TIMEWORKS®

User's Manual

SYLVIA PORTER'S
PERSONAL FINANCE™ SERIES

Your Personal
Financial Planner™
128™

For COMMODORE 128 Computers* (80-Column, 128K)

Customer Support Plan

Timeworks' Telephone Consulting Service is available to all Registered users at no charge to support your installation and ongoing operations.

To become eligible for this service, you must complete and return the enclosed Software Registration Card.

The answers to almost all of your questions can be found in your manual. To save you time, please read it thoroughly before calling our Help Line. If your question concerns your hardware, contact your computer, disk drive, or printer manufacturer first. If your question concerns the program, we will be happy to receive your call at one of the following numbers during normal business hours (central standard time).

Toll Free Help Line: 1-800-323-9755.

Illinois residents, call collect: (312) 948-9200.

NOTE: Please read the Pre-Call Checklist, which you will find in the Troubleshooting section of this manual, before calling our Customer Support Help Line.

If you enjoy this program, try these other, equally stimulating programs from **Timeworks, Inc.**:

Cat. No.	Program
7351	**Data Manager 128**
7352	**Word Writer 128**
7354	**Swiftcalc 128**
7355	**Sylvia Porter's Your Personal Financial Planner**
7360	**Sideways**

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■● Your Personal ● Financial Planner™

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- Foreword by Sylvia Porter
- About This Software Package
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■ Foreword

How much income will you receive next month? Exactly how much do you now owe on your charge cards? What will you spend this year on nonessential items (such as dinner out and videocassette rentals)? Will the rate of return that you are getting on your investments enable you to meet your future financial goals? What percent of your net income are you managing to save each year?

You don't need to tell anyone how you did on this pop quiz. But if you have the uncomfortable feeling that you are not entirely in control of your finances, take heart. Now at your disposal are two powerful tools to help you take charge: the computer, and this software.

Until this moment you may have thought that you could not possibly do your own financial planning, that it was too complex and that you lacked the necessary knowledge or expertise. Nonsense. You supply the incentive, and this program will supply the means.

In order to make the most of your money – and, for that matter, your life – you need to determine exactly where you stand financially, what you'd like to accomplish in the future, and how to make your goals become real. For your particular situation, whether you are a sophisticated investor or a first-time computer user, no one can do this better than you yourself.

I urge you to take this opportunity to organize your financial life. As we approach the 21st century, the technology is at your fingertips – and the rewards will be great.

■ About This Software Package

Sylvia Porter's YOUR PERSONAL FINANCIAL PLANNER™ is a comprehensive, easy-to-use program designed to meet all your financial planning needs, from organizing routine day-to-day matters and maintaining thorough records to calculating complex long-term strategies. Using this software you will be able to monitor your financial situation with speed, accuracy, and efficiency. And while this package leads you step-by-step through every vital area of financial planning, it also enables you to be creative. You choose the sections you want to pursue and adapt them to suit your needs. As your circumstances change – you get married, for example, or have children, or get promoted, or start your own business – you will use this software in different ways, determining which financial moves to make at each juncture. The result is an ongoing, customized financial plan for yourself and your family.

You don't need a computer to balance your checkbook, or even to set up a budget. But these aspects of personal financial planning are just part of a larger whole. YOUR PERSONAL FINANCIAL PLANNER combines all the factors of your financial situation into a total plan. The different parts of this program, from checkwriting to tracking your cash flow to figuring your net worth, interface with each other so that all of your financial information can be sorted and retrieved in any number of useful ways. Whether you are preparing your tax return, or reviewing the status of your assets and liabilities, or setting up a savings plan, your complete financial picture is instantly accessible.

Particularly useful is the section we call "Planning Your Financial Future", which is unique among the personal financial planning programs available today. This section allows you to work far into the future, analyzing your long-term goals and helping you work out specific strategies to achieve them. For example, you may be wondering about retirement, even if you have many years to go. Using this program, you will be able to estimate how much you need to save year by year to attain your goal, taking into account both the projected rate of return on your investments and the projected rate of inflation. Long-term planning is essential for your financial security, so the value of this option cannot be overestimated.

Other objectives for which you can plan using this unique feature include college educations, your own business, a new home, and even large expenditures, such as a home amenity, replacement, or remodeling; a car; a vacation; children's summer camp; a collectible; a fur; jewelry; a boat; or cosmetic surgery.

Many other features are included in this package to make it as convenient for you to use as possible. We've added a glossary right in the manual to define any technical terms with which you are not familiar (although we have studiously avoided using "computerese"). On your screen, pull-down menus, as well as prompts and help screens, will guide you through your planning. Also available are graphics, a memo pad feature, and an on-screen calculator. A variety of report formats are built into the program, but you can also create your own. You can name your own budget categories, if you wish, and use an "electronic checkbook" to organize and record all your cash, check, and credit card transactions.

In this manual you will find more details about the use and benefits of each part of the program in the section introductions. If, after reading this manual carefully, you have any questions about the operation of the program, consult the Pre-Call Checklist in Chapter 10 of this manual. Then call Timeworks' Customer Support Hotline at 1-800-323-9755 (Illinois residents call 312-948-9200). Now let's take a quick look at each section of the program.

Sylvia Porter's YOUR PERSONAL FINANCIAL PLANNER contains six separate sections. Each of these sections deals with a different aspect of your finances. You will use the main program to access the other six sections.

- MAIN PROGRAM: This is the first part of the program you will use. All other sections of Sylvia Porter's YOUR PERSONAL FINANCIAL PLANNER are accessible through the main program, which has three principal functions:

  1. To prepare the data disks you will be using to store your financial information.

  2. To access the other sections of the program.

  3. To generate your financial statements.

- THE TRANSACTION MANAGER: Use this section of the program to record and manage all of your financial transactions, including your cash, credit card, and check expenditures or deposits. You can also use this section to write checks and to produce customized reports based on your transaction information.

- THE BUDGET MANAGER: With this section of the program, you can quickly and easily set up your budget for the year. You specify the amounts you plan to spend on everything from your rent or mortgage to your groceries. All information from The Transaction Manager will be transferred automatically to this section, so you can keep close watch on how your actual expenditures affect your budget.

- THE ASSET/LIABILITY MANAGER: Use this section to record all of your assets and liabilities, from a complete accounting of assets such as your financial holdings, your home furnishings, and your baseball card collection, to a listing of outstanding liabilities such as your home mortgage or auto loan.

- INCOME AND EXPENSE STATEMENT: Design and print out your own personal income and expense statement with this part of the program. After you specify the format and the items to be included in the statement, the program automatically gathers and computes the necessary data and prints the statement.

- BALANCE SHEET: With this section of the program, you can design and print out a report of your assets and liabilities, which is known as a balance sheet. After you specify the format and the items you want to include, the program automatically gathers the data and prints the balance sheet.

- THE FINANCIAL PLANNER: Use this section of the program to produce your customized financial plan. This plan will help bring your financial goals into focus, and it will help you determine how to apply your financial resources towards those goals.

■ Alphabetical Glossary of Terms

BACKUP: A duplicate set of data to be used in case the original is lost, destroyed or accidentally altered.

CHARACTER:

  Numeric: 0 through 9

  Alphabetic: A through Z

  Symbol: $!-\#\$\%'*+/=?()$

  Alphanumeric: Any combination of numerics, alphabetics, or symbols

CHARACTER STRING: A sequence or group of connected characters.

COMMAND: An instruction for the computer to follow.

CURSOR: The computer-generated square that pinpoints your position on the display.

DATA: The information you enter to be processed.

DATA DISK: The disk created to store your data base information.

DELETE: To remove from the file.

FIELD: A sequence of characters that represents one specific piece of data. Ex: Description.

FILE: One or more similar records grouped
                         together.

FORMAT: A predetermined arrangement of
                         characters, fields, lines, punctuation,
                         page numbers, etc.

FUNCTION KEY: The special set of keys on your com-
                         puter identified as **F1**, **F2**, **F3**, etc.

INITIALIZATION: To create a file for the first time.

INTERFACE: A connection between two systems
                         or devices.

LAST SEARCH: The most recent search performed.

MM/DD/YY: The calendar date, MONTH/DAY/
                         YEAR. Ex: 03/05/88 for March 5,
                         1988.

PROGRAM DISK: The disk(s) you purchased, contain-
                         ing Sylvia Porter's YOUR PER-
                         SONAL FINANCIAL PLANNER
                         program.

PROMPT: The line of words located on your
                         screen that requests your response.
                         Ex: ENTER PAYEE.

RECORD: A group of related information, such
                         as data on a single transaction.

SEARCH: A systematic examination of infor-
                         mation in a specific area of interest.

SEARCH ITEM: A group of characters that the computer will search for.

SUM: The total of values added together.

- Loading the Program
- Using the Pull-Down Menus in this Program
- The Built-In Calculator
- The Memo Pad
- Preparing Your Data Disks
- Preliminary Steps for Using This Program

2
Let's Get Started

■ Loading the Program

1. Turn on your disk drive.

2. Place your program disk in the disk drive. (If you are using a dual drive, place the disk in drive 0.)

3. Press the **40/80 DISPLAY** key so that it is in the DOWN position. Then turn on your computer and monitor. The program will load into your computer and you will see an introductory display.

NOTE: The sides of your program disks are labelled with numbers. As the program loads, it checks for the number of disk drives you are using. From then on, you will always be prompted to insert the proper disk in the correct drive.

NOTE: Your 80-column monitor *must* be connected to the RGBI socket on the back of your computer. Consult your computer or monitor manuals for instructions on connecting your monitor properly.

A NOTE ON COPY PROTECTION: The FINANCIAL PLANNER program disk is copy protected, so you will not be able to make backup copies. (Backup copies are available from Timeworks for a nominal fee.) The program disk you have is duplicated on the finest quality 5¼" floppy disks available and should stand up through many years of intensive use. If a TIMEWORKS program disk fails to load, send us the disk and we will promptly replace it.

NOTE: Be sure to take a look at the file called UPDATE on your disk. This file contains any modifications that do not appear in the manual. To load this file into the computer, select the "View/Print Update File" option on the FUNCTIONS pull-down menu (see the following section for information on operating pull-down menus). Then follow the prompts to view or print the Update file.

GENERAL NOTE – PROMPTING: At times you may see prompts on your display that are not noted in this manual. They will be self-explanatory. Simply follow the prompts that appear on your display.

4. After the program is loaded into your computer, you will see two introductory displays. Then you will be asked to enter the current date. You must use a MM/DD/YY format to enter the date. For example, January 30, 1988, would be entered as 01/30/88.

■ Using the Pull-Down Menus in This Program

This program uses a unique new type of program menu, the pull-down menu. Pull-down menus are simple to use. After you have loaded the program, four menu headings will appear at the top of your screen. These are: INIT (which stands for Initialization), FUNCTIONS, PRINT, and EXIT. The first heading, INIT, will be highlighted. To choose a different menu heading, use the right and left cursor keys to move the highlight to another heading. Then press the **RETURN** key. This will cause the menu to pull down, or appear on your screen. Your screen will look like this:

```
  INIT     FUNCTIONS    PRINT    EXIT
                                                            Main Menu

   Initialize Transaction Disk
   Initialize Budget Disk
   Initialize Asset/Liability Disk
   View Directory








  <Esc> Escape  <↑ ↓> Select  <Return> Execute
```
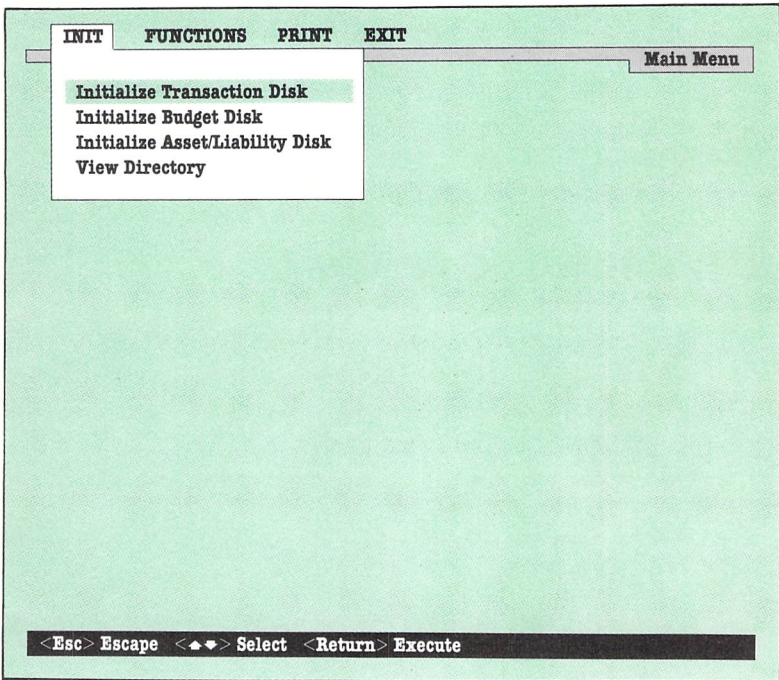
Now use the up and down cursor keys to move the highlight to the menu option that you want to use, and press **RETURN** again. The menu headings will disappear, and the menu option you chose will now be available for you to use.

NOTE: If, after you have selected a menu heading, you decide to select a different heading, press the **ESC** key at the upper left of the keyboard. You can then choose another menu. To escape to the menu headings at any point in the program, press the **RUN/STOP** key.

IMPORTANT! The area at the top of your screen where the headings appear is also the prompt line. Refer to this area often for instructions on disk placement and program operation. The bar at the bottom of your screen is also important. Here you will find a list of command keys that are currently active in the section of the program you are using.

■ The Built-In Calculator

Sylvia Porter's YOUR PERSONAL FINANCIAL PLANNER comes equipped with a built-in calculator to help you work with your financial data. You can use this calculator any time a data disk is in the disk drive. Just press the **F7** key to call up the calculator on your display. Your display will look like this:

<table>
<tr><td>INIT</td><td>FUNCTIONS</td><td>PRINT</td><td>EXIT</td><td></td></tr>
</table>

Main Menu

			0

C	E		Esc
M	R	♠	/
7	8	9	*
4	5	6	+
1	2	3	−
0	.	+:−	=

<Esc> Escape
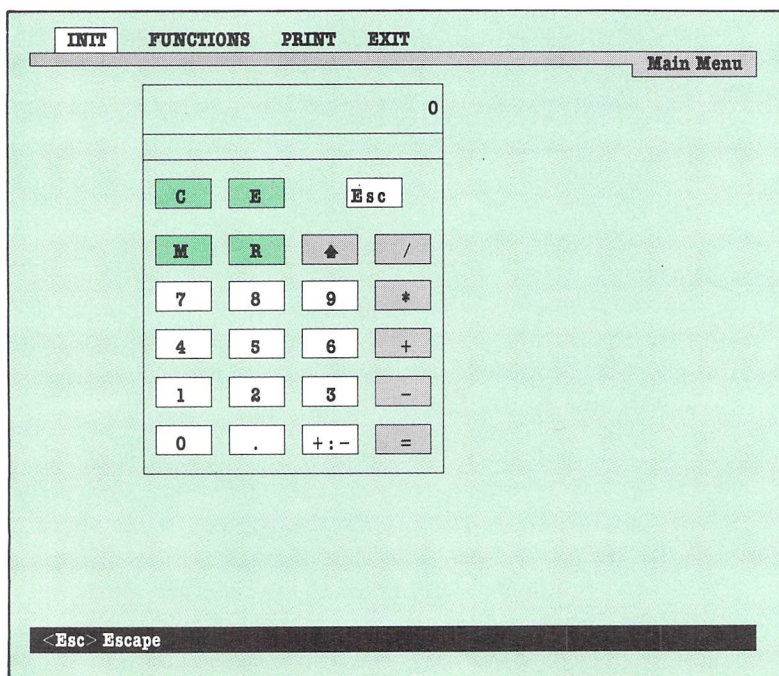
It looks just like a real calculator, and you use it in much the same way. As you type numbers on your keyboard, they will appear in the window of the calculator on your screen. This calculator can perform the following types of calculations:

+   Add

−   Subtract

*   Multiply

/   Divide

↑   Raise to a Power (**SHIFT 6**)

:   Change Sign from + to − or from − to +

To enter an equation into the calculator, enter the first number of the mathematical problem. Then press the key for the sign you want to use (for example, to add two numbers, press the + key). Then enter the second number of your equation, and press the = key. The answer will appear in the window of your calculator. To erase your most recent entry into the calculator, press **E**. To erase everything that is currently in the calculator, press **C**.

If you enter a positive number into the calculator, you can change it to a negative (−) number if you press the **:** key. You must do this *before* you press the operation key (+ , − ,*,/, or ↑). This key also lets you change a negative number to a positive number.

Like many hand-held models, this calculator also has memory and recall functions. See the following example for information on using these functions.

Example:

You want to figure both your income and your spouse's income on the calculator, and then you want to find the total of these two figures. First, enter your weekly income and multiply by 52 to find your yearly gross (we'll use some sample figures here):

$350 * 52 = 18,200$

To store the figure 18,200 in your calculator's memory, press $\boxed{\text{M}}$. Next enter your spouse's biweekly income and multiply by 26 to find the yearly gross:

$650 * 26 = 16,900$

Now press the $+$ key and the $\boxed{\text{R}}$ key to bring the 18,200 figure to your calculator window from the memory. When you press $=$, the final result – 35,100 – will appear in the calculator window.

