

 **CheckServer**

Electronic Checkbook Program for the Commodore 64 Computer

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CheckServer 64

CheckServer 64 is designed to meet all of your checkbook accounting and budget planning needs. Through this program you will be able to manage your checkbook with almost magical ease. Budget planning and expense tracking are automatic features of CheckServer 64.

CheckServer 64 uses powerful, easy to use, graphic displays of all information. Input is prompted for by a marquee-like display at the bottom of the screen. The information is displayed and/or edited on screens that look exactly like the real bank forms.

Budgeting is a powerful feature of CheckServer 64. You may create a whole range of expense categories in a spread-sheet display and project your monthly costs in an effective and concise manner. As you make withdrawals, cash checks and transfer funds the information is constantly updated to your budget. This allows you to see instantly how you are doing all through the month.

CheckServer 64 allows you to track checks, deposits, cash withdrawals, payments, transfers, service charges, credits and interest. After the transaction is input on the appropriate bank form it is displayed on a color coded, checkbook ledger. The information may then be sorted by any category you desire. The entries can be ordered by date, amount, check writer, recipient, check number, expense category, or outstanding. This allows you to organize your checkbook in ways which would normally be difficult to do. Further, you will know exactly where your cash has gone.

To make it easier to balance your account at the end of the month, CheckServer 64 keeps a record of all outstanding items and allows you to balance your checkbook with or without those entries. As your checks and other transactions are confirmed by the bank you simply mark them off in your ledger. This gives you the ability to easily come up with the same balance as the bank when you receive your monthly statement.

Getting Started

The first file on your tape or diskette is the BOOT program. This short BASIC program actually loads CheckServer 64.

To get up and running, simply type in the following command.

LOAD"BOOT" Cassette Users

or

LOAD"BOOT";8 Disk Users

After the program has loaded then type RUN to begin the boot process. This should take about a minute and a half for diskette users and approximately ten minutes for cassette users. You will note that this is due to the amount of software that makes up the CheckServer 64 program and to some extent the design of the Commodore peripherals.

When the program starts, a jingle and the title page will be displayed. Immediately thereafter you will be presented with the ledger display and a scrolling marquee prompting you for a command. If this is your first time with CheckServer 64, please read the next few sections carefully.

The Function Keys

The single most powerful feature of CheckServer 64 is the use of function keys for input. On the Commodore 64 computer, there are four function keys on the far right side of the keyboard. These keys may be shifted to obtain a total of eight functions: **f1** through **f8**. In one instance, at the top level of the program, the function key may also be preceded by a minus sign (ie. **-f6**). This extra option produces a total of sixteen possibilities for selecting functions.

Throughout the program, the keys are used for different things at different times. But in all instances the scrolling marquee at the bottom will tell you what is expected.

As you grow more accustomed to using CheckServer 64 you will discover the ease with which you can wield its surprising amount of power. In the sections that follow we will discuss the various screens and what you will need to use the function keys to simplify your bookkeeping chores.

The Marquee Display

While you are forging ahead with your checkbook in hand you may occasionally come to point where you are not sure what to do next. With most programs this means that you either start experimenting or perhaps reread the manual. One is risky, while the other may be time consuming. To help avoid both situations, CheckServer 64 provides scrolling status lines at the bottom of the program. This marquee always contains information to assist you in running the program.

The Ledger Screen

The ledger is composed of five entries from your checkbook. Each of the entries has CHECK NUMBER, STATUS, DATE TO, MEMO, AMOUNT and BALANCE fields. Examine your own checkbook ledger and you may see some similarities.

Each of the fields in the ledger is filled in automatically when you make a transaction. For example, if you were to write a check using the ADD ENTRY function, the information would also appear in the ledger afterward. This means that you never have to worry about keeping your ledger up to date with your check entries.

