by using E or END.

It is advisable to keep files for terminated accounts separate from those for active accounts. The period for which terminated records must be maintained will depend on the policy of your school district.

Option 5: Enter/Edit Schools

This option permits you to add or delete schools or to alter the name of an existing school if necessary. After selecting the option from the main menu, simply specify the desired school code on the school selection screen that appears next. If there is a school with that code, its name will be displayed, and the ANY CHANGES? query will appear. To edit the school name, answer Y or YES. When the name is correct and you answer N or NO, the data fields will become blank, and the cursor will go to the SCHOOL CODE field, waiting for you to call up another school or to use E or END.

If you wish to enter a new school, simply type into the SCHOOL CODE field a code that your district has not yet used. When you enter this code, the computer will recognize that it is not yet assigned and will display the message, ARE YOU ADDING A SCHOOL? If you answer Y or YES and press ENTER, the cursor will go back to the start of the SCHOOL NAME field for you to enter the name in the usual way.

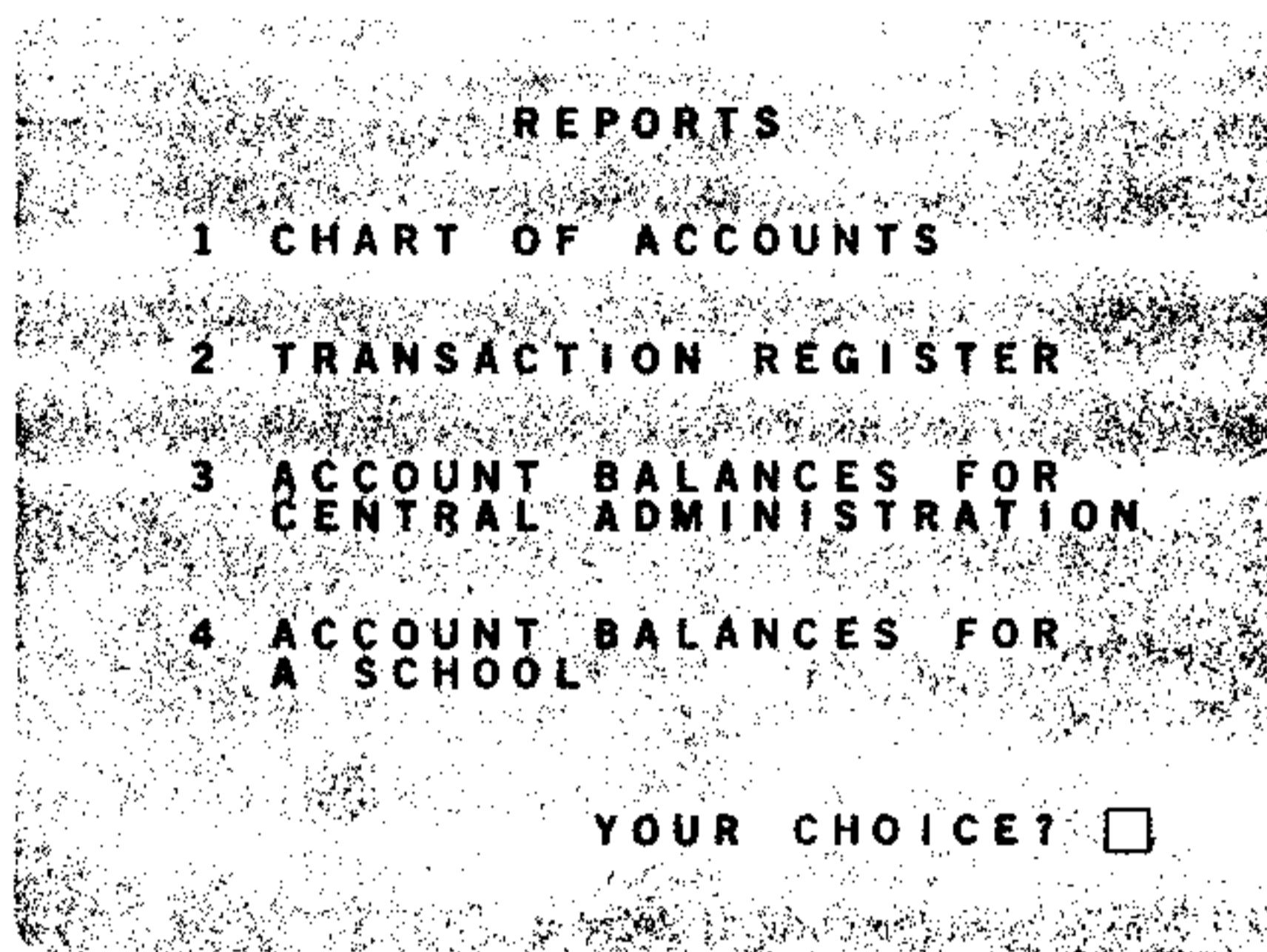
For this operation, the "Account Status" form may be used as shown on page 44. In most cases, after entering a new school, you will next want to use Option 1 to set up accounts for it.