When you are finished with the calculator, press $\boxed{\text{Esc}}$ to delete the calculator from your display.

To transfer the last number that appeared in the calculator to a field on your display, exit the calculator. Then move the cursor to that field and press the $\boxed{\text{C}}$ key. The number that last appeared in your calculator window will now appear in the field where your cursor is located.

■ The Memo Pad

This program features a unique memo pad which can be called up on your display whenever a data disk is in the disk drive. Press the **F8** key to call up the memo pad while you are using any section of this program. You can type in any comments or information that fit in this window, and it will be stored on your data disk. You can recall this information onto your screen by pressing the **F8** key.

For example, as you are entering transactions in The Transaction Manager, you might think of some special information about a particular credit card purchase. Just press **F8** to bring the memo pad to your screen. Type in the information you want to remember. Your screen might look like this:

```
 INIT    FUNCTIONS    PRINT    EXIT
                                                    Main Menu

       PAY VISA BEFORE THE 20TH

       TELL DAD ABOUT SPECIAL STOCK OPTIONS



       <Esc> EXIT MEMO PAD




  <Esc> Escape
```
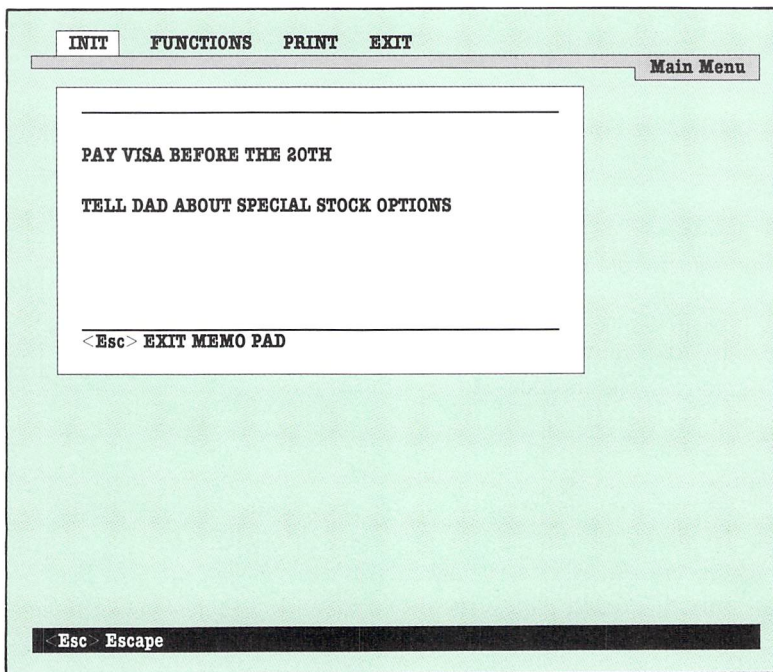
Now press the `Esc` key. The memo pad will disappear from your display, but the information will be stored on your disk. You can recall this information on your screen while you are in a particular section of the program (transaction memos can be viewed only in The Transaction Manager, budget memos can be viewed only in The Budget Manager, and so on).

Preparing Your Data Disks

As you work with this program, your information will be stored on data disks so that you can retrieve it for later use. Data disks are disks that you must provide. Please use a good quality 5¼" double-density floppy disk and label it properly with the data disk name. You will need at least three blank disks to be used as data disks. The disks should be labeled as follows:

TRANSACTION DISK: Used to store information about your daily transactions.

BUDGET DISK: Used to store information about your budget and financial plan data.

ASSET/LIABILITY DISK: Used to store information regarding your assets and liabilities.

REPORT FORMAT DISK (Optional): Used to store your report formats in the program. This disk can be any initialized data disk. (If you choose not to use a Report Format data disk, you can store report formats on your other data disks.)

Before you can work with this program, you must initialize all of your data disks. This process will create a file on each disk that will hold all of the data from this program. You need to initialize each data disk only once.

To initialize your data disks, follow these steps.

1. Load the program as in Chapter 2 (if you have not already done so).

2. When the menu headings appear, use the cursor keys to position the highlight over the INIT heading, and press the **RETURN** key. The INIT menu options will appear on your screen.

3. First let's initialize the Transaction data disk. Use the cursor keys to highlight "Initialize Transaction Disk" and press **RETURN**.

4. Insert a blank data disk in the disk drive.

NOTE: To view the names of the files stored on a disk, use the "View Directory" option on the INIT pull-down menu. Follow these steps:

- Place your data disk in your disk drive. Then select the "View Directory" menu item.

- A listing of the contents of the disk in the disk drive will appear on your screen. Use the keys shown in the command bar to look at the next screen, or page, of information or to return to the menu.

---

5. After you have inserted the blank disk in the disk drive and followed the prompts on your screen, the disk drive will initialize your disk. A message will appear on your screen that will let you know that the initialization process has been completed.

NOTE: Be sure to label your initialized data disk. This will help you avoid inserting the wrong disk in the disk drive. (If you do insert the wrong disk, you will be prompted by the computer for the correct disk.)

6. Follow steps 3 through 5 above to initialize the two other data disks you will be using with this program. To initialize your Budget disk, select the "Initialize Budget Disk" menu item on the INIT pull-down menu and follow the prompts. Then select the "Initialize Asset/Liability Disk" menu item on the INIT pull-down menu, and follow the prompts to initialize your Asset/Liability disk.

NOTE ON MAKING PRINTOUTS OF YOUR DISPLAY: After you leave the main menu headings, you can request a printout of any display on your screen. To do so, press the F6 key. This key has a special printing function in the Income Statement and Balance Sheet portions of this program. See Chapters 6 and 7 for details on this feature.

Once you have initialized your data disks, you are ready to use YOUR PERSONAL FINANCIAL PLANNER. If this is the first time you've worked with the program, take a look at the next section for some help in getting started.

■ Preliminary Steps for Using This Program

If you have followed the instructions in this manual up to this point, you should have at least three initialized data disks – a Transaction disk, a Budget disk, and an Asset/Liability disk. Chances are you're not quite sure what to do next, so we've provided you with an easy checklist for getting started with YOUR PERSONAL FINANCIAL PLANNER.

1. First take a look at the budget categories and subcategories and their corresponding index numbers listed on pages 37-40. You will need to reference this information when you enter your transactions in The Transaction Manager and when you work with The Budget Manager.

    If these categories fit your needs, move on to step 2. However, you may find that you need to add or change the names of some categories. To do so, use the "View/Modify Category Titles" option in The Budget Manager program (see page 73 of this manual for instructions on changing category titles).

    Use our list of categories as a reference tool while you work with this program. If you have modified any of the titles, you may want to obtain a list of your changes. Follow the instructions on page 74 to print this list.

2. Now take a look at the asset/liability categories and subcategories and their index numbers listed on pages 91-4. These numbers are used in The Transaction Manager and The Asset/Liability Manager, so you will want to refer to this list as you use the program.

3. Next, you must set up your bank and credit card accounts within the program. To do so, select the "Transaction Entry" menu item on the FUNCTIONS pull-down menu (main program). Then select the "General Information" menu item on the SEARCH/MODIFY pull-down menu. You must use this section of the program to enter information about your bank and credit card accounts. Follow the instructions on pages 26-9 to enter this important information.

4. Once you have set up your transaction accounts, you are ready to enter information on your financial transactions. Transaction information is accessed by every other section of the program at different times. Instructions on pages 29-45 explain how to enter your transaction information. Whenever you are asked for a budget category index number or an asset/liability index number, refer to the lists in this manual (or your own printed list of budget categories).

Once you have completed these steps, you will be familiar with the basics of YOUR PERSONAL FINANCIAL PLANNER. The program and the manual are organized so that each step builds on the one before, so it is a good idea to use both in a consecutive manner. When you are finished working with The Transaction Manager, move on to The Budget Manager and The Asset/Liability Manager. The Income and Expense Statement, the Balance Sheet, and the Financial Plan all use the information entered into the first three sections of the program, so it is essential that you start at the beginning and work forward.

Now, let's begin planning your financial future.

**3
The Transaction
Manager**
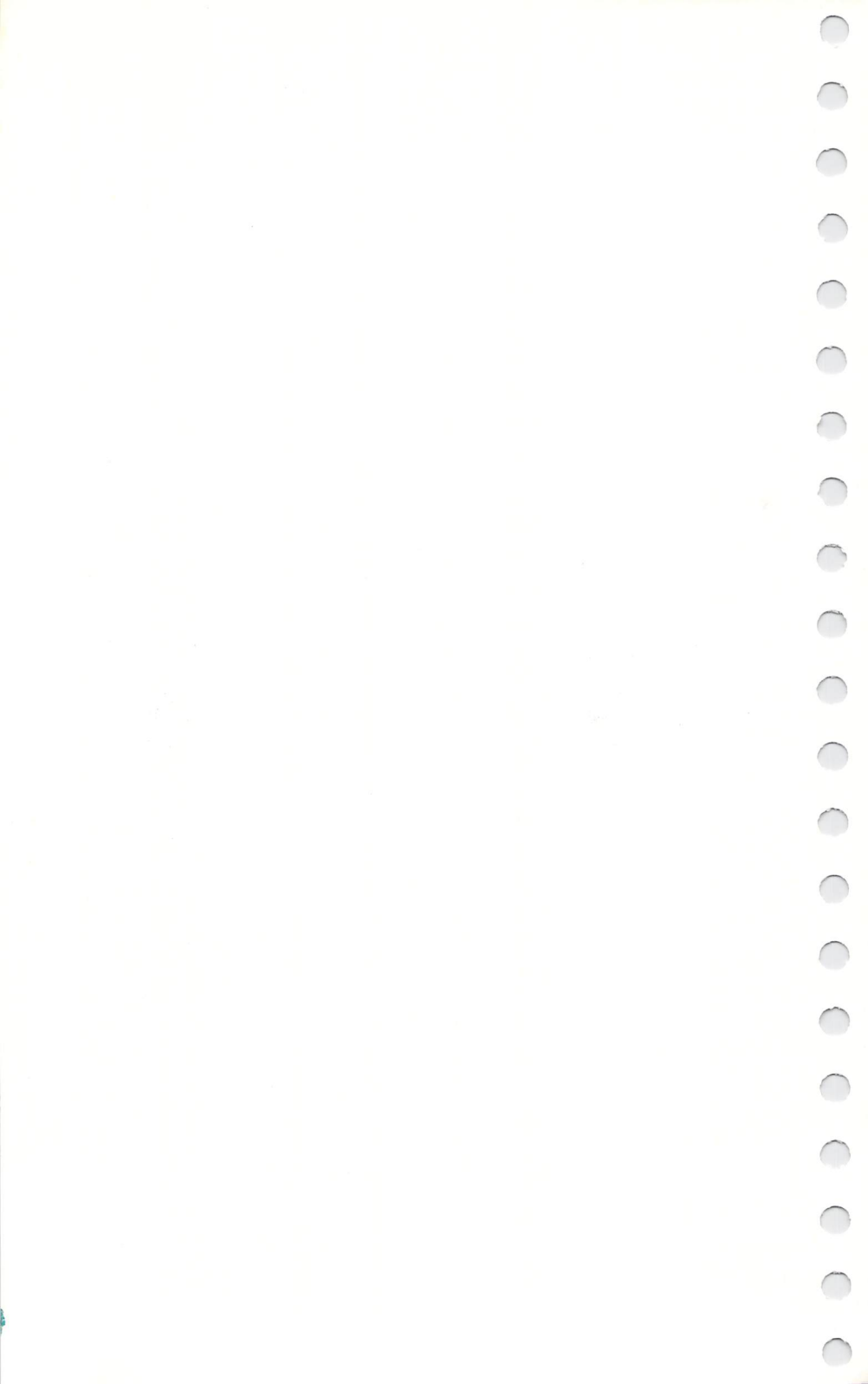
■ Introduction

Where does the money go, you wonder?

The hard truth is that your money doesn't just evaporate. You are spending it. And you may not even know where.

With The Transaction Manager you will be able to track all of your expenditures, whether you made them by cash, check, or credit card. In addition, you can record all deposits to your various accounts. In this way you will always have current information on the status of your bank accounts, credit accounts, and cash flow situation.

The information which you enter into this part of YOUR PERSONAL FINANCIAL PLANNER will also be used in The Budget Manager (see Chapter 4), enabling you to see at a glance whether you are staying within budget. The transaction information can also, where appropriate, be transferred to The Asset/ Liability Manager (see Chapter 5), thereby automatically updating your current assets and liabilities.

Using this section you can also print checks, reconcile bank statement(s) with your checkbook(s), and program "automatic" transactions that occur on a regular basis (such as loan payments). You can perform searches, retrieve information, and generate reports as you wish.

It's important that you keep your transaction information up to date, not only because it affects other areas of this program, but also because it is essential that you document what money is coming in and where it is going.

■ Loading The Transaction Manager

1. Load the program as in Chapter 2 (if you have not already done so).

2. Now select the "Transaction Entry" menu item on the FUNC-TIONS pull-down menu. (See Chapter 2 for information on operating the pull-down menus.) The Transaction Manager will be loaded from the TIMEWORKS program disk into your computer. Follow the prompts on your screen to assure proper disk placement.

3. After The Transaction Manager has loaded into your computer, you will be asked to place your Transaction data disk in the disk drive. Do so, and follow the prompts on your display.

4. The four menu headings of The Transaction Manager will appear at the top of your screen: FUNCTIONS, SEARCH/MODIFY, PRINT, and EXIT.

■ Entering Your General Information

The General Information displays allow you to enter and store data for your checking accounts and credit cards. Each of these accounts is identifiable by a two-character code, a combination of letters and numbers that you assign. Full information, including bank name, account number, and current balance, is shown for each account.

NOTE: You must enter your account information into the General Information displays before you can begin entering your transactions.

To enter General Information, follow these steps:

1. Use the cursor keys to select the "General Information" menu item on the SEARCH/MODIFY pull-down menu. Follow the prompts on your display to insure proper disk placement.

    NOTE: The first 5 General Information displays contain information on your checking accounts, while the last 10 displays contain information on your credit card accounts.

2. The first General Information display will appear on your screen. To enter new information or to modify existing information on this display, press the key labelled "Modify Information" in the command bar at the bottom of your screen. Then use the up and down cursor keys to place the cursor in a field you want to work with. Type in your new information.

    For every new account you enter, you must enter an account identification code in the parentheses under the column heading "Transaction Account". The account identification code is used by the computer to identify and keep track of each account. This code must be two characters that you choose. Each code should help you identify your accounts immediately.

    For example, you may want to label each of your checking accounts with a letter followed by a number, such as c1, c2, c3, c4, and c5, while you might label your credit card accounts v1, v2, m1, d1, p1, a1, s1, s2, s3, and s4. It doesn't matter what you label these accounts, as long as you follow a two-character format and as long as the codes make sense to you.

Continue entering information on the display. You will not be able to enter data in the "Current Balance" or "Last Revision Date" fields – these will be filled in for you whenever you add or modify transactions. Your finished General Information display might look like this:

```
┌──────────────────────────────────────────────────────────────────┐
│ USE THE COMMAND KEYS SHOWN BELOW                                   │
│ ┌──────────────────────────────────────────────────────────────┐ │
│                                           General Information      │
│  Transaction Account                                               │
│   1.│ Checking ( A1 )     ┌─────────────────────────────────────┐│
│   2.  Checking ( A2 )     │         Checking Account            ││
│   3.  Checking ( A3 )     │                                     ││
│   4.  Checking ( S5 )     │ Account Number: 14-786-467          ││
│   5.  Checking (empty)    │                                     ││
│   6.  Charge   ( B1 )     │ Account Type: Personal Checking     ││
│   7.  Charge   (empty)    │                                     ││
│   8.  Charge   (empty)    │ Bank: First National Bank           ││
│   9.  Charge   (empty)    │                                     ││
│  10.  Charge   (empty)    │ Banker: Chuck Reedy                 ││
│  11.  Charge   (empty)    │                                     ││
│  12.  Charge   (empty)    │ Telephone: 312-345-9000             ││
│  13.  Charge   (empty)    │                                     ││
│  14.  Charge   (empty)    │ Date (From-To): 11/12/84 - 12/30/85 ││
│  15.  Charge   (empty)    │                                     ││
│                           │ Last Revision Date: 04/26/85        ││
│                           │                                     ││
│                           │ Current Balance: $5,000.00          ││
│                           └─────────────────────────────────────┘│
│ ┌──────────────────────────────────────────────────────────────┐ │
│  <Esc> Menu  < ♦ ♠ > Select  <F1> Modify Information  <F3> Delete Information │
└──────────────────────────────────────────────────────────────────┘
```

3. When you have entered all of your information for an account, press the key marked "Store Information" in the command bar, and your data will be stored on your data disk.

    You will now be able to select another account with which to work. Use the up and down cursor keys to move to the next page, or screen, of information. You can modify each General Information display as shown above.

4. When you are finished viewing and modifying your General
    Information, press the **Esc** key to return to the Transaction
    Manager menu headings.