As you add entries in your ledger you will notice that the balance is automatically recomputed each time. The balance is always correct for the entries you have placed in the ledger. If you overdraw your account at some point or start with no balance, you may find yourself in the red, literally. The border of the screen and the balance number will become red if your balance goes below zero because of one of the entries shown.

When you enter a transaction of any type other than a check you will note that the check number field contains an abbreviation for the transaction type: *DBT* for a debit transaction; *INT* for an interest or a credit; *DEP* for a deposit; and *ADJ* for an account adjustment. These are used to highlight special ledger entries for quick location.

Top Level Commands

When CheckServer 64 begins execution, the ledger is displayed and the whole range of command options is displayed on the marquee. These options comprise the main functions of

the program. These are known as the top level commands. All of these commands are accessed by pressing the function keys or a minus sign and a function key.

Command Definitions

f1 Add Entry	– f1 Edit Entry
f2 Sort Normal	– f2 Sort Special
f3 Display Next	– f3 Display Last
f4 Summary Report	– f4 Budget Report
f5 Reconcile	– f5 Audit Ledger
f6 Budgeting	– f6 Configuration
f7 Load Data	– f7 Save Data
f8 Purge Data	– f8 Exit Program

Note: the use of ↑ and ↓ in the following sections refers to the use of the $\begin{matrix} \uparrow \\ \text{CRSR} \\ \downarrow \end{matrix}$ key.

Add Entry Function

The add entry function allows you to write a check, deposit funds, withdraw cash, transfer money, make payments, record service charges, and add interest payments or other credits to your account.

All of these options may be selected by pressing the appropriate function key when you are presented with the ADD ENTRY MENU. In addition to the options listed you may also escape from the menu without selecting an entry to add. This is accomplished by pressing: **Return** or **Stop** or ↑ or ↓ instead of a function key.

ADD ENTRY MENU

- f1** Write Check
- f2** Deposit Funds
- f3** Cash Withdrawal
- f4** Payment/Transfer
- f5** Service Charge
- f6** Interest/Credit

Once you have selected an entry type, the corresponding form is displayed on the screen and you will be prompted for the necessary information. Most of the fields only require that you hit a function key once or twice to select the desired answer. In the following paragraphs we will discuss some of the applicable responses.

Entering and Editing Data

At any time while you are inputting data onto the screen you may jump to another field by pressing **↑** to go to the previous field or **↓** to go to the next field. If you wish to go to the beginning of the screen you can press the **Home** key. Hitting the **@** sign will restart editing on the current field with the original data. The **Stop** key can be used if you don't want to continue filling out the the form.

The date of your entry is selected by changing the date shown on the screen using keys **f1**, **f3** and **f5**. CheckServer 64 automatically remembers the last date entered and uses that as a reference. If you need to increase the day of the month simply press **f1**. If you need to decrease the day, press shift **f1** thereby selecting **f2** and decreasing the date. The month is changed using **f3** and the year with **f5**. After you have selected the correct date for your entry simply press **Return** to continue.

In the deposit entry screen you are first asked for the time of the deposit, this is so you can tell multiple daily deposits apart as

well as pinpointing the time you made your deposit. The time is selected by changing the hours, tens of minutes, and minutes using **f1**, **f3**, **f5** and the shift key. As with the date, when you are satisfied with what is displayed simply press **Return**.

Fields such as Transaction Authorizer and Budget Category are input by stepping through the options with **f1** and **f2** in a manner similar to that above. When you are done press **Return**.

Lastly, fields such as Check Recipient, Interest Description and all fields which deal with money are handled by typing the information on the keyboard and using **Del** to remove improper keystrokes.

Edit Entry Function

Editing an entry is very similar to inputting it. The only difference is that you must first select an entry from the main ledger. After you enter **-f1** at the top level of the program you will note that the ledger screen is redrawn and that everything still looks the same. The only difference is that now the Check-Server 64 marquee is prompting you to select an entry to edit.