Deleting a School If a school is closed, its records cannot be deleted until all its accounts have been properly terminated after authorization by the responsible administrators. Therefore, it will first be necessary to delete each transaction in every account, as explained under "Closing an Account." After that, each account must be deleted, as described in the same section. Only after these operations are complete is it possible to select Option 5, call up the school name, and enter DEL in response to ANY CHANGES?

Updating Report 1 After any of these operations in editing schools, it is advisable to print and distribute copies of the updated "Chart of Accounts."

Option 6: Print Reports

You have already seen examples of all four reports produced by *Activity Accountant* (pages 35 and 36). This section describes the simple procedures for having the computer automatically print the particular report you want, with the latest information on it. When you select Option 6, you will see this menu:



As well as the four report choices, you may type E in response to YOUR CHOICE?, and then press ENTER to bring back the main menu.

Selecting Report 1 When you choose to print the "Chart of Accounts," printing begins as soon as you enter 1 in answer to YOUR CHOICE?, and the REPORTS menu remains on screen while the chart is being printed. At the end, the number 1 disappears from YOUR CHOICE? and the cursor begins flashing again, allowing you to choose another report or to enter E to go back to the main menu.

Selecting Report 2 Before being able to print a "Transaction Register," the computer must be told which school and which account are desired. Consequently, the next screens following the choice of Option 2 on the REPORTS menu are the usual school selection and account selection displays. The only difference in their appearance when you are using this option is that they are headed TRANSACTION REGISTER REPORT. But, as with other options, when you enter a school or account code, the name assigned to that code is displayed, so that you can verify the choice you have made and continue, or reject it and choose another code.

Once you have the desired account on the display, you should respond Y or YES to the