■ Adding Transaction Information

Now you may begin entering information on your financial trans-
actions. This section of the program closely resembles the check
register in your checkbook, except that you can also record cash
and credit card transactions. You enter all cash, credit card, and
check expenditures as well as deposits to your various accounts.
The Transaction Manager then keeps track of these activities and
the balance for each account. To add transaction information,
follow these steps:

1. Select "Add Records" on the FUNCTIONS pull-down menu.
    Follow the prompts on your display for correct disk
    placement.

2. Before you enter your transaction information, you will be
    asked if you want to use your "automatic transactions". Press
    N for now – we'll explain these later.

3. The Transaction display will appear on your screen. In the
    upper part of your display, you will see summary information
    for the last few transactions you entered. Your display might
    look like this:

USE THE COMMAND KEYS SHOWN BELOW

Add Records

ID#	Ref#	Date	Payee/Description	Amount	Balance
A1	d1	03/15/85	Initial Balance	5000.00	5000.00
A1	21	03/15/85	Neilsen Brothers' Clothing Co.	67.43	4932.57
A1	24	03/24/85	St. Abernathy College (tuition)	1600.00	3332.57
A1	d4	03/25/85	checking deposit	5600.00	8932.57
A1	25	03/25/85	Electric Co.	37.67	8894.90
B1	561	03/26/85	Tanner Contracting (Remodeling)	2525.00	2525.00
B1	562	03/28/85	Consolidated Bank	480.97	2081.70

Transaction # 0007   Acct ID B1   Ref # 562   Date 03/28/85

Payee/Description Consolidated Bank

	Amount	Index		Amount	Index
Transaction Amount	$ 480.97		$ 138.85	0201	$ 342.12	0202
			$ 138.85	3002	$ 0.00	0000
Account Balance	$2081.70		$ 0.00	0000	$ 0.00	0000

`<Esc> Menu  <▲▼> Select  <F1> Modify Transaction`

(If you are entering your first transaction, this area will display only the date and a 0 balance.) To add a transaction, press the key labelled "Add Transaction" in the command bar. The cursor will appear in the box marked "Acct ID" for account code. Now you are ready to enter a transaction.

NOTE: If a transaction is more than $100,000, you must enter one deposit of $99,999.99 and enter a second deposit consisting of the leftover amount.

4. The prompt in the prompt line will tell you to enter the account identification code. This is the code you entered in the General Information display. Enter the code and press **RETURN**. If you leave this field blank, the computer will assume that this is a cash transaction, and none of your accounts will be affected. (For example, buying groceries with cash is a cash transaction.)

NOTE: While you are entering transaction information, you may want to delete an entire field. To do so, place the cursor in that field and press the **CLR/HOME** key. You may also use your other editing keys, such as the **INST/DEL** key, the **←** key, or the **SPACE BAR**, to make changes to your transactions.

After you press the **RETURN** key, you will move on to the next field, or item, on your display. To move from one field to another on this display, use the up and down cursor keys.

5. The next field you will be asked to enter is the Reference Number ("Ref #") field. You may enter up to five digits (letters and numbers) for your reference number. You must use a special format. Following is a list of the reference codes and examples for entering reference numbers.

LETTER CODE	ACCOUNT/TYPE OF TRANSACTION
b	Beginning charge or checking account balance. The "b" must appear before the reference number.

d	Deposit to a checking account. The "d" must appear before the reference number.
p	Payment to a charge account. The "p" must appear before the reference number.
c	Cash withdrawal from a checking account. (You can also specify a cash withdrawal by leaving the "Ref #" field blank.)
w	Withdrawal from a checking account that did not involve a check (as from an automatic teller).
t	Transfer from a checking account that did not involve a check (such as an automatic withdrawal).

You can specify a cash transaction by leaving the "Acct ID" field blank in the transaction record.

To enter a check transaction into the system, you must designate a number to denote that transaction. You do not need a letter code to enter this kind of transaction. You might find it easiest to keep track of your checks by entering your check numbers. For credit card transactions, enter a series of sequential numbers, such as 101, 102, 103, or simply leave the "Ref #" field blank. (If you want your checks numbered when you use the "Write Checks" menu item, you must enter a number in the "Ref #" field.)

Examples:

NUMBER	MEANING
d100	The letter "d" tells the computer that this transaction is a deposit. You can follow this letter with a code number of your choice. The account balance will be increased by the amount of the deposit.
p1234	The letter "p" tells the computer that you are paying a bill for a credit card account. You may use any reference number you choose. The credit card balance will be reduced by the amount paid to the credit card account.
w250	The letter "w" tells the computer that you are withdrawing cash from a checking account without writing a check. For example, you may be using a bank card to withdraw money from an auto-matic teller. You may use any reference number you choose for this transaction. The checking account balance will be reduced by the amount of cash withdrawn.
334	Could denote a check transaction.
102	Could denote a credit card transaction.
c	Could denote cash expenditures.

t315   The letter "t" tells the computer
              that you are transferring funds
              without writing a check. For
              example, you may have
              authorized your bank to pay your
              mortgage or insurance premium
              each month.

NOTE: Don't forget to enter service fees and other automatic
withdrawals into your transaction record when entering trans-
actions. You may want to use a "t" and a 9000 series of
reference numbers, i.e., 9001, 9010, 9230, etc.

NOTE: If you deposit a check that bounces, your bank will
charge you. You will need to adjust your account by making
two entries: First, enter the amount of the check using a "t"
and a 9000 series of reference numbers (see above note),
because the bank will subtract it from your account. Second,
enter the amount of the charge (if any) as you would a service
charge.

NOTE ON TRANSFERRING MONEY BETWEEN
ACCOUNTS: If you make credit card payments with a per-
sonal check, you have executed two types of transactions
which you must enter into your transaction record: you with-
drew money from the checking account, and you made a
payment to your credit card account. A quick way to transfer
between these two accounts is to enter the two account codes
in the "Acct ID" field. The account you are transferring
funds from will appear first and the account you are transfer-
ring funds to will appear second. Enter your check number
in the "Ref#" field. The two transaction records will be
generated for you automatically.

Example:

You have written a $200.00 check on check number 1234 from checking account c1 to make a payment to credit card account a1. You would enter the following information into the system.

FIELD NUMBER	INFORMATION
Acct ID	c1a1
Ref#	1234

Fill in the rest of the fields with information about the transaction. When the computer receives this information from you, it first enters your check 1234 as a withdrawal from checking account c1. You will see this transaction listed on your screen. Then the computer will automatically enter the second transaction as a payment to credit card account a1. You will see the reference number p1234 appear on your screen in the record entered by the computer.

6. The next item you will be asked to enter is the transaction date. Today's date will be shown in the field. If the transaction occurred today, just press **RETURN** and you will go on to the next field.

   If the transaction did not occur today, you will need to enter the date of the transaction. Use the same month/day/year format (MM/DD/YY) that you used when you loaded the program.

7. Next enter the payee name (the person or organization to whom you wrote the check) or a description of the transaction. Enter the information and then press the **RETURN** key.

8. You will be asked to enter the transaction amount. Type in the amount, and don't forget to enter the decimal point between dollars and cents figures. The balance in the account you have indicated will be calculated and displayed in the "Balance" field.

9. You will see the cursor in the field that contains your first transaction amount. You can now break down your transaction amount and apply it to various budget accounts.

   Each account has a index number, which tells the computer which account – for example, rent, groceries, or loan payment – this transaction amount should be applied to in your budget (you will find more information on budgeting in Chapter 4, "The Budget Manager"). Index numbers also allow you to "search", or recall, transactions by expenditure category.

   Index numbers must be entered using a four-digit format. The first two digits of the number refer to a main budget category while the last two digits denote a subcategory. Following is a list of the main budget categories and sub-categories and their corresponding index numbers.

Budget Categories and Subcategories and Corresponding Index Numbers

0000 Beginning Balances
0100 Income
    01 Income 1 — *Allowances*
    02 Income 2 *Report cards*
    03 Income 3 *Lawns*
    04 Interest
    05 Dividends *Loans*
    06 Rents
    07 Royalties
    08 Fees *other*
    09 Other
    10 Open

0200 Loans *Rentals*
    01 Mortgage Principal *Video*
    02 Mortgage Interest *movie*
    03 Car Payment 1
    04 Car Payment 2
    05 Other Payments *other*
    06 Loan Interest
    07 Other Interest
    08–10 Open

0300 Taxes *Magazines*
    01 Federal *VP*
    02 State *SP*
    03 Local *EGM*
    04 Social Security *Books*
    05 Real Estate *Computer*
    06 Sales (Auto)
    07 Other *other*
    08–10 Open

0400 Groceries ~~Food~~
   01 Food and Beverage
   02 Non-Food
   03–10 Open

0500 Residence ~~Buying~~
   01 Maintenance
   02 Repairs
   03 Other
   04–10 Open

0600 Utilities
   01 Electric
   02 Gas
   03 Telephone
   04 Water
   05 Other
   06–10 Open

0700 Clothing
   01 Cleaning
   02 Clothing 1
   03 Clothing 2
   04 Clothing 3
   05 Clothing 4
   06 Other
   07–10 Open

0800 Transportation
   01 Fuel 1
   02 Fuel 2
   03 Auto Repair 1
   04 Auto Repair 2
   05 Other
   06–10 Open

0900 Insurance
    01 Life 1
    02 Life 2
    03 Home
    04 Auto
    05 Other
    06–10 Open

1000 Recreation
    01 Restaurants
    02 Entertainment
    03 Vacations
    04 Cable TV
    05 Personal
    06 Allowances
    07 Camps
    08 Other
    09–10 Open

1100 Medical/Dental
    01 Medical
    02 Dental
    03 Optical
    04 Drugs
    05 Premiums
    06 Other
    07–10 Open

1200 Education
    01 Education 1
    02 Education 2
    03 Day Care
    04–10 Open

1300 Miscellaneous
    01 Donations
    02 Pets
    03 Legal
    04 Accounting
    05 Savings
    06 Gifts
    07 Other
    08–10 Open

1400 Other 1
    01–10 Open

Each of the main categories has ten subcategories. For example, we have divided the Utilities category into subcategories for electricity, gas, water, and the telephone bill. Thus the index number for electricity bills would be 0601, the number for the gas bill would be 0602, and so on.

NOTE: Indexed amounts, including cash transactions, can be transferred to The Budget Manager from The Transaction Manager if these amounts are referenced by the numbers listed above. (See page 66 for more information on this procedure.) There are two exceptions to this rule: amounts indexed as 0000 and those with index numbers greater than 1410. For this reason, it would be a good idea if you entered your beginning balance in the transaction record with an index number of 0000. Then it will not affect your budget information.

Before you enter your index number, however, look at the field where the cursor is currently located. Does the entire amount in this field belong under one index number? If so, press **RETURN**. The cursor will automatically move onto the index number field. Enter the index number for that amount and press **RETURN** again.

You can assign your transaction amounts to as many as six different categories. Or, if you wish, you can assign an amount to several budget categories and to any related asset/liability records. For example, let's say you bought a pair of shoes and a TV set in a single purchase from your local store. You paid for these items with your store charge card. When you enter the purchase into The Transaction Manager, you may want to assign the expense of the shoes to one budget category and the expense of the TV to another.

If you want to index an amount under several budget categories, leave the cursor in the "Index" field and enter the amount for your first category. Press **RETURN**. The computer will display the difference between this amount and the total transaction in the second amount field. The cursor will move on to the index number field across from the first amount field, and you will be able to enter the index number for this first amount.

NOTE ON ENTERING YOUR PAYROLL CHECKS AS
TRANSACTIONS: To enter your payroll check amount and
deductions into the program, begin by entering the gross
amount of the check as a deposit to an account. Assign this
amount an income index code such as 0101. Then use another
transaction record to enter your total deductions in the
"Amount" field of another transaction record. Break down
your deductions such as federal tax, FICA, and insurance
into separate amounts with different index numbers in the
"Amount" and "Index" fields at the bottom of your screen.
The computer will then keep track of the total amount
deducted from your check for each category.

NOTE ON ENTERING CHARGE ACCOUNTS WITH
INTEREST CHARGES: To establish a charge account with
interest charges in the "Add Records" menu option, you
must first enter the beginning balance for the account using
a "b" in the reference number. When you receive the bill,
enter the monthly interest charge as a transaction. This trans-
action should show the credit card account ID number, a
reference number such as 100i (i meaning interest), and the
amount of interest (entered in the "Amount" field). In addi-
tion, you must enter 0207 as the index code.

When new charges or purchases are made, enter them as
transactions using a reference number and index them with
budget codes that refer to what was purchased. If you follow
these steps, you will not need to enter any further index
numbers when you make a payment to the charge account.

NOTE ON ENTERING YOUR MORTGAGE PAYMENT:
When you enter your mortgage payment transaction, assign
the amount of the principal to the 0201 budget code, and the
amount of the interest to the 0205 budget code. In addition,
assign whatever portion of the amount that is the principal
to the 3002 liability code. This monthly amount can be found
in a Mortgage Amortization Schedule provided by your bank.
(You can use this same process to enter your house insurance
and tax escrow payments if they are paid with the mortgage.)

NOTE ON TRANSFERRING TRANSACTION INFORMA-
TION TO THE ASSET/LIABILITY MANAGER: This pro-
gram allows you to transfer transaction information directly
into your asset/liability records. This means that when you
make a transaction that affects an asset or liability (for exam-
ple, when you make a mortgage payment), you can use this
transaction information to update your asset or liability
records automatically.

If you would like to take advantage of this feature, you must
enter an asset/liability index number in each transaction
record that affects an asset or liability. Asset account numbers
range from 2000 to 2999. Liability account numbers range
from 3000 to 3999. (A list of these numbers and an explana-
tion can be found in Chapter 5 of this manual.)

You would typically use this type of transaction to reduce the
amount in a liability record when you make a mortgage
payment. You would enter the payment amount and the index
number that you have assigned to the record. Then, when
you are working with the Asset/Liability section of this pro-
gram, you can use the "Update Asset and Liability Records"
menu item to update your liability record that holds informa-
tion on your mortgage.

NOTE: You should not enter asset/liability index codes for your checking and credit card transactions in the 15 accounts in this program. The program will reference these transaction amounts automatically when you load The Asset/Liability Manager.

10. Continue to break down your amounts, if necessary, and enter the corresponding index numbers. When you have finished entering information into your transaction record, press the key labelled "Store Transaction" in the command bar to save your transaction data.

11. You can now modify a previously entered transaction by pressing the "Esc" key and then moving the cursor to the transaction that you want to modify. Press the key labelled "Modify Transaction" and begin entering or editing the data for that transaction.

If you want to modify a transaction after first entering "Add Records", just move the cursor to that transaction and press the "Modify Transaction" key.

After you have finished modifying your transactions, use the "Balance Forward" menu item, on the FUNCTIONS pull-down menu, to update your account balances. See page 48 for information on this menu item.

NOTE: The number of transactions that you can store on your disk is limited only by the amount of space on your disk. Generally, you can store the following number of transactions:

Using a 1541 disk drive: 1000 transactions

Using a 1571 disk drive: 2000 transactions

Now go on to enter other transactions, or press the key labelled "Menu" in the command bar to return to the Transaction Manager menu headings.

NOTE: To guard against the loss of your important transaction data, you should always make backup copies of your Transaction data disk(s) using the "Back Up Data Disk" menu option on the FUNCTIONS menu. See Chapter 9 for more information.

Analyzing Your Transaction Amounts

With Sylvia Porter's YOUR PERSONAL FINANCIAL PLANNER, you can view an analysis of all of the transactions on your data disk by account. This analysis will tell you the total number of transactions, the total dollar amount of deposits, the total dollar amount of check transactions, the total dollar amount of cash withdrawals, and your balance. To perform an analysis, select "Analyze Transactions" on the FUNCTIONS pull-down menu. Then follow the prompts on the screen to view the analysis information. To return to the menu headings, press Esc.

Balancing Your Accounts (Monthly Reconciliation)

It's that time again! You just got your monthly bank statement and you want to make sure that your checkbook balances properly. To balance, or reconcile, an account, follow these steps:

1. Select the "Monthly Reconciliation" menu item on the FUNCTIONS pull-down menu.

NOTE: Before attempting to balance your accounts, be sure to enter any charges not previously entered using "Add Records".

2. You will be asked if you want to use all your transactions or just the transactions found in the last search. Press **A** to reconcile all your transactions or press **L** to reconcile only the transactions found in the last search you did using the SEARCH/MODIFY options. If you have not previously done a search, press **A** to tell the computer to use all the records on your data disk.

NOTE: To facilitate reconciling an account, you might want to perform a search for all outstanding transactions (see "Searching and Modifying Your Information" later in this chapter). When reconciling your account, select **L** for last search. Then all of your outstanding transactions will appear on your screen, and you can move on to step 3.

3. The first step in balancing an account is to tell the computer which transactions have cleared your bank (as indicated by your bank statement). Your transactions for all accounts will be shown on your display. The latest transaction will be highlighted. Use the up and down cursor keys to move the highlight to a transaction that has cleared the bank.

    Press the key labelled "Cleared/Outstanding" in the command bar. This key places a check mark in your transaction record, indicating that the transaction has cleared the bank. If you make a mistake, press the "Cleared/Outstanding" key again and the indicator will be erased. Go through your transactions and mark those that have cleared the bank. Then press the **F1** key to balance the account.