This is accomplished by selecting the entry using **↓**, **↑** or **f1**, **f2**. When you press the key you will notice that an entry is highlighted. As you press the keys this 'pointer' is moved to wherever you desire. If you need to move around a lot you may also press **f3** and **f4** to move up and down five entries at a time.

When you have located the entry you wish to change simply press **Return**. This will print the form on the screen and let you walk through it just as if you were recreating it. Any fields which are satisfactory simply skip by using the **↓** or **Return** key. If you wish to change something, simply hit the appropriate function key, or **Del** and retype text depending on the type of data you are altering.

If the data is entered to your satisfaction, press **Stop** or skip all the rest of the fields in the form. You will automatically re-enter edit mode at the ledger level to allow you to select other entries for changes. You can go back to the main level by simply pressing **Stop** again.

Sort Normal Function

After entering several transactions into CheckServer 64 you may have some entries which are not in order chronologically.

This is a simple matter to correct. Built into CheckServer is an extremely efficient sort routine. If you wish to correct the ordering of your checkbook simply press **f2**. The process will be almost instantaneous; after which you will be shown the newly sorted ledger from the beginning.

Sort Special Function

Occasionally you might wonder about your account and how your entries would look if they were not in the same old order. Using the CheckServer 64 sorting algorithm and some special processing, you can easily change the way your entries are organized.

You can reorder them by Entry Type, Check Number, Outstanding Entries, Amount of Transaction, Recipient or Authorizer in a simple manner. Press — **f2** at the top level and you will be shown a menu detailing your choices. Simply press the function key which corresponds to the category you prefer. CheckServer 64 will reorganize the ledger for you and return you to the top level. The order can easily be restored or rechanged at any time by issuing another sort. The data is never changed or adjusted in any way.

Display Next Function

The Display Next function allows you to examine different sections of your ledger display. By pressing **f3** you can advance the display one section (Five Entries). When you have reached the end of the ledger, pressing Display Next will cause the ledger to go back to the very beginning. In this manner, you can avoid having to hit several Display Lasts to return to the start of the ledger.

Display Last Function

Display Last moves ledger back five entries so you may examine earlier entries. It is functionally identical to the Display Next function except that it operates in the opposite direction. If you attempt to Display Last at the top of the ledger it takes you to the end of the ledger. This allows you to quickly examine the last entries if you are at the top of the ledger.

Summary Function

The Summary screen gives you a synopsis of your account activity. It gives you starting and ending balances, deposits, withdrawals, etc. This information is presented in a fashion similar to monthly statements from your bank. Also shown on the report is a list of all checks written and/or outstanding. To the right of this report is a daily balance listing.

This Summary can be used to check the bank statement with your own information so that you may correct any discrepancies in your account. This summary also gives you a birds eye view of the ledger.

Budget Report Function

If you desire to see how you are doing with your budget simply press — **f4** to obtain a report of your actual versus real expenditures in each of the budget categories you created. When used with your account this feature gives CheckServer 64 the ability to track and help you direct expenditures.

The Budget is shown like a spread sheet display. Each line of the report contains the expense category, the budgeted amount and the actual expenditures so far. The summarized information on the following page is given so that you may adjust your spending accordingly.

Reconcile Function

The reconcile function allows you to record those transactions that have been verified by the bank. This is signified by a check mark in the status field. All reconciled transactions are counted in determining your balance. Those entries which are not reconciled are optionally not counted in your balance during the reconcile function.

Reconciling an entry is very similar to selecting an entry to be edited. Pressing **f5** will redraw the ledger and present you with a prompt asking you to select the entry to be reconciled. At this point you may use **↑**, **↓** or **f1**, **f2** to move the ledger pointer to the entry you wish to reconcile. Pressing **f3** or **f4** will move the screen up or down one section. When the **Return** key is pressed the status of the entry is toggled between reconciled and outstanding.