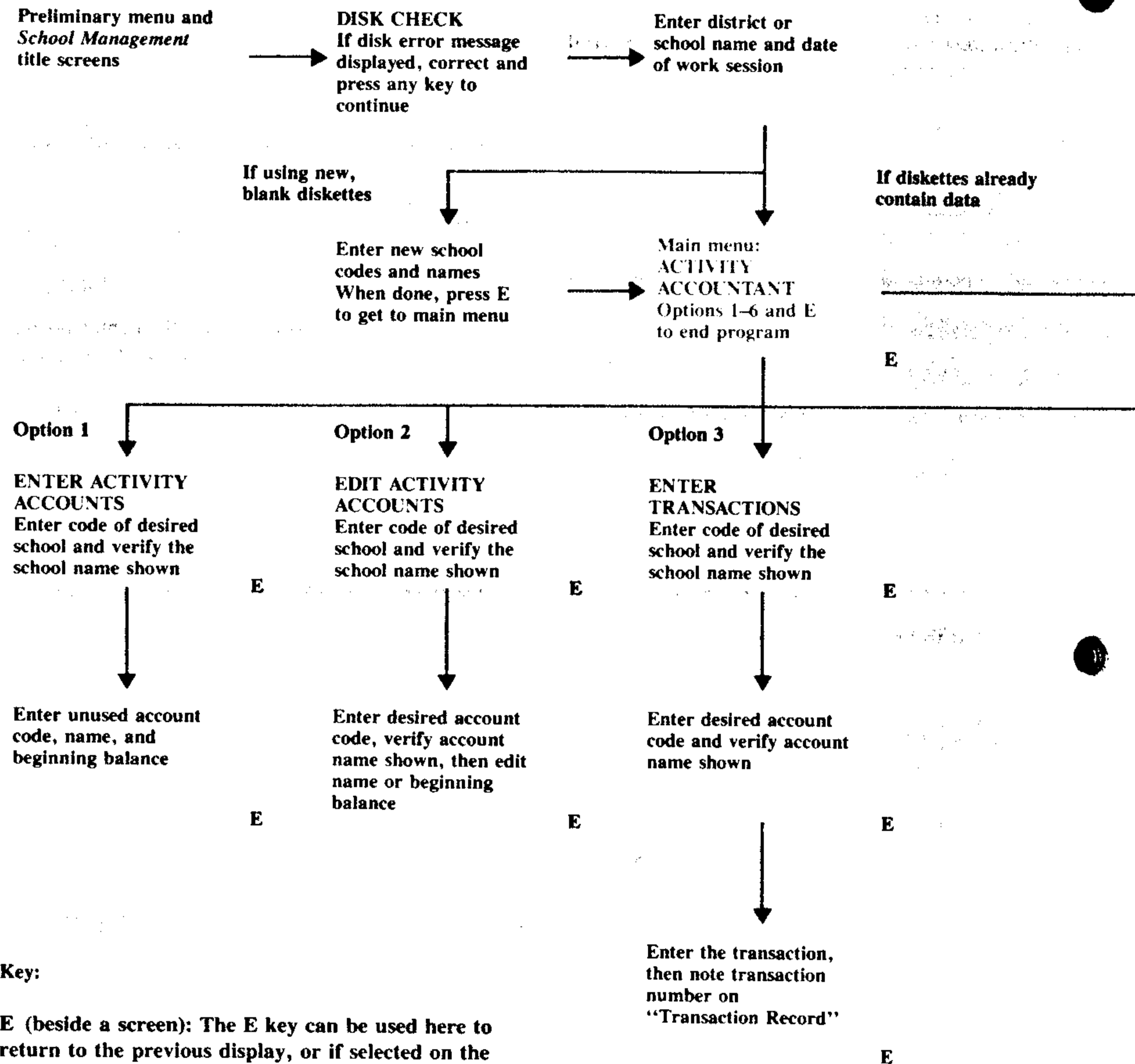
query IS THIS THE DESIRED DATA? Printing will begin as soon as you do this. The display will remain unchanged until the report is finished, and then the REPORTS menu will automatically return.

Selecting Report 3 Since "Activity Fund Account Balances" for district offices includes all schools and accounts, no further selection is needed once this report option is chosen. The REPORTS menu remains on screen while all accounts for your district are printed in summary form in the order of, first, their account codes, and, second, the school codes within each group of identical account numbers.

When the report is complete, the cursor resumes flashing in YOUR CHOICE? on the menu.

Selecting Report 4 Since this report covers a single school, the first screen to appear after it is selected is the school selection display, headed ACCOUNT BALANCES FOR A SCHOOL. Once you specify the desired school code and then accept the school name that is displayed for you to verify, printing will begin. The display will remain unchanged until the report is finished; then the REPORTS menu will reappear.

The Activity Accountant Flow Chart



Key:

E (beside a screen): The E key can be used here to return to the previous display, or if selected on the main menu, to end the program. Until E is entered, the application will continue in the sequence of displays for the option being used.

R (beside a screen): The computer returns automatically to the previous menu after this step.

Caution: Remember *never* to use the QUIT function to stop the application, as it may cause data on diskettes to be destroyed. Always use the E key to end the application.

End of program

Back up new data
Remove disks before
switching off machine
Press any key to return
to preliminary display

Option 4

EDIT TRANSACTIONS
Enter code of desired
school and verify the
school name shown

Enter desired account
code and verify account
name shown

Enter number of
desired transaction,
verify data displayed,
then edit record

E

E

E

Option 5

**ENTER/EDIT
SCHOOLS**
To change school name,
enter school's code,
edit name when shown

To add a school, enter
unused school code on
Option 5 display and
type new school name

E

E

Report 1

If Report 1 is chosen,
printing begins
immediately

Report 3

If Report 3 is chosen,
printing begins
immediately

Option 6

Menu:
PRINT REPORTS
Reports 1-4

E

Report 2

If Report 2 is chosen,
the desired account is
specified using the
school and account
codes

Report 4

If Report 4 is chosen,
the desired school is
specified using the
school code

R

R

R

R

Avoiding Printer Stoppages

Important: Before selecting any report, check that your printer is turned on, that its LINE/LCL switch is set to LINE, that the printer's interface cable leads to the port on the back of the RS-232 interface *next to* that unit's power cord, and that this cable is firmly connected at both ends.