4. Now you must tell the computer which account you want to balance. A window will appear on the display with your checking accounts listed. One account will be highlighted. Use the up and down cursor keys to move the highlight to the account you want to balance. Press ▢ to continue.

5. The "Monthly Reconciliation" display will now appear on your screen.

```
 ENTER BANK BALANCE
┌──────────────────────────────────────────────┬──────────────────────┐
│                                                 Monthly Reconciliation│
                        Checkbook Reconciliation
                           Personal Checking
                           First National Bank

          Account Number: 14-786-467                        (A1)
                 Bank Balance:   ████

        + Deposits Outstanding:

         – Checks Outstanding:

     – Withdrawals Outstanding:

          = Calculated Balance:   ═══════════════

           Checkbook Balance:

                  Difference:




 <Esc> Escape
```

You will be asked to enter the ending bank balance shown on your statement. Do so, and press the RETURN key.

6. The computer will scan your transactions and calculate the difference between the calculated account balance and the amount actually shown in the system, which is your checkbook balance. If the difference is 0.00, then your checkbook has balanced.

If your checkbook has not balanced, press the key labelled "Start Over" to begin the balancing procedure again. If you need to make any adjustments to a check, press **RUN/STOP** and go to the "Add Records" menu item.

NOTE: The first time you use this system to balance a checking account, you may need to go back to a previous month's bank statement to enter checks that have not cleared previously but are included in this month's data.

To return to the menu, press the key labelled "Menu" in the command bar.

■ Updating Your Account Balances (Balance Forward)

At times it will be necessary to have the computer recalculate and display your correct account balances, especially if you have changed any of your transaction amounts. To display the correct balance on all of your transactions, use the "Balance Forward" menu item on the FUNCTIONS pull-down menu. The computer will automatically recalculate the balance for each of your accounts and store the new information on your Transaction data disk. When the process is completed, follow the prompts on your screen to return to the menu headings.

NOTE: If you have many transactions on your data disk, it may take a while for the computer to complete this process.

Entering Automatic Transactions

If you are like most people, you probably have several recurring bills each month – utilities, rent, loan payments, or medical bills. To enter each of these payments every month would be time-consuming, so we have included a special feature in this program that helps you save time by setting up these transactions only once. Then, when you use the "Add Records" menu item, you can enter these transactions automatically or exclude them if they don't pertain to a given month.

To enter automatic transaction information, follow these steps:

1. Use the cursor keys to select "Automatic Transactions" on the FUNCTIONS pull-down menu.

2. A transaction record will appear on your screen along with a list of previously entered automatic transactions. To enter a new transaction, press the key labelled "Add/Modify Transaction" in the command bar. You can then move the cursor through the record, entering any pertinent information for this transaction. You can leave the amount and any other information blank if you wish. These can be added or adjusted when you opt to enter automatic transactions in the "Add Records" menu item.

   To modify a previously entered transaction, move the highlight to that transaction and press the key labelled "Add/Modify" in the command bar. The information for that transaction will appear in the transaction record on your display. You can then modify this record using the same procedure as you followed when you added transaction records.

3. When you have finished modifying or entering a transaction, press the key labelled "Store Transaction" in the command bar. You can store up to 24 automatic transactions on each Transaction data disk.

Using Automatic Transactions in the "Add Records" Menu Item

After you enter information on your automatic transactions, you can go to "Add Records" and use this information in your transaction record. To do so, follow these steps:

1. Select "Add Records" on the FUNCTIONS pull-down menu.

2. Press **Y** when asked if you want to use automatic transactions.

3. A list of your transactions will appear on the display. Your first automatic transaction will appear in the record at the bottom of your display. Press the key labelled "Add Transactions" in the command bar. You can then modify an automatic transaction just as you modified your other transactions while using "Add Records". Enter the amount and any other necessary information. Press the "Store Transaction" key when you are finished working with a transaction.

4. You can move to another automatic transaction by pressing the key labelled "Bypass" in the command bar.

5. When you have finished viewing and modifying automatic transactions, continue entering other transactions, or return to the menu.

■ Viewing the Disk Directory

If you want to view the names of the files stored on a disk, you can do so with the "View Directory" option on the FUNCTIONS pull-down menu. To use this menu item, follow these steps:

1. Place your data disk in the disk drive. Then select "View Directory" on the FUNCTIONS pull-down menu.

2. A listing of the contents of the disk in the disk drive will appear on your screen. Use the keys shown in the command bar to return to the menu.

■ Searching and Modifying Your Information

The items on the SEARCH/MODIFY pull-down menu come in handy when you want to view a particular record or group of records. You tell the computer what you are looking for – perhaps you want to see all of the checks you wrote for car payments in the last six months – and the computer will find those transactions and display them on your screen for you. You can then go into your transaction records and change information if you like. To use this menu item, follow these steps.

1. Select the "Transactions" menu item on the SEARCH/ MODIFY pull-down menu.

2. You will be asked if you want to view all of your transactions or if you want to perform a search. Press **A** to view all of the records on your Transaction disk, or press **S** to specify the transactions you want to view.

3. You will see two transaction record displays marked "Lower Limit" and "Upper Limit" on your screen.

ALL TRANSACTIONS OR SEARCH? (A/S)

Transaction Search

** LOWER LIMIT **

Transaction #   Acct ID   Ref #   Date

Payee/Description

Transaction Amount $ Amount   Index
                                                   $

** UPPER LIMIT **

Transaction #   Acct ID   Ref #   Date

Payee/Description

Transaction Amount $ Amount   Index
                                                   $

<Esc> Escape   <F1> Search Transactions

Use the "Lower Limit" record to enter the information on the
first transaction of the group you want to view. Use the
"Upper Limit" record to enter information on the last record
of the group you want to view. If you do not want to enter
information in a particular field of the record, press **RETURN**
to bypass the field. You do not need to enter information in
each field. You need only use the fields that are pertinent to
the records you want to locate.

Example 1:

Let's say you want to search for all of the checks you have written to MasterCard. To tell the computer what you want to do, follow these steps:

Press the **RETURN** key until the cursor is in the "Payee" field of the record marked "Lower Limit". Enter "MasterCard" and press **RETURN**. You don't need to tell the computer any more information. Just press the key labelled "Search Transactions" in the command bar, and go on to step 4, below.

Example 2:

What if you want to find all the checks over $100.00 that you have written to MasterCard?

First, press **RETURN** until the cursor is in the "Payee" field of the record marked "Lower Limit". Enter "MasterCard".

Now move to the "Amount" field and enter 100.00. Then enter $99999.99 in the "Upper Limit" record. Press the key labelled "Search Transactions" in the command bar to perform the search, and go on to step 4, below.

Example 3:

To find all the transactions with index codes from 1000 to 1010?

First, move the cursor to the "Index" field in the record marked "Lower Limit". Then enter 1000.

Now move to the "Index" field in the record marked "Upper Limit" and enter 1010. Press the key labelled "Search Transactions" in the command bar.

NOTE: If you are searching by Index or Index Amount only, do not enter 0 in those fields in the "Lower Limit" record. If you do so, the computer will retrieve all of your records, rendering your search ineffective.

---

4. After you press the "Search Transactions" key in the command bar, you will be asked if you want to search by clearance status. To view only those transactions that have (or have not) cleared the bank, press **Y**. To view all of the transactions that the computer finds, press **N**. If you press **Y**, you will be asked to choose between transactions that have cleared the bank and those that have not cleared. Press **C** to view cleared transactions or **O** to view those that are outstanding.

5. The computer will now perform the search. When the search is completed, the transaction record display will reappear. On your screen you will see information for the record that is highlighted. To see information on another record, use the up and down cursor keys to select another record.

6. When you have located a record that you wish to modify, press the key labelled "Modify Transaction" in the command key area. To modify information in a record, use the same procedure you used when you added transaction records (see page 29-45 for more information on adding transaction records). Then press the key labelled "Store Transaction" in the command key area.

7. After you have viewed and modified a record, you may select another record to view and modify. When you are done viewing and modifying transactions, press the key labelled "Menu" in the command key area to return to the menu.

    NOTE: If you modify a transaction amount, the account balance will be changed in the computer's memory and the next new transaction will reflect that change, but the old records in between these transactions will not appear with updated balance amounts. When you are finished modifying transactions, revise the balance amounts using the "Balance Forward" menu item on the FUNCTIONS pull-down menu. See page 48 for more information on this menu item.

The records you have located in this search will be retained in the computer's memory until you do another search. In other sections of The Transaction Manager program, you will be asked if you want to use the records from the "last search". These are the records you found in the latest search you performed using this section of the program.

Viewing Transactions Found in the Last Search

To take another look at the records that were located in the last search you performed, use the "Last Search" menu item on the SEARCH/MODIFY pull-down menu.

1. Select the "Last Search" menu item on the SEARCH/MOD-IFY pull-down menu.

2. You will be able to view and modify the transactions that were found in the last search performed with the "Transactions" option on the SEARCH/MODIFY pull-down menu. Use the same method to modify transactions that you used in the "Add Records" or "Transaction" menu items.

■ Setting Up Your Printer

Select "Printer Configuration" on the FUNCTIONS pull-down menu to set your printer for this program. A window of options and a list of 15 numbered slots will appear on your screen. In slot 1, enter the name of your printer. Then press **F1**, and modify the options in the window. Press **F1** to store the settings on disk. Then move to another slot and enter information about a second printer. Use as many slots as you like, but the computer will always look in slot 1 when configuring the program during loadup. To set the printer for the information in another slot, move the cursor to that slot and press **RETURN**. Following is the list of options. Consult your printer manual for the correct selections for each option (except for the secondary address, which is in your interface manual.)

1. Printer Device Number: If your printer won't print at all, you might need to change the printer device number. The pre-set, or default, value for this option is 4.

2. Secondary Address (Open 4,4,?): If your printer won't work at all, or if it will only print in odd characters or all capital letters, you probably need to change the secondary address. The default value for this option is 7.

3. Linefeed: If your printer keeps writing over the same line on a page, you probably need to enter Y for yes for this option. The default setting is N for no.

4. Normal ASCII: Most printers work with normal ASCII characters. However, Commodore printers use PetASCII characters, so if you are using a Commodore printer, enter N for no for this option. The default setting is N.

5. Sheet Feed: If you are using a friction feed printer and single sheets of paper, enter Y for yes to this option. If you are using a printer with continuous feed paper, keep this option at the default setting of N for no.

6. Printer Code: Use this option to enter printer codes for special typefaces. For example, to underline on an Epson or Star printer, you would enter the codes

   27,45,1,,27,45,0

   and press **RETURN**. Consult your printer manual for the proper codes for the typeface you want to use. These codes will be sent to the printer every time you use it. To use another typeface, call up this window again and enter the codes for the new typeface.

7. Compressed Code: Enter the code used by your printer for compressed type. Then, if you define a report in The Transaction Manager or The Asset/Liability Manager that is wider than 80 columns, the printer will automatically use compressed type to produce that report. (Commodore printers cannot produce compressed type.)

8. Normal Code: Use this option to enter the code(s) that will return your printer to the normal typeface after you use compressed or any other type. Consult your manual for these codes.

Writing Reports Using Your Transaction Information

To obtain a printout of the information stored on your data disk, use the "Transaction Report" menu item on the PRINT pull-down menu. To generate a report, follow these steps:

1. Select the "Transaction Report" menu item on the PRINT pull-down menu.

2. You will be asked if you want to write a report using all of your transactions or only those found in the last search you performed. Follow the prompts to tell the computer which transactions you want to use.

3. Next you will have a chance to either load a report format that you constructed previously and saved on your data disk, or to set up a new format. A format is a framework that the computer uses in printing out your report. If you are using this program for the first time, or if you will be setting up a new report format, press **N**. If you want to use an "old" format, press **O**, and follow the prompts to load that format into the computer.

4. Next you will be asked to enter a title for the report. Enter a title and press **RETURN**. This title will appear on each page of your report.

5. If you pressed **N** in response to the prompt in step 3, you will now be able to design your new report format. On your screen you will see a list of item numbers, descriptions, and column lengths for each of the fields in your transaction record.

```
REPORT TITLE?
                                                    Transaction Report

    Column Description        Length
    Transaction Number           8
    Account I.D. Code            5
    Reference Number             6
    Transaction Date             9                   -- Columns --
    Payee/Description           36                Used    Remaining
    Transaction Amount          10
    Transaction Balance         13         80 Carriage:
    (a) Amount/Index            15        132 Carriage:
    (b) Amount/Index            15
    (c) Amount/Index            15
    (d) Amount/Index            15
    (e) Amount/Index            15
    (f) Amount/Index            15
    Add Spaces

 <Esc> Escape
```

The first field will be highlighted. Use the cursor keys to move the highlight to the field you want to use in the first column of your transaction report. Then press **RETURN**.

NOTE: To place extra spaces between your report columns, you can do so by using the "Add Spaces" option on your display. Select this option as you would select a column heading. When prompted for the number of spaces to add between columns, enter the number and press **RETURN**. When your report is printed, the columns will be separated by the number of spaces you indicated.

After you press **RETURN**, you will see the column heading appear at the bottom of your display. You will also see the amount of the total characters the report will use. When you have finished entering columns, press the **F1** key.

NOTE: Keep an eye on the "Columns Used" and "Columns Remaining" fields. (Do not use more columns than you have available on your printer or computer display.) If you use more columns than you have available, your report will not appear the way you planned.

6. The next prompt you see will let you tell the computer where you would like your report printed: on the screen, the printer, or on your WORD WRITER 128 data disk. Printing to disk allows you to load the report into the TIMEWORKS WORD WRITER 128 word processor later. This is handy if you would like to include your transaction information in a written document you are preparing on the WORD WRITER 128. If you print your report on disk, you will be able to load it into WORD WRITER 128 only. (Move on to step 8 for information on storing your report format on YOUR PERSONAL FINANCIAL PLANNER data disk for use later in this program.) Select the option that you want to use to print your report and press the key that corresponds to your choice.

7. The information will be extracted from your Transaction data disk and printed out in the way that you have selected. Follow the prompts in the prompt box to produce the report. Following is a sample of a printed report:

| | | Transactions for January | |
Acct	Date	Payee/Description	Amount
c3	01/01/88	Deposit	1,948.21
c3	01/10/88	First National Bank	183.97
c3	01/15/88	Electric Company	80.56
c3	01/23/88	Cable TV	34.20
c3	01/25/88	Newspaper	13.00
v1	01/25/88	Visa	40.00
c3	01/27/88	Gas Co.	49.50
c3	01/27/88	Telephone Co.	44.65
c3	01/27/88	Rent	420.00
c3	01/30/88	American Food Store	25.33
c3	01/30/88	Gasoline	20.00
c3	01/31/88	Dividend	100.00

NOTE: On a printed report, transactions that have cleared the bank are indicated by a check mark.

8. After your report is printed, you will be asked if you want to save the format on a data disk for use at a later date. You can save it on your Transaction data disk, or you can save it on a Report Format data disk if you have one. Follow the prompts to save the format.

9. You will be asked if you want to print another report. If you press **N**, you will return to the menu headings. If you press **Y**, follow the prompts to produce another report.

■ Writing Checks

YOUR PERSONAL FINANCIAL PLANNER offers you the opportunity to print checks. Your checks will have a businesslike look, and you will be providing the payee with a check stub for his or her records.

NOTE: This program is set up to use continuous feed check forms manufactured by NEBS, Inc., of Townsend, Mass. Call 1-800-225-9550 (Mass. Residents 1-800-922-8560) for information on check form product #9020, the A/P check. This program will print all of the information needed on each check.

There is no need to order checks with preprinted addresses on them; this program will print the addresses out for you.

If you order checks without preprinted check numbers, this program will print your transaction reference number as the check number on each check.

1. Select the "Write Checks" menu item on the PRINT pull-down menu.

2. A window will appear on your screen, and you will be asked to enter the payer name for the check to be printed. (You will not have to re-enter this information each time you use the program.) Enter your name (and address, if you like). To leave a line blank, press **RETURN** only. When you have entered all of the payer's information, press the **F1** key.

3. You will then be asked if you want to use all of your transactions for checks or if you want to print checks for those transactions found in the last search you performed. Press **A** for all or **L** for last search.

You will be asked if you want to print numbers on your checks. If you press **Y**, your transaction reference number for each transaction will appear on the check. (If you didn't enter a reference number, no number will appear on your check.)

4. Now you need to tell the computer which transactions you want to print checks for. Your transactions will be displayed on your screen. Use the cursor keys to select a transaction, and press the **F1** key.

5. A window will appear on your screen. You must enter the payee's name (the person who will receive the check). The name of the person or company from the transaction you chose will appear in this window. You can leave this name in the window, or you can enter a new name (and address, if you like). To leave a line blank, press **RETURN** only, and the cursor will move to the next line. When you are finished entering the payee information, press the **F1** key, and the check will be printed. After you print a check, a ✔ will appear in the transaction record next to the transaction number.

6. Now go on to choose another transaction for check writing. Follow the steps in this section to print other checks. When you have finished printing checks, press the **Esc** key.