Audit Function

The Audit Function of CheckServer 64 is present to allow the user to invalidate entries. The applicable functions are Transaction Voiding, Stop Payment on check, and actual deletion of the entry. These operations are very useful if you need to note bad transactions and/or clean-up after improper entries in the ledger.

You select an entry to audit in exactly the same manner as you would select the Edit Entry and Reconcile functions. Once you have located the entry to be audited: select **f1** to void the entry; select **f2** to stop payment on a check; and **f3**, **f4** to advance or backup a section; **f7** to delete the entry entirely.

Budgeting Function

CheckServer 64 uses the Memo/For line of its forms to represent an expense category. These categories are defined by the Budgeting Function. In this way you can assign each transaction to a expense category. This gives you the power to see what your money is going toward and to make up a household budget for your expenditures.

If you wish to add or edit a budget entry, first locate the desired entry using \downarrow and \uparrow . Then enter the dollar amount to be budgeted and press **Return**. You will then be advanced to the Category Name, which you may enter/edit. To skip to another category simply use the \uparrow and \downarrow keys. When the budget is satisfactorily arranged press **Stop** to return to the main level.

Configuration Function

The CheckServer 64 program is designed to be tailored to its the specific user. By using the configuration menu you can select a single or joint account, enter the starting date, select the save device, or enter the name and address of the owner. These features are always saved with your checking account information so that you only have to enter it once.

The configuration parameters are entered on the keyboard or selected using the function keys. Once these parameters have been set up they will be used all throughout the program. In this way you can avoid entering repetitious information.

Load Data Function

Loading data from the disk or cassette will be the first function you perform after you have set up and used CheckServer 64. The file that contains your checkbook data, budget and configuration information is named according to starting date of the information.

To load your data for the month of April, just set the date to be loaded to the beginning of April and press **Return**. You will then be prompted for the load device number. For cassette operations the device number is one. Disk drives are usually device eight, but can range up to eleven.

If you have trouble loading a file make sure you have the correct starting date, device number, and floppy disk or cassette.

Save Data Function

Saving data to the disk or cassette is almost identical to loading it. You must specify the first date you wish to save. All data from this date and after will be saved in a file named after the starting date of the save. This means that you can have several saves from different dates on the same disk. However, we advise you to use separate cassettes for each month to avoid the possibility of overwriting the old data on your tape accidentally.

Purge Data Function

The Purge Data Function is used to release ledger space that is longer needed. When you perform a save of your data from a specific date, you are in effect purging some of your older data by not including it on your new save to another file. Should you come to a situation where you need more room for transactions, you can make room by using this function.

You must specify the earliest date you wish to save and enter it into the CheckServer 64 purge data function. This date is selected by incrementing or decrementing the date, month and year using **f1** through **f6**. When you have selected the first date to save, press **Return** to execute the function.

Exit Program Function

This function is used to exit the program AFTER you have saved your information. This function must be used judiciously as your data is lost when you exit the program. The control of your computer is then returned to you.

Thank you for purchasing your CheckServer 64 program. At SoftServ we have set high standards for ourselves. We firmly believe in our ability to bring you the finest personal software available.