If you select a report and the printer does not start, it may simply be off or set to LCL. In those cases, just switch it on and/or reset it to LINE, and it will start to print.

However, if the printer is cut off from communication with the computer because the interface was not switched on, the program will stop abruptly as soon as a report is selected. The following input/output error message will be displayed at the bottom of the screen:

I/O ERROR 00 IN 30010

The code 00 means that data could not be transmitted to the printer. At this point, the application must be restarted, using this procedure:

1. Turn off the computer to reset it.
2. Make sure the RS-232 interface and the printer are both plugged in and properly connected to each other through the interface cable.
3. Switch on the RS-232 unit *before* turning on the computer again.
4. Check that the printer is on and set to LINE.
5. Turn on the computer and restart the application.
6. Get back to the REPORTS menu and select the report you want once more.

Hints to Help You

Backing Up New Data

When you finish a work session by entering E at the end of the main menu, you will see a message reminding you to update your backup diskettes if significant new data have been entered on either of your master diskettes. Updating your reserve DRIVE 2 diskette, so that it contains the latest information on accounts and transactions (including deletions), is an essential precaution against loss of data. *Backup data is especially vital with an accounting application.*

Of course, since school names and codes are not likely to change often, your backup diskette for DRIVE 1 will seldom need to be updated.

However, if you do not back up new DRIVE 2 data daily, it is recommended that you consider doing so at least at the end of every week. For the instructions on automatically copying diskettes using the *Disk Manager* module, see Part 1, page 20.

Also, remember to refile your diskettes for their protection after each use.

Security Measures

Considerable security is built into *Activity Accountant* because the program itself, being in a Solid-State command module, cannot be altered, and because of the elaborate safeguards against easy deletion of an account. Nonetheless, it is up to your district to provide other security measures to forestall unauthorized use of the module and alteration of accounts.

It is recommended that users of *Activity Accountant* either follow the procedures outlined in this manual for ensuring review and authorization of all account and transaction editing by appropriate officials, or that districts and schools devise their own procedures to accomplish the same ends. It is also a wise precaution to keep the command module separate from the data diskettes, and to store both in secure files with limited access. In addition, of course, it is advisable to keep master diskettes and backups in separate files.

Some Other Suggestions

Other Types of Accounts This application can be used to keep track of accounts other than activity funds. For example, for the athletics budget one pair of diskettes could be given the disk names ATHLETICS1 and ATHLETICS2 rather than the school district name. Then each account could be

identified by the name of a school plus the name of a sport. For example, MILLER HIGH BASEBALL would fit within the 20 spaces allowed for account names.

Suggested Procedures As mentioned earlier, some of the key considerations in adapting *Activity Accountant* to the needs of your school district are to establish a convenient accounting cycle, to determine whether to process accounts centrally or in separate schools, and to decide on an appropriate distribution list and frequency of distribution for updated reports. Although the length of possible cycles and the frequency of distributing reports are too variable to permit any useful suggestion here, the following is offered as a model procedure that many districts might find convenient:

To minimize security problems, the actual processing of accounts could be done in the central district office on a periodic basis. Each school would initially submit an "Account Status" form, signed by the principal or an assistant principal and the activity advisor, for each account to be opened. Afterward, to have transactions entered and accounts edited if necessary, each school could send in weekly its accumulated "Transaction Record" forms, and the updated "Account Status" forms if there were any changes in accounts. These forms would be filled out and duly authorized at each school (with copies being kept there, of course), and could then be verified if necessary at the district office. Transactions and approved change requests could be entered on the computer and reports printed. "Transaction Registers" for each school might be sent to the respective building principals, with duplicates as needed for the appropriate activity advisors. School principals would receive the "Activity Account Fund Balances" report for their school at the end of each accounting cycle. At the same time, the "Activity Account Fund Balances" for the entire district would be printed to get the beginning balances for the next cycle's set of diskettes. This end-of-cycle report should also be reviewed by appropriate district administrators before being filed. As for the "Chart of Accounts," updated versions of that could be kept near each computer terminal, and also distributed to all administrators reviewing accounts, including each school principal.