■ Exiting The Transaction Manager

When you have finished working with your transactions, you must exit the program using one of the menu items on the EXIT pull-down menu. These options are:

1. Select "Return to Main Menu" if you want to return to the main program and work with another section of Sylvia Porter's YOUR PERSONAL FINANCIAL PLANNER.

2. Select "Load Another Program" if you want to work with another Timeworks program such as the WORD WRITER 128, DATA MANAGER 128, or SWIFTCALC 128.

3. Select "Return to System" if you want to leave this program and return control of your computer back to its operating system.

   After you choose one of these options, follow the prompts on your display to insure that you exit The Transaction Manager properly.

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**4
The Budget
Manager**

■ Introduction

At the heart of your personal financial plan is your budget.

Do you seem to be running through your money as fast as it comes in (or even faster)? Do you find yourself hoping that some will be left over sometime so you can purchase something from your wish list?

Well, "left over" is a terrible way to try to achieve your goals. To put it bluntly, this method simply does not work.

"Budgeting" sounds dreary, and conjures up images of ledger books, pinching pennies, and cutting out things that you can't afford, can't buy, can't do. You may not have applied yourself to your budget ("What the heck, it's only a couple of bucks"), or indeed may have studiously avoided creating one at all ("The bills get paid, don't they?"). But with YOUR PERSONAL FINANCIAL PLANNER the drudgery of monitoring your cash flow and adding columns of numbers has been removed, making it easier for you to concentrate on the positive rewards of budgeting.

The Budget Manager helps you decide upon an overall budget for the year – taking your long-term goals into account – and then enables you to shape a system for tracking your income and expenditures. Information from The Transaction Manager feeds into The Budget Manager, so you can compare your projected totals with your actual figures at the press of a key. Bar charts and graphs make it easy for you to see at a glance how things are shaping up for the week, month, or year.

Choose a budget you can live with. If it is too tight, you may become resentful and give it up. If it is too generous, you are not really accomplishing anything. The idea is to exercise a bit of discipline. Your self-restraint now will pay off later when you leave on that vacation, set sail in your yacht, or watch Matthew or Tina graduate from college.

When setting up your budget, it's a good idea to break down your expenses into those which are fixed (regular payments you must make) and those which are variable (such as food, clothing, and entertainment). You can be tough on your estimated variable amounts in order to be sure to meet your firmer obligations.

One more tip: pay yourself first. That is, if you are trying to set aside a certain amount regularly, do so at the beginning of the month – before you find other ways to spend the money.

Loading The Budget Manager

1. Load the program as in Chapter 2 (if you have not already done so).

2. Select the "Budgeting" menu item on the FUNCTIONS pull-down menu. (See Chapter 2 for instructions on operating the pull-down menus.)

3. You will now be asked if you want to update your actual amounts (amounts you entered in The Transaction Manager) in The Budget Manager. If this is the first time you have used this program, press **N** for no.

4. If you press **Y**, a columned display like the one shown below will appear on your screen. You will see a list of your check and credit card accounts and the first account will be highlighted. Your display might look like this:

```
┌────────────────────────────────────────────────────────────────┐
│ SELECT THE ACCOUNTS TO BE INCLUDED AS ACTUAL AMOUNTS           │
│                                      ┌──────────────────────┐  │
│                                      │ Update Actual Amounts │  │
│                                      └──────────────────────┘  │
│   Include      ID      Account Number      Account Name/Type   │
│   ─────────────────────────────────────────────────────────   │
│    YES         A1      14-786-467          Pers. Checking      │
│    YES         A2      321689              Savings 1           │
│    YES         A3      7102-113            Savings 2           │
│    NO                                                          │
│    NO                                                          │
│    YES         V1      4210 73306512       Visa               │
│    YES         V2      7321 28658210       MasterCard         │
│    YES         V3      623134              Diner's Club        │
│    NO                                                          │
│    NO                                                          │
│    NO                                                          │
│    NO                                                          │
│    NO                                                          │
│    NO                                                          │
│    NO                                                          │
│    YES                 Cash Transactions                      │
│                                                                │
│ <Esc> Menu  <▲▼> Select Account  <Return> Include?  <F1> Continue │
└────────────────────────────────────────────────────────────────┘
```

You will use this display to tell the computer which accounts hold amounts that you want entered in The Budget Manager.

You will see the word "yes" in the column titled "Include" next to each field that contains information on an account. Blank fields will display the word "no" in this column.

If the word "yes" is displayed across from an account, that account will be included in The Budget Manager. If you want to exclude that account, move the highlight to that account and press the key labelled "Include?" in the command bar. The response in the "Include" column will change to "no". If you press the "Include?" key a second time, the response in the left column will change to "yes". When you have finished selecting accounts, press the **F1** key to continue.

NOTE: Be sure to choose "yes" for all the accounts you want to include. Each update erases all previous actual amounts (this does not erase data on your Transaction disk).

5. Next you will be asked to tell the computer which year's transaction information you would like to transfer to The Budget Manager. Enter the last two digits of the year and press **RETURN**.

6. Next you will be asked if you want a printout of the transactions that have non-transferable index numbers for The Budget Manager. This list will include all records that cannot be transferred to your Budget or Asset/Liability data disks. This will alert you to any possible errors in your transaction records. Press **Y** if you want a printout of this list, or **N** if you do not. Whether or not you choose to print these records, they will be displayed on your screen.

NOTE: If your Transaction data disk contains transactions with non-transferable index numbers that you want to change, you need to go back to The Transaction Manager and correct those index codes using either the "Add Records" menu item on the FUNCTIONS pull-down menu or "Transactions" on the SEARCH/MODIFY pull-down menu. When you have corrected these codes, you can transfer these transactions to your budget when you load The Budget Manager, or you can use the "Update Actual Amounts" menu item on the FUNCTIONS pull-down menu to perform this task.

7. When all of your transaction information has been loaded into the computer, you will be asked if you want to load data from another Transaction disk. If so, press **Y** in response to this prompt and follow the prompts on your screen for correct disk placement. (If you have more than one data disk for the year you are transferring, press **Y** in response to this prompt.)

8. If you press **N** in response to the prompt in step 7, you will be prompted to insert your Budget data disk in the disk drive to save your actual amounts. Follow the prompts on your display.

■ Entering Your Budget Amounts

To enter the amounts you expect to spend (or receive as income) in each budget category in this program, select the "Modify Budget Amounts" menu item on the FUNCTIONS pull-down menu.

1. Use the cursor keys to select "Modify Budget Amounts" on the FUNCTIONS pull-down menu.

2. You will be asked to select the month with which you want to work. Use the cursor keys to highlight the month in the list shown. Then press the **RETURN** key to select the month.

3. The main budget display will appear and the first category amount will be highlighted. A budget display, including previously entered budget amounts, might look like this:

USE THE COMMAND KEYS SHOWN BELOW

Modify Budget Amounts

Month: January

Category	Budget	% Bgt	Actual	% Act	$ Dif	% Dif
Income	1846	** ***	1846	** ***	0	0
Loans	75	5	75	5	0	0
Taxes	112	7	112	7	0	0
Groceries	250	15	150	9	100	60
Residence	425	26	425	26	0	0
Utilities	48	3	48	3	0	0
Clothing	70	4	145	9	−75	207
Transportation	40	2	40	3	0	0
Insurance	30	2	35	2	−5	116
Recreation	60	4	50	3	10	83
Medical/Dental	30	2	0	0	30	0
Education	80	5	80	5	0	0
Miscellaneous	400	25	461	28	−61	115
Other	0	0	0	0	0	0
Total Expenses	1620	100	1621	100	−1	N/A
Net Income	226		225		−1	

`<Esc> Escape  <▲▼> Select Category  <F1> Modify Category`

This display consists of fourteen budget categories, each of which can be subdivided into ten subcategories. To enter or modify an amount for a budget category, you must enter amounts for one or more of the ten subcategories within that budget category. (See Chapter 3 for a complete listing of categories and subcategories.)

Following is an explanation of each of the column headings on this display.

Budget: Holds the total of all amounts that you entered as your estimated budget amounts for each category.

% Budget: Displays the relationship of each of your estimated budget amounts to the total budget amount. For example, your budgeted amount for utilities may represent 12.4% of your total expenses for the month.

Actual: Holds your actual expenditure amounts that have been transferred from The Transaction Manager.

% Actual: Displays the relationship of each actual amount to the total amount you spent during the month. For example, the actual amount for a category may represent 8.3% of your total expenses for the month.

$ Dif: Holds the difference between the amount you budgeted and the amount you actually spent. In the row marked "Income", this column will display the dollar difference between the amount you actually earned during the month and the amount you expected to earn.

% Dif: Holds the percentage relationship between your budgeted amounts and your actual amounts. For example, if the figure in this column for a particular budget category is 50%, you know you have spent half of your budgeted amount for that category. If the percentage is 150%, however, you know you have overspent your budget for this category by half. (Because a total of these figures would not be very useful to you, this column does not display a total.)

NOTE: Occasionally the totals of the percentage columns on your display will not equal 100. This is because each percentage is rounded to the nearest whole number.

NOTE: After viewing the main budget display, you may discover that you need to modify the names of categories. To do so, use the "Modify Category Titles" menu item on the FUNCTIONS pull-down menu. This menu item is discussed in the next section of this manual.

4. To enter an amount for a category, use the cursor keys to select the category on this display. Then press the **F1** key to modify the category. A window containing ten subcategories will appear on your display. Use the cursor keys to move the highlight to the subcategory you want to work with, and then press the **F1** key to modify that subcategory. You will now be able to enter an amount for that subcategory. Do so and press **RETURN**. If you later need to erase that amount, press **CLR/HOME**.

   Continue selecting and entering amounts for these subcategories. When you are finished, press the **Esc** key twice to return to the main budget display. The total of the amounts you have entered will appear on this display next to the main category.

5. Continue entering your budget information into the computer using the steps above. When you have entered all your budget estimates for the month, press the **Esc** key to select another month to modify. When you are finished, press the key labelled "Menu" to return to the menu headings.

■ Modifying Your Budget Category Titles

We have set up fourteen budget categories for you, but you may want to change the name of a category and subcategory to fit your needs. You can change the category titles at any time while you are using The Budget Manager. Follow these steps:

1. Select the "Modify Category Titles" on the FUNCTIONS pull-down menu.

    NOTE: The first category and all of its subcategories must be income accounts.

2. The main budget display will appear and the first category title will be highlighted. Use the cursor keys to select a category with which you want to work.

3. You now have two options.

    To modify a category title, move the cursor to that category and press the **F1** key. You will then be able to type in a new name for this category. After you enter the title, press **RETURN**.

    To modify subcategory titles, move the cursor to a category and press the **F3** key. A list of the subcategory titles for that category will appear on your screen. Move the cursor to a title you'd like to change, and press the **F1** key. Type in the new title, and press **RETURN**. You can then go on to choose another subcategory, or press **Esc** twice to return to the main budget display.

4. When you have finished working with your titles, press the
    Esc key to return to the menu headings. Your new category
    and subcategory titles will be saved on your Budget data
    disk. They will appear on your screen the next time you use
    The Budget Manager.

Setting Up Your Printer

For more information on the "Printer Configuration" menu
option, see Chapter 3.

Printing a List of Your Budget Categories

A list of your budget categories will be helpful when you are
entering transactions in The Transaction Manager. To print out
this list, select the "Print Category List" menu item on the
FUNCTIONS pull-down menu. Follow the prompts in the
prompt box to obtain a complete listing of your current category
titles along with their associated index numbers. The program
will return to the menu headings when the printout is completed.

Copying Your Budget Amounts

You may find that some of your projected budget amounts do not
vary from one month to another, so it would be tedious and
time-consuming to enter these same amounts for every month.
With this program, you don't have to enter your budget amounts
repeatedly – you can have the computer copy amounts from a
selected month by using the "Copy Budget Amounts" menu item
on the FUNCTIONS pull-down menu. Follow these steps:

1. Select the "Copy Budget Amounts" menu item on the FUNC-
    TIONS pull-down menu.

2. A window containing a list of months will appear on your
    screen. Use the highlight to select the month from which the
    budget amounts will be copied, and press **RETURN**. This is
    the source month.

3. A second window of months will appear on your screen. Use
    the highlight in this window to select the range of months to
    which the budget amounts will be copied, and press
    RETURN. To select a single month, move the highlight to
    that month and press **RETURN** twice. This is the destination
    month.

4. All of your budget information for the source month will be
    copied to the destination month you specified. To modify
    any of these amounts for the destination month, use the
    "Modify Budget Amounts" menu item on the FUNCTIONS
    pull-down menu. (See page 69 for information on this
    option.)

■ Updating Actual Amounts

If you did not choose to load your transaction data into The
Budget Manager when you first loaded the budgeting program,
you can use the "Update Actual Amounts" menu item to do so.
You can use this menu item to load amounts from your Transac-
tion disk at any time while you are using the program. To take
advantage of this feature, select the "Update Actual Amounts"
menu item on the FUNCTIONS pull-down menu, and follow
steps 4 through 8 on pages 66-9 of this manual.

■ Viewing the Disk Directory

If you want to view the names of the files stored on a disk, you can do so with the "View Directory" option on the FUNCTIONS pull-down menu. To use this menu item, see "Viewing the Disk Directory" in Chapter 3.

■ Viewing Your Budget and Actual Information by Month

NOTE: Remember that you can request a screen printout by pressing the **F6** key.

If you would like to view your budget and actual amounts by month, select the "View by Month" menu item on the BUDGET/ ACTUAL pull-down menu. This menu item will let you view all of your budgeted and actual expenses listed by month.

1. Select the "View by Month" menu item on the BUDGET/ ACTUAL pull-down menu.

2. You will now see a display much like the main budget display. Instead of budget categories, however, the column on the far left holds the names of the months from January to December. Your display might look like this:

```
USE THE COMMAND KEYS SHOWN BELOW
                                                      View by Month

  Net Income – All Subcategories
     Month       Budget    % Bgt    Actual   % Act    $ Dif   % Mth
  January          226       10      225       17       -1     100
  February         310       13      209       10     -101      67
  March            275       11      301       15       26     109
  April            150        6       99        5      -51      66
  May               56        2      100        5       44     178
  June             422       18      311       16     -111      74
  July              75        3       89        4       14     119
  August           101        4       30        1      -71      30
  September        210        9      109        5     -101      52
  October           45        2       30        1      -15      67
  November         425       18      300       15     -125      71
  December         100        4      125        6       25     125

  Total           2395      100     1928      100     -467     N/A



<Esc> Menu   <F1> View Category by Month
```

NOTE: Except for one difference, the column headings on this display are identical to those you saw when you entered your budget amounts. Instead of a column titled "% Dif", you will now see a column called "% Month". This column holds the percentage of your budgeted amount that you have already spent. (To review the other column headings, see page 71.)

The figures on the first display for this menu item represent net income. The amounts for all of the expense categories for a month have been subtracted from the income amount to give you the net income amount.

3. To view information on a specific category by month, press the key labelled "View Category By Month" in the command bar, and a window containing a list of categories will appear on the display. Use the cursor keys to select the category you want to view and press the **RETURN** key. The information for that category will appear on your display.

4. After you select a category to view, you will be able to select a subcategory. Press the **F1** key. A window containing the subcategories for your chosen category will appear on your screen. Use the cursor keys to select a subcategory, and press the **RETURN** key. The information for that subcategory will appear on your display.

5. To return to the previous display, press the **Esc** key. To return to the menu headings, press the **RUN/STOP** key.

Viewing Your Budget and Actual Information by Category

To view your budget and actual amounts by category for a particular period (as opposed to a single month's information) select the "View by Category" menu item on the BUDGET/ACTUAL pull-down menu. This menu item will let you view all of your budgeted and actual expenses by category.

1. Select the "View by Category" menu item on the BUDGET/ ACTUAL pull-down menu.

2. A window containing the months of the year will appear on your display. Move the cursor to the beginning month of the time period you wish to view, and press **RETURN**. Then move the cursor to the ending month of this time period, and press **RETURN** again. (If you only want information for one month, press **RETURN** a second time without moving the cursor.)

3. The main budget display will appear on your screen. The amounts shown for each category are for the time period you requested. (See page 71 for an explanation of the column headings on this display.)

4. To view subcategory amounts, use the cursor keys to select a main category. Then press the **F1** key. A window containing information on the subcategories of that category will appear on your screen.

5. To return to the previous display, press the **Esc** key. To return to the menu headings, press the **RUN/STOP** key.

▊ Viewing Graphics

Now that you have entered all of your budget and actual amounts into the system, you may want to view this information graphically. Graphs make it easier for you to see trends in your budget and actual amounts.