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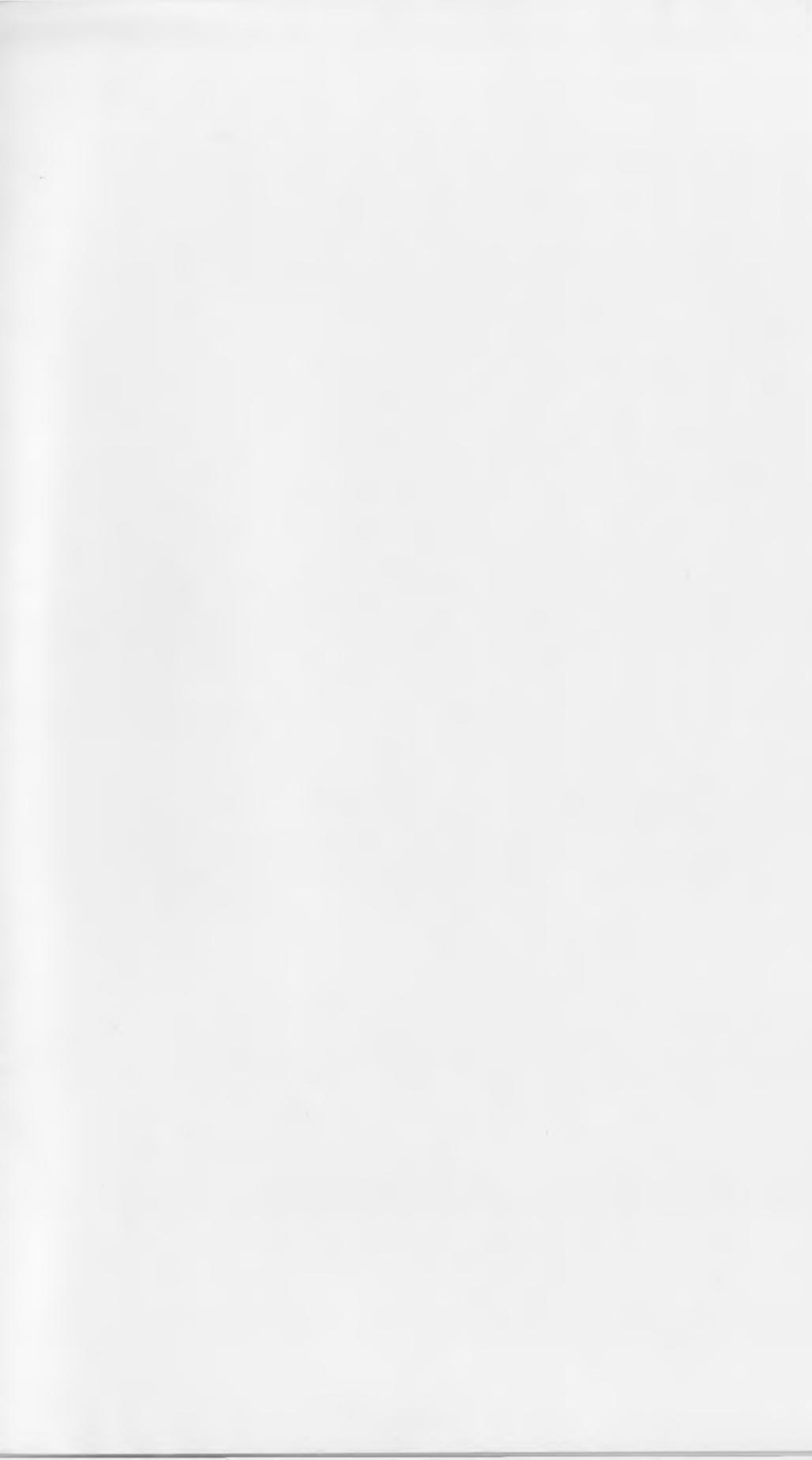
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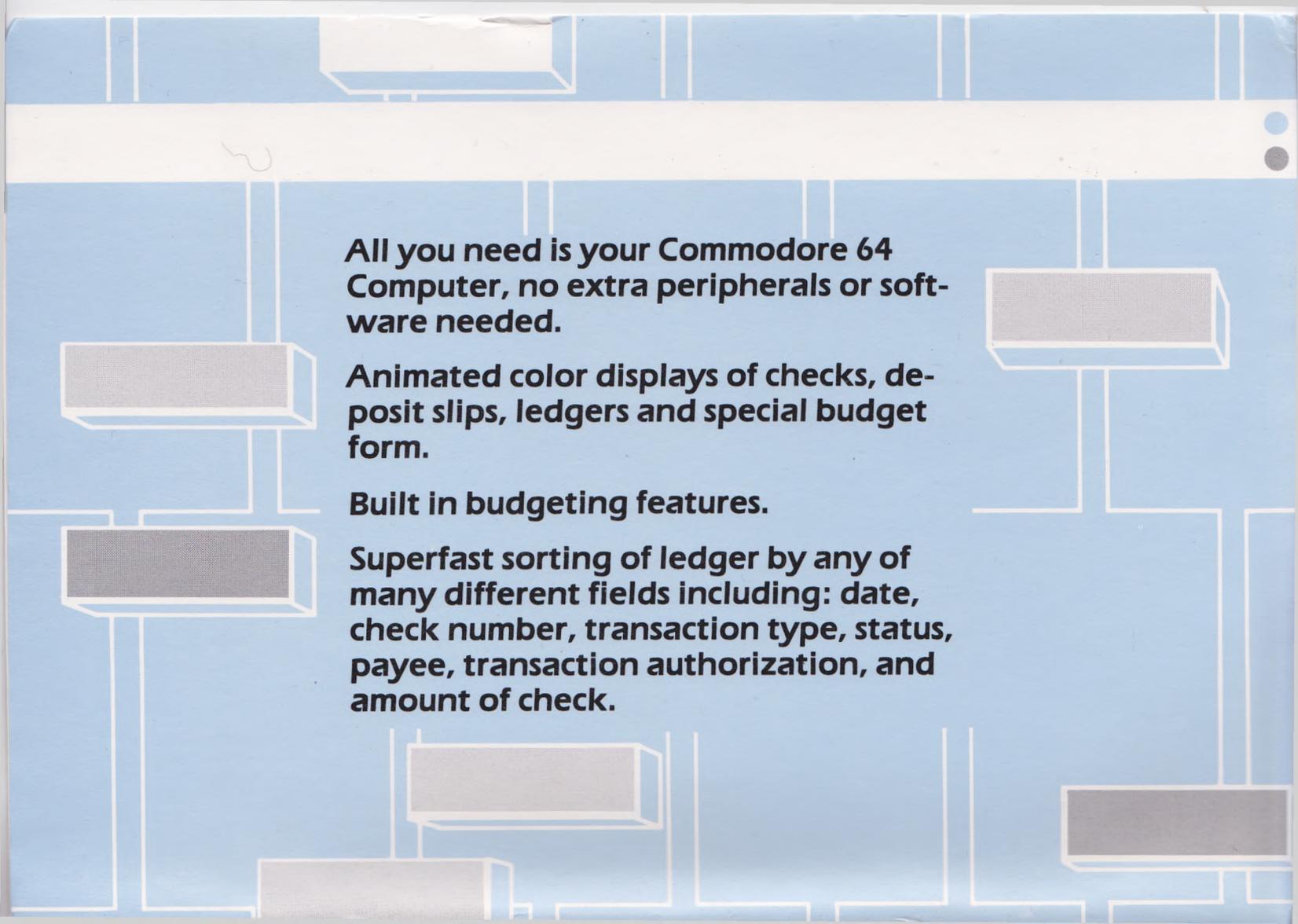
Thank You,

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**All you need is your Commodore 64
Computer, no extra peripherals or soft-
ware needed.**

**Animated color displays of checks, de-
posit slips, ledgers and special budget
form.**

Built in budgeting features.

**Superfast sorting of ledger by any of
many different fields including: date,
check number, transaction type, status,
payee, transaction authorization, and
amount of check.**

f1 Add Entry -f1 Edit Entry		f2 Sort Normal -f2 Sort Special
f3 Display Next -f3 Display Last		f4 Summary Report -f4 Budget Report
f5 Reconcile -f5 Audit Ledger		f6 Budgeting -f6 Configuration
f7 Load Data -f7 Save Data		f8 Purge Data -f8 Exit Program



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Commodore 64
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INSERT



SINGLE SIDE
DOUBLE DENSITY
SOFT SECTOR