Caring for Your Module

School Management Modules are sturdy devices that cannot jam or be accidentally erased. Nonetheless, they deserve the same care you would give any high-quality piece of electronic or audio-visual equipment. Keep the module clean and dry and do not touch its recessed contacts. **Important:** Like data on diskettes, the program stored in a module can be damaged by static electricity discharges. Keep the module away from sources of static. See "Avoiding Accidental Data Loss" in Part 1.

In Case of Difficulty

If the module does not appear to be performing properly, return to the preliminary Texas Instruments screen by turning the computer off and then on again. Withdraw the command module, realign it with the module port on the console, and reinsert it carefully. Then press any key to make the master selection list appear. The title of this application will be on that list. Press the appropriate number to select the application. If the *School Management Applications* title display does not appear, turn the computer off, doublecheck the connections between all units, then switch on the computer again and restart the application as explained above.

Important: Remember not to use the QUIT function recommended by Texas Instruments, as it may destroy diskette data for this application.

If the module is accidentally removed from the console port while being used, the computer may behave erratically. To restore normal operation, turn off the console, wait a few seconds, reinsert the module carefully, and switch on again.

If you experience further difficulty, consult "Checking Your System" in Part 1. Additional information may be found in your *User's Reference Guide* for the TI 99/4. If you need further assistance, contact the Customer Service Representative for Electronic Publishing at your nearest Scott, Foresman Regional Office, or your local authorized Scott, Foresman dealer.

Microcomputer Glossary

backup: a duplicate data disk made as a reserve in case of accidental erasure of or damage to a master disk; also, the process of copying the contents of a master disk onto a reserve disk, which is most conveniently done when both disks are in connected disk drives.

branch: an alternative procedure in an application that is triggered instead of another procedure by a specific input or command. In *School Management Applications*, the user-controlled branches are identified by numbered lists on menu screens and selected by entering the desired number.

character: any letter, number, or other symbol, such as an asterisk or plus sign. To a computer a space counts as one character.

cursor: a movable symbol (such as a rectangle or a dash) that flashes on a monitor screen at the point where the next character can be typed. Data cannot be entered at any place or any time that the cursor is not flashing.

data-entry form: a form that conveniently presents varied input data for one application in a clear layout to make accurate keyboard input easier.

default: an item of data that a computer will use as input unless given other data. The most likely response to a query on a display is often preset to be a default.

disk: a magnetic recording medium on which coded information can be stored and swiftly retrieved from any location on the disk. Disks work much faster and more reliably than cassette tapes for data storage and retrieval.

diskette: a small "mini-floppy" disk, 5¼ inches across, made of flexible plastic coated with a thin layer of metallic oxide.

diskname: a user-assigned code name consisting of up to ten characters (with no periods or spaces), which is recorded on a disk to enable a computer to "recognize" that disk when it is in a drive.

display: the information shown on a video monitor screen at any one time.

editing keys: certain keys that, when used with the SHIFT or FCTN key, can move the cursor within a data field, erase an entire field, or delete and insert characters.

ENTER: a command key at the right of the TI 99/4 keyboard that signals the computer to accept or "remember" the last group of data typed in.

field: a specific space on a disk or other data-storage device that is reserved for a single item of information, and limited to a certain number of characters; for instance, a field of 23 spaces for a name, or one of 4 spaces for a room number. In

School Management Applications, each data field is displayed on the monitor as a white block whose length indicates the number of characters that can be input there. Some fields are for numbers or letters only.

initialization: the process by which an operator identifies a disk with a unique diskname, while the computer clears the disk and sets up an index to prepare it for new data.

input: any data that must be provided to a computer in order to use an application.

interface: a communications link between two devices or computer systems, in which such variables as their rates of data handling or their types of electronic coding are adjusted to work together.

menu: a video display on which branches are listed as numbered options that are selected by typing the desired number and pressing the ENTER key. On some menus, just pressing the number is sufficient.

microcomputer: a small, economical, portable computer that is very simple to operate.

output: any product of a computer such as a printed report or a video display.