Bar Charts

To produce a bar chart, follow these steps:

1. Select the "Bar Charts" menu item on the GRAPHICS pulldown menu.

2. A window containing your budget categories will appear on your screen. Use the cursor to select the category you want to use for your graph, and then press **RETURN**. A bar chart will appear on your screen which compares your budget and actual amounts by month for the entire year. The legend on your display will tell you which bars stand for budget amounts and which bars stand for actual amounts. A sample bar chart might look like this:
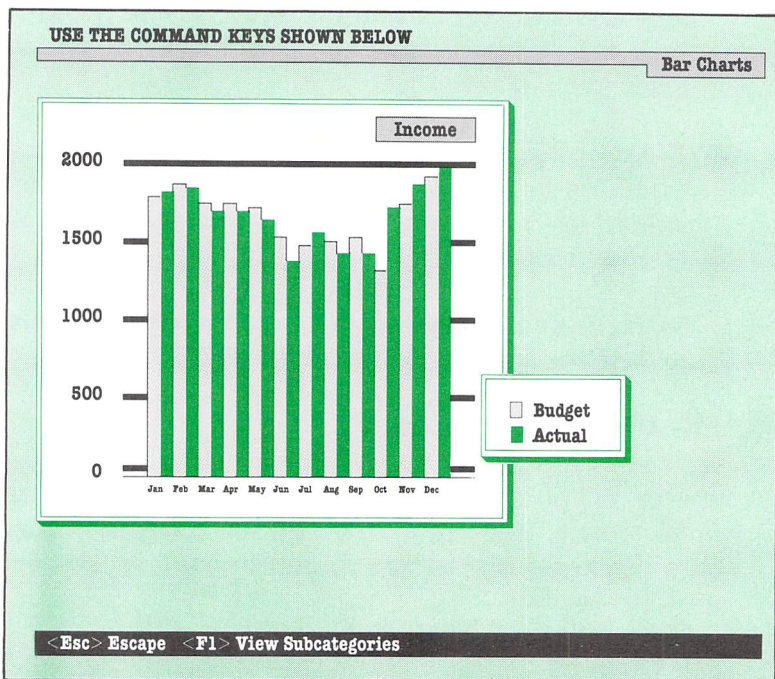
3. To view a bar chart for a subcategory, press the key **F1** key. A window will appear which contains a list of subcategories for the main category you selected. Use the cursor keys to select a subcategory, and press **RETURN**. A graph comparing your budget and actual amounts for the subcategory will appear on your screen.

4. When you have finished viewing bar charts, press the **Esc** key to return to the previous display. To return to the menu headings, press the **RUN/STOP** key.

X-Charts

X-Chart is an abbreviation for "cross-referenced chart". X-Charts are easy-to-read graphs which display budget and actual amounts for all budget categories or for a particular category.

NOTE: When producing X-Charts, the computer will graph negative numbers as if they were 0.

To view an X-Chart, follow these steps:

1. Select the "X-Charts" menu item on the GRAPHICS pull-down menu.

2. Now tell the computer which month or range of months you would like to view. A list of months will appear on the screen. Move the cursor to the beginning month of the time period you wish to view, and press **RETURN**. Then move the cursor to the ending month of this time period, and press **RETURN**. (If you only want information for one month, press **RETURN** a second time without moving the cursor.)

3. On your screen you will now see an X-Chart comparing budget and actual amounts for all expense categories to each other, to total expenses, and to budgeted and actual income. The chart is color-coded to help you to see how well you are meeting your budget goals. The more yellow (light) bars you have (compared to red (dark) bars), the better. The information shown is for the months you specified. A sample X-Chart might look like this:
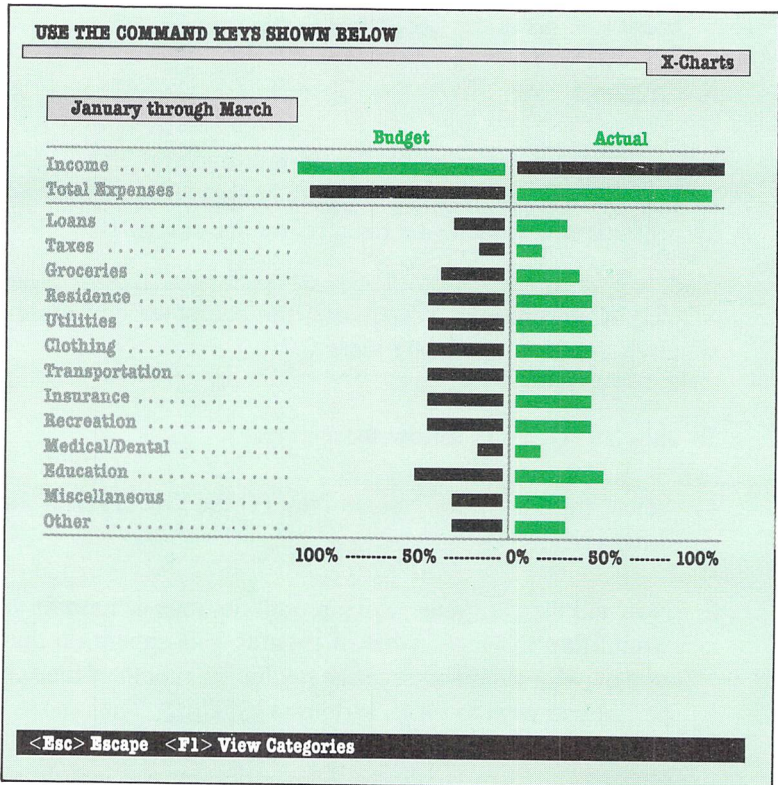
4. If you would like to see an X-Chart for a particular category, which would show you a graph of all of the subcategories compared to that entire category, press the key labelled "View Category" in the command bar. A window of categories will appear on your screen. Move the highlight in the window to the category you want to view and press **RETURN**. A new X-Chart for the category will appear on your screen. This chart compares budget and actual amounts for all subcategories to the total for the category.

■ Exiting The Budget Manager

When you are done working with The Budget Manager, you must exit the program using one of the menu items on the EXIT pull-down menu. You may remember these options from The Transaction Manager. If not, turn to the last section of Chapter 3 for a review.

5
The   •
Asset/Liability
Manager
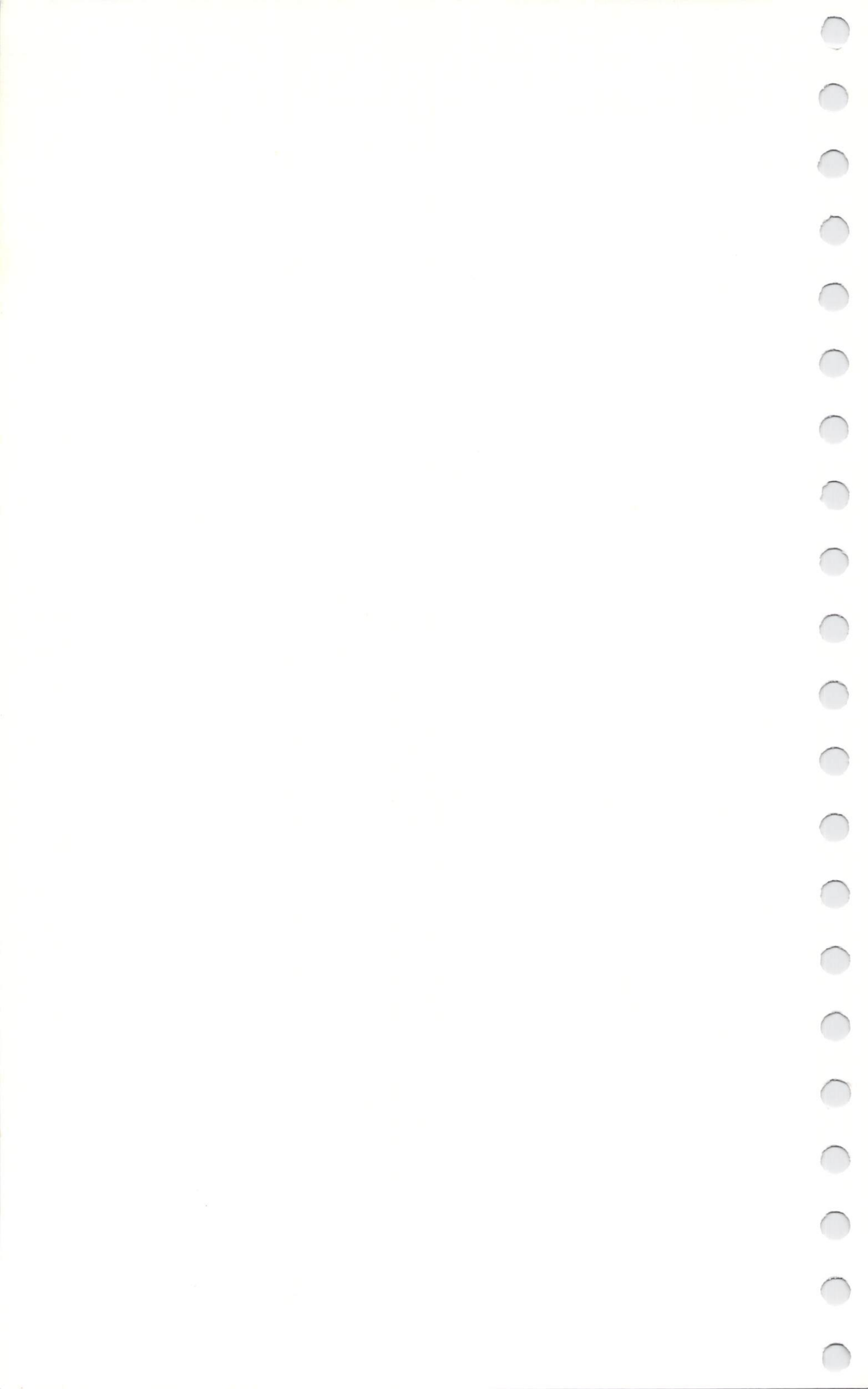
■ Introduction

Your assets and liabilities are constantly changing. You pay off
some debts and incur others. You sell off some assets and acquire
others. Some items that you hold become more valuable – the
cash value of your life insurance policy, for example, or the
market value of an antique – and others will become less so.
While you may not think of your balance sheet as a beehive of
activity, it actually varies from day to day. (See Chapter 7 for
instructions on producing balance sheets.)

Use The Asset/Liability Manager to record assets such as your
household belongings or collectibles, your investment holdings,
your bank accounts, real estate, partnerships, etc. The program
enables you to immediately recalculate the value of your assets
when you need an updated report.

Similarly, enter your liabilities, such as car loans or your
mortgage. Obviously you will want to keep close track of your
debts. If they dwindle, you have cause for celebration. If they
are escalating, take note.

The Asset/Liability Manager lets you perform searches, gather
information, and generate reports with ease. You'll need to know
the status of your balance sheet whenever you are interested in
getting credit or taking out a loan, and those of you who keep a
close eye on your investments will use The Asset/Liability Man-
ager to follow your fortunes.

■ Loading The Asset/Liability Manager

1. Load the program as in Chapter 2 (if you have not already
    done so).

2. Select "Assets/Liabilities" on the FUNCTIONS pull-down menu. (See Chapter 2 for information on operating the pull-down menus.)

3. After The Asset/Liability Manager has loaded into your computer, you will be asked if you want to update your Asset/Liability records with current amounts from The Transaction Manager. These amounts include any transactions that affected your assets or liabilities, such as a collectible or mortgage payment. If you press **N** for no, The Asset/Liability Manager will be loaded into your computer. Follow the prompts for proper disk placement. (If you are using The Asset/Liability Manager for the first time, press **N** in response to this prompt and move on to "Entering Your General Information".)

4. If you press **Y**, a columned display like the one you saw in The Budget Manager will appear on your screen. This display, which is used to update your Asset/Liability information with your Transaction data, is exactly like the opening display in The Budget Manager. To review the update procedure, see pages 66-9.

▪ Entering Your General Information

The General Information displays allow you to store and display data for asset or liability sources. You will also be able to enter information on insurance policies, names of financial institutions that hold your accounts, or dealers of collectibles. In short, you can enter any type of information that you wish about your assets and liabilities. To view or modify the General Information displays, follow these steps:

1. Select the "General Information" menu item on the SEARCH/MODIFY pull-down menu.

2. The first General Information display will appear on your screen. Use the up and down cursor keys to select the display with which you want to work.

3. You will now be able to enter information regarding your assets and liabilities. Use these displays as individual memo pads. Just press the **F1** key, and begin typing information related to your item. To delete an entire page of information, press **F3**.

    When you have finished entering the information you want, press the key shown in the command key area to store the information on your data disk. You will then be able to select another display. When you are finished entering your general information, press the key labelled "Menu" in the command bar to return to the menu headings.

■ Adding Asset/Liability Information

NOTE – TRACKING YOUR FINANCIAL INVENTORY: Your assets and liabilities actually comprise your financial inventory. When you print your financial plan (using Chapter 8 of this manual), your financial inventory will be printed out in report form as part of the plan. For a sample financial inventory report, see page 150 of this manual.

You can enter information on almost any type of asset or liability. You may not need to enter information into each field of an asset/liability record, but in order to have an accurate picture of your holdings and debts, try to enter complete information for each item. To enter asset/liability information, follow these steps:

1. Select "Add Records" on the FUNCTIONS pull-down menu.

2. The asset/liability display will appear on your screen. In the upper part of your display, you will see summary information for the last few records you have entered, and your display might look like this:

```
ENTER DESCRIPTION OF ASSET/LIABILITY

                                                          Add Records

   Rec #        Amount          Date          Index        Description

   0007          500.00        06/15/85        2013       Savings Bonds
   0008         5300.00        03/25/86        2092       Car
   0009         6500.00        01/01/85        2071       IRA
   0010         2500.00        10/22/73        2093       Diamond earrings
   0011          800.00         6/15/66        2097       China
   0012         1500.00         1/22/66        2097       Crystal
   0013          600.00        12/23/67        3002       Home Mortgage
   0014         2000.00        12/22/88        2044       Bonds
   0015          150.00         4/29/88        2093       Opal bracelet
   0016            0.00

   Rec #:   0016
                    Description

   Original:   Amount    0.00     Date              Index

               Last Modified Date   04/29/88    Current Value    0.00


   <Esc> Menu   <▲▼> Select   <F1> Store Record
```

(If you are entering your first record, you will not see any records listed on your display.) If you have already entered asset/liability records into the program, the next record to be entered will be highlighted.

Now you're ready to enter an asset/liability record. Assets can be broken down into four types:

- **Liquid Assets** are convertible to cash quickly and easily. These include cash, bank accounts, money market funds, and U.S. Savings Bonds.

- **Marketable Investments** are those investments that have an active trading market for purchase and resale. These include stocks, bonds, and mutual funds.

- **"Nonmarketable" Investments** are those for which there is no ready market for conversion to cash. These include IRAs and Keoghs, real estate, and tax shelters.

- **Personal Assets** are objects of value that you own, such as automobiles, homes, jewelry, and furniture.

Liabilities, on the other hand, are what you owe for such things as charge accounts, loans, and mortgages.

See pages 91-4 for a suggested list of categories and subcategories.

3. To add an asset/liability record, press the key labelled "Add Record" in the command bar. To modify an existing record, move the cursor to the record you want to modify and press the "Modify" key. The cursor will appear in the box marked "Description" on your display. Enter a short description of your first asset or liability.

4. You will now move to the next field of the record. (To move to any other field in the record, use the up and down cursor keys.) Enter the cost of the asset or liability for this record. Enter the dollar figure — this program will not display cents figures.

5. The next item you will be asked to enter is the date. Enter the date you acquired the item (use the MM/DD/YY format) and press **RETURN**. You will move on to the next field.

6. Now you must assign an index number to the amount of your asset/liability. Index numbers are used to tell the computer which asset/liability account this amount concerns. Unlike amounts in The Transaction Manager, which could be assigned to a number of budget index numbers, you must assign your entire asset/liability amount to one index number.

   The index number field is a very important field. The information you enter here will be used to interface your asset/liability records with your transaction data and with the financial planning and financial statement sections of this program. Index numbers also allow you to "search", or recall, asset/liability records by category.

   Index numbers must be entered using a four-digit format. The first digit denotes that the item is an asset or liability. Following is a list of asset/liability categories and their corresponding index numbers.

   NOTE: The following asset and liability index numbers have been provided in this program. You will need to enter an original cost amount and/or current value for each index number you use. If you choose to use different numbers for each item, be sure to modify your balance sheet accordingly. (The balance sheet is discussed in Chapter 7.) For instructions on this procedure, see Chapter 11, "Facts at Your Fingertips".

Asset Categories and Corresponding Index Numbers

2000 Liquid Assets 1
    01 Cash
    02 Savings
    03 Money Market Accounts
    04 Certificates of Deposit
    05–09 Open

2010 Liquid Assets 2
    11 Government Securities (T-Bills, Notes, etc.)
    12 Tax Exempt Mutual Funds
    13 U.S. Savings Bonds
    14 Cash in Stockbrokerage Accounts
    15–19 Open

2020 Liquid Assets 3
    21 Cash Value of Life Insurance
    22 Other Liquid Assets
    23–29 Open

2030 Marketable Investments: Stocks
    31 Stock 1
    32 Stock 2
    33 Stock 3
    34 Stock 4
    35 Stock 5
    36 Stock 6
    37 Stock 7
    38 Stock 8
    39 Stock 9

2040 Marketable Investments: Bonds
   41 Corporate Bonds 1
   42 Corporate Bonds 2
   43 Corporate Bonds 3
   44 Corporate Bonds 4
   45 Corporate Bonds 5
   46 Corporate Bonds 6
   47 Corporate Bonds 7
   48 Corporate Bonds 8
   49 Corporate Bonds 9

2050 Marketable Investments: Government Securities
   51 Government Securities 1
   52 Government Securities 2
   53 Government Securities 3
   54 Government Securities 4
   55 Government Securities 5
   56 Government Securities 6
   57 Government Securities 7
   58 Government Securities 8
   59 Government Securities 9

2060 Other Marketable Investments
   61 Mutual Funds
   62 Options 1
   63 Options 2
   64 Futures
   65 Commodities
   66 Precious Metals
   67 Other 1
   68 Other 2
   69 Other 3

2070 "Nonmarketable" Investments: Retirement
    71 IRA 1
    72 IRA 2
    73 Keogh 1
    74 Keogh 2
    75 Vested Interest in Employee Benefit Plans
    76–79 Open

2080 "Nonmarketable" Investments: Other
    81 Real Estate
    82 Employee Benefit Plan
    83 Annuities
    84 Other
    85–89 Open

2090 Personal Assets
    91 Residential Real Estate
    92 Autos
    93 Jewelry
    94 Furs
    95 Furnishings
    96 Collectibles
    97 Other
    98–99 Open

2100-2999 Open

NOTE: If you have more marketable investments than are provided for in this list, use index numbers 2100-2999. Be sure to reference these numbers when you set up your balance sheet.

Liability Categories and Corresponding Index Numbers

3000 Liabilities
    01 Bills Payable
    02 Mortgage on Residential Real Estate
    03 Loans
    04 Notes
    05 Margin Accounts
    06 Balances Due on Installment Payments
    07–09 Open

3010 Taxes
    11 Income Taxes (Additional to Withholding)
    12–19 Open

3020 Other Liabilities
    21 Liability 1
    22 Liability 2
    23 Liability 3

3024-3999 Open

NOTE: You don't have to enter charge account balances from this program's charge accounts into The Asset/Liability Manager. The program will apply these amounts to index code 3001 (Bills Payable) automatically.

---

7. Next you must enter the date that you last modified this asset/liability record. You will see today's date in this field. Enter a new date, or press **RETURN** only to enter today's date.

8. Next enter the current value for the asset or liability if the current value is different from the original cost. This field will be updated automatically when you use the "Update Asset and Liability Records" menu item.

9. When you have finished entering information into the record, press the **F1** key to save this information on your data disk.

10. Continue entering or modifying asset/liability records until all your entries have been made. To delete an existing record, move the cursor to that record and press the **F3** key.

■ Updating Your Asset/Liability Amounts

If you did not choose to update the information in the asset/liability records when you entered The Asset/Liability Manager, you may choose to do so now by using the "Update Asset and Liability Records" menu item on the FUNCTIONS pull-down menu. This option will update your asset/liability records automatically using amounts from your Transaction disk. To use this menu item, select "Update Asset and Liability Records" on the FUNCTIONS pull-down menu, and follow steps 4 through 8 on pages 66-9 of this manual.

■ Reorganizing Your Records

At times you will need to reorganize your asset and liability records, especially if you have deleted any records. Use the "Reorganize" menu item on the FUNCTIONS pull-down menu for this purpose. This option clears your data disk of any blank slots left by deleted records. Also, if you choose, you can sort your records by index number. After you select this menu option, you will be asked if you want to sort by index number. If so, press **Y**. If you press **N**, the computer will clear the blank slots from your disk. When the reorganization process is finished, press the key labelled "Menu" in the command bar to return to the menu headings.

■ Viewing Your Disk Directory

If you want to view the names of the files stored on a disk, you can do so with the "View Directory" option on the FUNCTIONS pull-down menu. To use this menu item, follow the steps in Chapter 3 of this manual.

■ Setting Up Your Printer

For more information on the "Printer Configuration" menu option, see Chapter 3.

■ Searching and Modifying Your Asset/ Liability Information

The items on the SEARCH/MODIFY pull-down menu help you find a particular record or group of records quickly. You tell the computer which records you want to view, and the computer will find those records and display them on your screen. You can then make changes to those records if you like. To use this menu item, follow these steps:

1. Select "Search Records" on the SEARCH/MODIFY pull-down menu.

2. You will be asked if you want to view all of your records or if you want to perform a search. Press **A** to view all of the records in your file, or press **S** to specify the records you want to view.

3. You will see two asset/liability record displays marked "Upper Limit" and "Lower Limit" on your screen.

ALL TRANSACTIONS OR SEARCH? (A/S)

Search Records

** LOWER LIMIT **

Rec #

Description

Original: Amount   Date   Index

             Last Modified Date   Current Value

** UPPER LIMIT **

Rec #

Description

Original: Amount   Date   Index

             Last Modified Date   Current Value

`<Esc> Escape   <F1> Search Records`

Use the "Lower Limit" record to enter the information on the
first asset/liability in the group you want to view. Use the
"Upper Limit" record to enter information on the last record
in the group you want to view. If you do not want to enter
information in a particular field of the record, press **RETURN**
to bypass the field. You do not need to enter information in
each field. You need only use the fields that are pertinent to
the records you want to locate.

Example 1:

Let's say you want to find all of the records that contain information on your XYZ stock. To tell the computer what you want to do, follow these steps:

Press the **RETURN** key until the cursor is in the "Description" field of the record marked "Lower Limit", and enter XYZ. Press **RETURN**. Then press the key shown in the command bar to do the search.

Example 2:

Let's say you want to find all the XYZ stock purchases over $100.00.

First, press the **RETURN** key until the cursor is in the "Description" field of the record marked "Lower Limit". Enter XYZ and press **RETURN**.

Now move to the "Amt $" field and enter 100.00. Then enter $99999.99 for the "Upper Limit" record. Press the key shown in the command bar to do the search.

Example 3:

How do you find all the records with index code 2200 to 2210?

First, move the cursor to the "Index" field in the record marked "Lower Limit" and enter 2200. Now move to the "Index" field in the record marked "Upper Limit" and enter 2210. Then press the key shown in the command bar to do the search.

4. After you press the "Search Records" key, the computer will search your records. When the search is completed, the asset/liability record display will reappear on your screen. At the bottom of the screen, you will see information for the record that is highlighted. To see information on another record, use the up and down cursor keys to select the record you want to view.

5. When you have located a record that you wish to modify, press the key labelled "Modify Record" in the command key area. To modify information in a record, use the same procedure you used when you added transaction records (see Chapter 3 for information on adding transaction records). When you have finished making changes to the record, press the key labelled "Store Information" in the command key area, and follow the prompts to store the new information on your data disk.

6. After you have finished viewing and modifying a record, you may select another record to view and modify. When you are done viewing and modifying records, press the key labelled "Menu" in the command key area to return to the menu.

The records you locate in a search will be retained in the computer's memory until you do another search. In other sections of this program you will be asked if you want to use the records from the "last search". These are the records you found in the last search you did using the "Search Records" option on the SEARCH/MODIFY pull-down menu.

■ Viewing Records Found in the Last Search

To take another look at the records that were located in the last search you performed, use the "Last Search" menu item on the SEARCH/MODIFY pull-down menu. You will be able to view and modify the records that were found in the last search that was performed using the "Search Records" option on the SEARCH/MODIFY pull-down menu. For more information on modifying your records, see page 96.

■ Writing Reports Using Your Asset/ Liability Information

To obtain a printout of the information stored on your data disk, use the "Asset & Liability Report" menu item on the PRINT pull-down menu.

1. Select the "Asset & Liability Report" menu item on the PRINT pull-down menu.

2. You will be asked if you want to write a report using all of your records or only those found in the last search you performed. Follow the prompts to tell the computer which set of records you want to use.

3. Next you will have a chance to load a report format you constructed previously and saved on your data disk. At this time you will also have the opportunity to set up a new format. A format is a framework that the computer uses in printing out your report. If you are using the program for the first time, or if you will be setting up a new report format, press N for a new report. If you want to use an "old" format, press O, and follow the prompts to load that format into the computer from your data disk.

NOTE: If you have stored previously created formats on a Report Format data disk, don't confuse a Transaction format for an Asset/Liability format. If you load a format into the wrong program, you will not be able to produce the report you want.

4. Next you will be asked to enter a title for the report. Enter a title and press **RETURN**. This title will appear on the top of each page of your report.

5. If you pressed **N** in response to the prompt in step 3, you will now be able to design your new report format. On your screen you will see a list of item numbers, descriptions, and lengths for each of the fields in your asset/liability record.

REPORT TITLE?

Asset & Liab Report

Column Description	Length
Record Number	5
Description	41
Original Amount	13
Original Date	10
Index Number	6
Last Modified Date	14
Current Value	14
Add Spaces	

-- Columns --

	Used	Remaining
80 Carriage:		
132 Carriage:		

\<Esc> Escape

The first field will be highlighted. Use the cursor keys to move the highlight to the field you want to use in the first column of your asset/liability report. Then press **RETURN**.

NOTE: If you want to place extra spaces between your report columns, you can do so by using the "Add Spaces" option on your display. Select this option as you would select a column heading. When prompted for the number of spaces to add between columns, enter the number and press **RETURN**. When your report is printed, the columns will be separated by the number of spaces you indicated.

After you press **RETURN**, you will see the column heading appear at the bottom of your display. You will also see the amount of total characters the report will use.

NOTE: Keep an eye on the "Columns Used" and "Columns Remaining" fields. (Do not use more columns than you have available on your printer or computer display.) If you use more columns than you have available, your report will not appear the way you planned.

6. Continue entering the fields you would like in your report in the order you would like until you have entered all the fields you want or until you have used up all the columns you have available. When you have finished entering columns, press the key labelled "Start Report" in the command key area to begin printing the report.

7. The next prompt you see will let you tell the computer where you would like your report printed: on the screen, the printer, or on your WORD WRITER 128 data disk. Printing to disk allows you to load the report into the TIMEWORKS WORD WRITER 128 word processor later. This is handy if you would like to include your asset/liability information in a written document you are preparing on the WORD WRITER 128. If you print your report on disk, you will be able to load it into WORD WRITER 128 only. (Move on to step 9 for information on storing your report format on YOUR PER-SONAL FINANCIAL PLANNER data disk for use later in this program.) Select the option that you want to use to print your report and press the key that corresponds to your choice.

8. The information will be extracted from your asset/liability data disk and printed out in the way that you have selected. Follow the prompts in the prompt box to produce the report. Following is a sample of a printed report:

	Assets/Liabilities – Jan.			
Description	$ Cost	Purchased	Modified	Value
Cash in Bank	567.00	01/31/85	01/01/85	567.00
Stocks	12,345.00	12/09/82	01/31/85	14,237.00
Bonds	5,000.00	01/11/84	01/31/85	5,000.00
U.S. Savings Bonds	500.00	01/23/84	01/31/85	500.00
Real Estate-Residence	56,886.00	09/12/74	01/31/85	72,000.00
Personal Assets	15,000.00	01/31/85	01/31/85	15,000.00
CD's	7,000.00	07/31/82	01/31/85	7,000.00
Loans-Mortgage	34,679.00	10/31/99	01/31/85	34,679.00
Income Taxes payable	1,235.00	04/15/85	01/31/85	1,235.00
Loans-Car	12,300.00	11/14/84	01/31/85	7,339.00
Various bills	300.00	01/01/80	01/31/85	300.00

9. After your report is printed out, you will be asked if you want to save the format on disk to use at a later date. Follow the prompts to save the format.

10. You will not be asked if you want to print another report. If you press **N**, you will return to the menu headings. If you press **Y**, follow the prompts to produce another report.

■ Exiting The Asset/Liability Manager

When you have finished working with your asset/liability records, you must exit the program using one of the menu items on the EXIT pull-down menu. You may remember these options from The Transaction Manager. If not, turn to the end of Chapter 3 for a review.

**6
Producing
Income
and Expense
Statements**

■ Introduction

You've heard the saying, "Live within your means." It's not complicated advice. The amount of money coming in has to cover the amount of money being spent, or you're in trouble.

Of course, it's a question of degree. If you have overspent wildly, you could be in serious trouble. If your income roughly balances your expenses, you are getting by. Best by far, however, is to have your income exceed your expenditures, for this puts you in a position to save.

Your best ally, as is so often the case, is knowledge. You need to know precisely how much money is coming in and exactly where it is going before you can accurately evaluate your financial situation and plan accordingly.

The Income and Expense Statement looks at the facts as you have entered them in The Transaction Manager and The Budget Manager. Using this section of YOUR PERSONAL FINANCIAL PLANNER, you can generate a financial report that shows the true relationship between your income and expenditures.

Look at the Income and Expense Statement reproduced on page 143. (This particular statement is filled out for the Jones family, so bear in mind that their situation will not be the same as yours.) The "bottom line" shows at a glance whether income is meeting, exceeding, or failing to meet expenses. Your financial security, as well as your financial future, depends on this net cash flow figure. You will need to know your net income when you begin Planning Your Financial Future (see Chapter 8) and subsequently reworking your alternative plans, since this figure shows how much money you can put toward your goals after meeting expenses.

Note that the financial breakdown in this statement is very specific. If your net income is not as healthy as you would like it to be, the Income and Expense Statement allows you to target areas in which to cut back expenses. If you revise your budget – and stick to it! – your net cash flow should improve correspondingly, which is a reward worth earning.

◼ Loading the Income and Expense Statement Program

1. Load the program as in Chapter 2 (if you have not already done so).

2. When the menu headings appear, select "Income Statement" on the PRINT pull-down menu. (See Chapter 2 for information on operating the pull-down menus.)

   NOTE: The PRINT pull-down menu includes a "Printer Configuration" option, which you can use to configure your printer before producing an income and expense statement. See Chapter 3 for more information on configuring your printer.

3. You will be asked if you want to use an income statement format that you created previously. Press **N** if you want to use or modify the format that we have supplied with the program. Press **Y** if you want to use a format you created previously and saved on your Budget data disk. Then follow the prompts on your display to assure that the proper disk is in the drive at the proper time.

Modifying the Income and Expense Statement Format

This program generates custom-designed income and expense statements using amounts that you entered previously on your Transaction data disk. For your convenience, we have set up an income and expense statement format in the computer. We call this the "default format". This format will serve most of your needs, but you may need to modify it. To do so, follow the instructions in this section.

NOTE: To obtain a printout of the income and expense statement format on your data disk, press the F6 key.

1. The first section of the statement format will appear on your display. (To view the rest of the statement, use your up and down cursor keys.)

```
USE THE COMMAND KEYS SHOWN BELOW
                                                    Income Statement


     YOUR FAMILY'S CURRENT STATEMENT OF INCOME AND EXPENSES



                                                            % OF TOTAL
  INCOME                                           AMOUNT     INCOME

     Total Employment Income ......................  _____   _____
     Interest, Dividends, Rents, Royalties, Fees .........  _____   _____
     Other Income ...............................  _____   _____
                      TOTAL INCOME ..............  _____   _____


   Type: H                  Index: ••••


 <Esc> Escape  <♠♥> Select  <F1> Modify  <F3> Insert  <F4> Delete  <F5> Cont
```

The first line of the income and expense statement will be highlighted. At the bottom of your display, you will see an area labelled "Type" and "Index".

Each area at the bottom of your screen holds a different type of information for a single line of the statement:

● A word designating the type of information this line contains. There are five abbreviations you can use:

A = Amount lines contain amounts retrieved from accounts that you specify from your Transaction disk.

H= Heading lines contain text only, such as column headings and report titles.

D= Date lines contain the current date that you entered when you loaded the program.

S = Subtotal lines contain subtotals of amounts entered in the income and expense statement.

T = Total lines contain totals of amounts displayed in the income and expense statement.

- Index codes for the amounts you enter in amount lines. These are the same budget index numbers you entered in The Transaction Manager. When the computer finds the index number you specified, it loads in that indexed amount and uses it to calculate your income statement.

2. To insert a line in the income and expense statement format, place the cursor in the statement where you want to insert a line. Then press the **F3** key. The line will be inserted above the highlight.

    To delete a line, place the cursor on that line and press **F4**.

    To modify a line in the income and expense statement, use the up and down cursor keys to move the highlight on your screen to the line you want to change. Then press the **F1** key.

    If you want to modify the text on this line, press the **F1** key. Then type the new text for this line and press **RETURN**.

To modify the "Type" information, press the **F3** key. You will be prompted to enter a letter representing the type of line this will be. Enter **H** for heading, **A** for amount, **S** for subtotal, **T** for total, or **D** for date. The word which corresponds to your entry will appear next to the word "Type" at the bottom of your display.

To modify the "Index" information, press the **F5** key and enter the index codes that correspond to the transaction amounts you want the computer to calculate in your income statement. These are the four-digit codes you entered for each transaction on your Transaction disk. If this is an amount line, you *must* enter at least one index code for this line.

For example, let's say that you assigned the following index numbers to your various income subcategories when you entered your transaction data.

0101   Dick's salary

0102   Jane's salary

0103   Rental income

0104   Interest income

0105   Dividends

If you entered a line in your income and expense statement for "Dick's salary", the Index number for that line should be 0101.

You can enter several index numbers for one line, but each must be divided by a slash (/). If the line in your statement asked for "Dick's and Jane's salaries", you would enter the following index numbers:

0101/0102

You can also enter a range of indexes. If the line called for amounts from all of your indexes from 0101 to 0105, you would enter these two numbers separated by a dash (–).