RAM (Random Access Memory): computer circuitry that allows information to be both "written" in and also "read" out, but that offers no safeguards against erasure.

read/write head: the part of a disk drive that both records data on a disk and locates it to be played back.

ROM (Read Only Memory): computer circuitry that permanently protects stored contents, thus allowing a program to be freely "read" and used, but not tampered with nor erased.

sector: a segment of a disk that can hold a certain maximum quantity of data (usually 256 characters). A sector is analogous to one drawer in a bank of file cabinets. Diskettes are said to be *soft-sectored* if a computer can adjust their sectors, and *hard-sectored* if the diskette is manufactured with predefined sectors.

Solid State Software™: read-only application (or *command*) modules that contain pretested computer programs and that are fast-working, durable, and tamper-resistant because they have no loose wires or moving parts.

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**Activity Accountant
Transaction Record**

School District or School

Year or Term

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Transaction Number(s)	Edit (✓)	Delete (✓)	Explanation	Approved	Date Done

(Signature)

Warranty and Service Information

Texas Instruments Incorporated extends this consumer warranty only to the original consumer purchaser.

Warranty Coverage

This warranty covers the electronic and case components of the software module. These components include all semiconductor chips and devices, plastics, boards, wiring, and all other hardware contained in this module ("the Hardware"). This limited warranty does not extend to the programs contained in the software module and in the accompanying book materials ("the Programs").

The Hardware is warranted against malfunction due to defective materials or construction. **This warranty is void if the hardware has been damaged by accident or unreasonable use, neglect, improper service, or other causes not arising out of defects in material or construction.**

Warranty Duration

The Hardware is warranted for a period of three months from the date of the original purchase by the consumer.

Warranty Disclaimers

Any implied warranties arising out of this sale, including but not limited to the implied warranties of merchantability and fitness for a particular purpose, are limited in duration to the above three-month period. Texas Instruments shall not be liable for loss of use of the Hardware or other incidental or consequential costs, expenses, or damages incurred by the consumer or any other user.

Some states do not allow the exclusion or limitation of implied warranties or consequential damages, so the above limitations or exclusions may not apply to you in those states.

Legal Remedies

This warranty gives you specific legal rights, and you may also have other rights that vary from state to state.

Performance by TI Under Warranty

During the three-month warranty period, defective Hardware will be replaced when it is returned postage prepaid to a Texas Instruments Service Facility listed below. The replacement Hardware will be warranted for a period of three months from date of replacement. Other than the postage requirement, no charge will be made for replacement. TI strongly recommends that you insure the Hardware for value prior to mailing.

Texas Instruments Consumer Service Facilities
Texas Instruments Service Facility
P.O. Box 2500
Lubbock, Texas 79408

Geophysical Services Incorporated
41 Shelley Road
Richmond Hill, Ontario, Canada L4C5G4

Consumers in California and Oregon may contact the following Texas Instruments offices for additional assistance or information.

Texas Instruments Consumer Service
831 South Douglas Street
El Segundo, California 90245
(213) 973-1803

Texas Instruments Consumer Service
10700 Southwest Beaverton Highway
Beaverton, Oregon 97005
(503) 643-6758

Important Notice of Disclaimer Regarding the Programs

The following should be read and understood *before* purchasing and/or using the software module.

Scott, Foresman and Company does not warrant that the *School Management Applications* Programs will be free from error or will meet the specific requirements of the consumer. The consumer assumes complete responsibility for any decisions made or actions taken based on information obtained using the Programs. Any statements made concerning the utility of the Programs are not to be construed as express or implied warranties.

Scott, Foresman and Company makes no warranty, either express or implied, including but not limited to any implied warranties of merchantability and fitness for a particular purpose, regarding the Programs and makes all Programs available solely on an "as-is" basis.

In no event shall Scott, Foresman and Company be liable to anyone for special, collateral, incidental, or consequential damages in connection with or arising out of the purchase or use of the Programs and the sole and exclusive liability of Scott, Foresman and Company, regardless of the form of action, shall not exceed the purchase price of the software module. Moreover, Scott, Foresman and Company shall not be liable for any claim of any kind whatsoever by any other party against the user of the Programs.

Some states do not allow the exclusion or limitation of implied warranties or consequential damages, so the above limitations or exclusions may not apply to you in those states.