0101–0105

NOTE: If you changed any budget categories or sub-categories using the "Modify Category Titles" menu item, you need to adjust your income and expense statement to recognize your changes.

When you finish entering information for "Line", "Type", and "Index", press **Esc**, and you will be able to select another line to modify.

3. When you have finished altering the income and expense statement format, press the **F5** key. You will be asked if you want to save the format. If you press **Y**, you will be prompted to insert your Budget data disk in the disk drive. After you do so, the computer will save your format on your disk. (If you have not made any changes to the format, you will not be prompted to insert your Budget data disk.)

▪ Printing Your Income and Expense Statement

Now you can print your income and expense statement complete with amounts from your Transaction data disk. To obtain a print-out, follow these steps:

1. First you will need to tell the computer which accounts you want to use from your Transaction disk. Follow the prompts on your screen. A columned display will appear. (You will recognize this display from The Budget Manager.) Select the accounts to include in your statement and press **F1**.

2. Next you will be asked to specify which year's transactions you would like to use in your income and expense statement. Enter the last two digits of the year and press **RETURN**.

3. Next you must specify the months for which the statement will be printed. A window containing the months of the year will appear on your screen. Move the highlight in this window to the beginning month for your report, and press **RETURN**. Then move the highlight to the ending month and press **RETURN**.

4. The computer will now load in the data that you have specified from your Transaction data disk. You will be asked if you would like to use data from another Transaction disk. Press **Y** if your transaction data is stored on more than one disk. Then follow the prompts for proper disk placement. If you have only one Transaction data disk, press **N**.

5. The computer will now calculate your income and expense amounts and print out your report. For a look at a sample income and expense statement, see page 143 of this manual.

   After the printer stops printing, you will be asked if you want to print another report. Press **Y** and follow the prompts on your display if you want to print a report. If you press **N** for no in response to this prompt, follow the prompts to return to the menu headings.

- Introduction
- Loading the Balance Sheet Program
- Modifying the Balance Sheet Format
- Printing Your Balance Sheet

**7
Producing
Balance Sheets
(Assets and
Liabilities
Statements)**
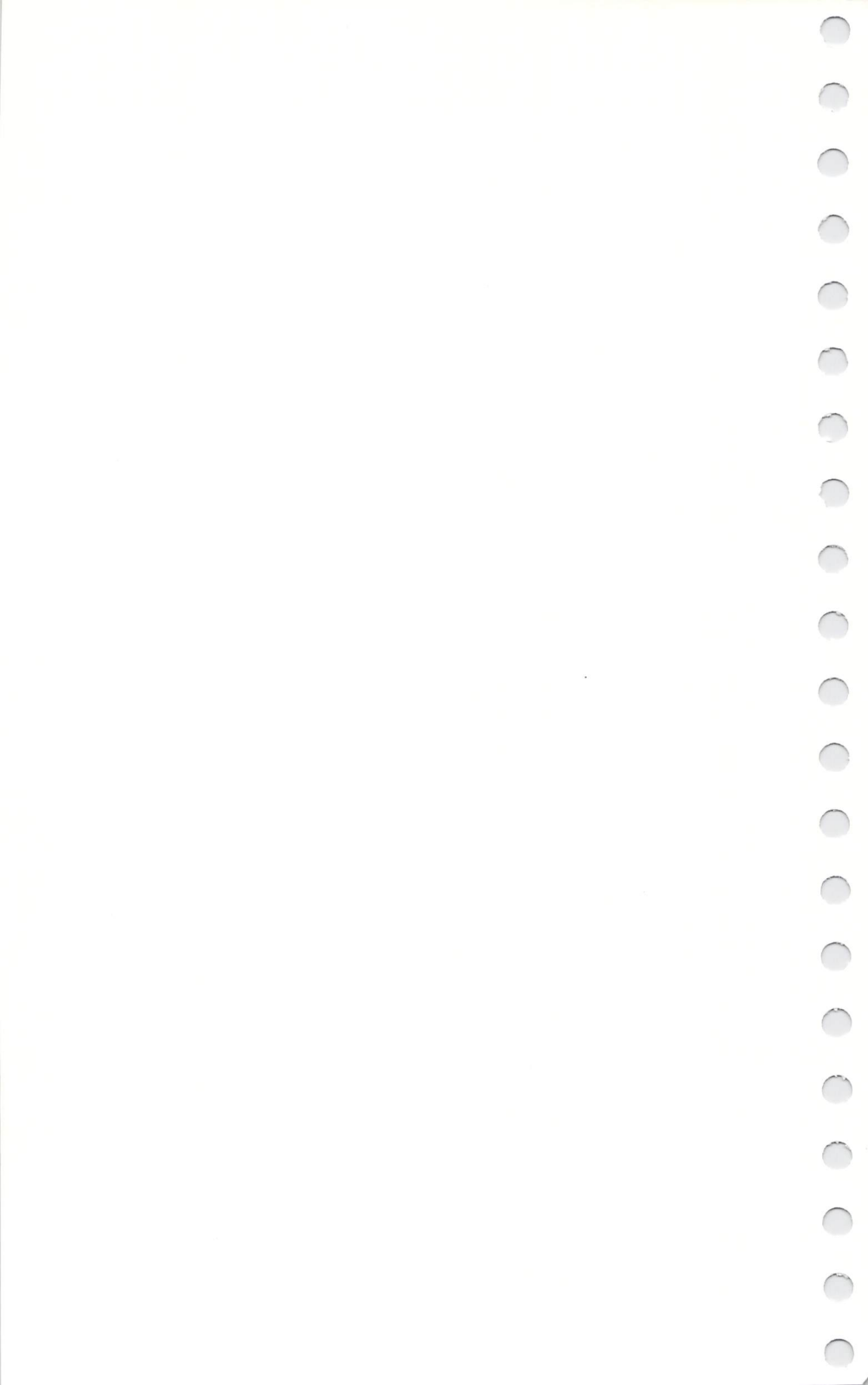
Introduction

You remember King Midas, who so enjoyed counting his gold. Today he would use this section of YOUR PERSONAL FINAN-CIAL PLANNER to generate a list of assets over which to gloat.

Unlike the King, however, most of us have debts as well as assets. As mentioned under The Transaction Manager, you will want to monitor your liabilities carefully, keeping a sharp eye on whether they increase or decrease. Handled well, debt can play a very positive part in financial planning. Handled poorly, it can catapult you into bankruptcy.

Keeping track of the constantly changing status of your net worth would be a cumbersome process without this program. However, YOUR PERSONAL FINANCIAL PLANNER takes the information from The Transaction Manager and The Asset/Liability Manager and generates an updated balance sheet for you in a flash. See the sample balance sheet (filled out for the Jones family) reproduced on page 144.

If you are concerned about your investments or interested in applying for a loan, this evaluation of your financial position is invaluable. And when you turn your attention to Planning Your Financial Future (see Chapter 8), you will want to refer to your balance sheet to see what assets you already have on hand to put toward your goals.

Loading the Balance Sheet Program

1. Load the program as in Chapter 2 (if you have not already done so).

2. When the menu headings appear, select "Balance Sheet" on the PRINT pull-down menu. (See Chapter 2 for information on operating the pull-down menus.)

    NOTE: The PRINT pull-down menu includes a "Printer Configuration" option, which you can use to configure your printer before producing a balance sheet. See Chapter 3 for more information on configuring your printer.

3. You will be asked if you want to use a previously created balance sheet format. Press **Y** if you want to use a balance sheet format you created previously and saved on your Budget data disk. Press **N** if you want to use the balance sheet format that we have supplied with the program. Then follow the prompts on your display to assure that the proper disk is in the drive at the proper time.

■ Modifying The Balance Sheet Format

This program generates custom-designed balance sheets using amounts that you entered previously on your Transaction data disk and your Asset/Liability data disk. For your convenience, we have set up a balance sheet format in the computer. We call this the "default format". This format will serve most of your needs, but you may want to design your own format. To do so, follow the instructions in this section.

NOTE: To obtain a printout of the balance sheet default format included in this program, press the **F6** key.

1. The first page of the balance sheet default format will appear on your display. (To view the rest of the statement, use your up and down cursor keys to scroll your display.)

USE THE COMMAND KEYS SHOWN BELOW

	Balance Sheet

YOUR FAMILY'S CURRENT STATEMENT OF ASSETS AND LIABILITIES

ASSETS	AMOUNT	% OF TOTAL ASSETS
Liquid Assets		
Cash, Bank Checking, Savings, Money Market, CDs		
Government Securities, Tax Exempt Funds		
U.S. Savings Bonds		
Cash Value of Life Insurance		
Cash in Stockbrokerage Accounts		
Other Liquid Assets		
TOTAL LIQUID ASSETS		

Type: H   Index: ••••

⟨Esc⟩ Escape   ⟨▲▼⟩ Select   ⟨F1⟩ Modify   ⟨F3⟩ Insert   ⟨F4⟩ Delete   ⟨F5⟩ Cont

---

The first line of the balance sheet will be highlighted. At the bottom of your display, you will see an area labelled "Type" and "Index".

2. You will find this section of the program works in much the same way as the Income and Expense Statement section works. Each line of the balance sheet contains text that will be printed on that line, a type indicator for that line (heading, amount, subtotal, total, or date), and an index code.

Also, as in the Income and Expense Statement program, you can change information in your balance sheet using the keys in the command bar and the editing keys on your keyboard, such as the space bar.

NOTE: When you enter "Index" information for each line, remember to enter the asset/liability codes, not the budget index codes.

There is one important exception to this procedure. The "Index" information for your checking and charge account lines must show the account codes that you assigned to your accounts in The Transaction Manager. The lines that hold checking and charge account balance amounts in the default format are set up to reference all of your accounts automatically.

To modify these lines so that they reference a specific account, enter the account code preceded and followed by a # sign. For example, you might enter:

#a1#

To specify several different accounts, you might enter:

#a1#/#b2#/#m1#

To specify a range of accounts, you might enter:

#a1#-#b3#

3. When you have finished making changes to the balance sheet format, press the **F5** key. You will be asked if you want to save the format. If you press **Y**, you will be prompted to insert your Budget data disk in the disk drive. The computer will then save your format on your disk. (If you have not made any changes to the format, you will not be prompted to insert your Budget data disk.)

Printing Your Balance Sheet

After you have designed your balance sheet, you can print it out, complete with amounts from your Transaction data disk and your Asset/Liability data disk. To obtain a printout of your balance sheet, follow these steps:

1. First you must tell the computer which accounts you want to use from your Transaction disk. Follow the prompts on your screen. A columned display will appear. (You will recognize this display from The Budget Manager.) Select the accounts you want to include in your statement and press the key labelled "Continue" in the command bar.

2. The computer will now load in the data that you specified from your Transaction disk. You will be asked if you would like to use data from another Transaction disk. Press **Y** if your transaction data is stored on more than one disk. Then follow the prompts for proper disk placement. If you have only one Transaction data disk, press **N**.

3. You will now be prompted to insert your Asset/Liability data disk in the disk drive. The computer will then load in the information you specified for the balance sheet report.

4. The computer will calculate your asset and liability amounts
    and print out your report. For a look at a sample balance
    sheet, see page 144 in of this manual.

    After the printer stops printing, you will be asked if you want
    to print another report. Follow the prompts on your display
    to obtain another report or to return to the menu.

**8
Planning Your
Financial Future**

Introduction

Have you ever bought a lottery ticket? Wished that you had a rich old aunt who would leave you her fortune? Hoped that a prince or princess would sweep you off your feet and take you home to a castle of diamonds?

Who hasn't wished, on occasion, for this kind of cure-all for financial woes?

Unfortunately, chances are you will not suddenly acquire a fortune out of the blue. You must solve your money challenges the old-fashioned way: with careful planning.

When you look to the future, there are undoubtedly a number of big-ticket expenses coming up. Perhaps you want to put an addition on the house, buy a piano, send a child to college, start up a sideline business...or all of the above. Using this section of Sylvia Porter's YOUR PERSONAL FINANCIAL PLANNER, you will be able to work out a realistic savings and investment plan that will make your long-term goals possible.

Whether your goals are lofty or humble, your financial plan for the future begins with where you are right now. Before you can use this section of the program effectively, you must have set up a budget for at least one year. In addition, it is important that you enter all of your assets and liabilities, as well as all of your checking and other transaction accounts, into the system. It is essential that you start with an accurate picture of your present financial position before you attempt any long-term planning.

Once you have established this solid basis for your total financial plan, consider your goals. After you've determined what you would like to accomplish, use the program worksheets to rank your goals by priority and assign dollar values to them. Differentiate between lump-sum expenses (a new car, for example), those costs that will last over a few years (college), and those that will continue for many years (retirement). Using this section of the program, you will be able to adjust these figures for inflation. Next you will project a rate of return on your savings/investments (reinvested interest, dividends, and other income from your savings/investments – plus growth in value). And then Sylvia Porter's YOUR PERSONAL FINANCIAL PLANNER will produce for you a total financial plan – including a spreadsheet showing how much you need to save/invest each year to achieve your goals.

When you are finished with this process, you probably will come to realize that things are not going to work out the way you had hoped. Probably you won't be able to save/invest enough to accomplish everything exactly the way you would like. This may be particularly true if you are a young adult whose expenses are rising but who has not yet reached peak levels of earning power.

At this point, you should take a look at "What to Do If You Can't Meet Your Financial Goals" in this manual, to start being creative with your variables. Could you delay one of your long-term goals, thus giving you a bit more time to save? Could you drop something altogether, or arrange to buy something more cheaply? Can you find a better rate of return with a different investment, or manage to earn more money each year? Look back at The Budget Manager. Could you budget more firmly in certain areas? If you skip a certain nonessential expense every month for the next ten months, how much will you save? If you invest the money, how much will it grow?

It is pleasant to daydream and to believe that all things are possible. It is not always as pleasant to take a cold look at your finances and see what is realistic. In this case, the fun comes later – when you pick out the wallpaper you want, hear the jingle of those new car keys, or snap the lid closed on your suitcase.

Loading the Financial Planning Program

1. Load the program as in Chapter 2 (if you have not already done so).

2. Select "Financial Planning" on the FUNCTIONS pull-down menu.

3. The Financial Planning section will be loaded from the program disk into your computer. Follow the prompts in the prompt box to assure proper disk placement.

4. Next the menu headings of the financial planning program will appear at the top of your screen. These are: FUNCTIONS, SEARCH/MODIFY, PRINT, and EXIT.

Adding a Worksheet to Your File

The first step in creating your financial plan is to tell the computer what your financial goals are. We have provided worksheets in this program to help you organize the necessary information about your goals. You can choose from five different types of worksheets: "College", "House", "Business", "Retirement", or "Other". (See pages 137-39 for filled-in examples of these worksheets.) To fill out a worksheet on the computer, follow these steps:

1. Select the "Add Worksheet" menu item on the FUNCTIONS pull-down menu.

2. A list of the five types of worksheets will appear in a window on your display. Use your up and down cursor keys to select the type of worksheet you want to add and press `RETURN`. The worksheet you selected will appear on your display. Following is an example of a College worksheet.

```
USE THE COMMAND KEYS SHOWN BELOW
                                                    Add Worksheet


    Type of Worksheet      College        For ▄

    Priority  [    ]    Total Amount Needed  [    ]    Year Amount Is Needed  1991

    Funds Now Available  [       ]    Funds From Outside Sources  [        ]

    Est. Avg. Annual Inflation  [   ] %      Average Annual Rate of Return  [  ] %




    Who is this objective for?
    EXAMPLE: Enter "John" for John's college education, "Our" for our house, etc.


    <Esc> Escape   <▲▼> Select Item   <Return> Enter Item   <F1> Store
```

3. Press the `F1` key. Begin filling out the worksheet using the samples on pages 137-39 and the instructions at the bottom of your screen as a guide.

4. When you have entered all the information into a worksheet, press **F1** to save that information on your data disk. After the information has been stored, another worksheet of the same type will appear on your display. You can either fill out this worksheet, or press the key labelled "Escape" in the command bar to return to the list of worksheets. You can then choose another type of worksheet.

    To modify a previous worksheet, press the up cursor key, and the most recent worksheet of the type you are working on will appear on your screen. Keep pressing this key until you see the worksheet you want. Then press the key labelled "Modify" in the command bar, and you will be able to edit or enter new information.

5. To choose another type of worksheet, press the **Esc** key, and the worksheet list will return to your display. To return to the menu headings, press the **Esc** key again.

NOTE: You may use a maximum of 50 worksheets to enter your financial goals into the computer. You may use any combination of worksheets, and you can use as many of one type as you need, but you should enter a different name or purpose for each worksheet of one type.

NOTE: In the command bar you will see a key labelled "View Summary". A summary is a table showing you how much money you need to save/invest each year in order to attain the goals entered on your worksheets. Before viewing a summary, you may want to turn to page 128 for a fuller explanation.

■ Deleting a Worksheet from Your File

If the information in a previously entered worksheet becomes obsolete, you may want to erase it from your data disk. To do so, use the "Delete Worksheet" option on the FUNCTIONS pull-down menu.

1. Select "Delete·Worksheet" on the FUNCTIONS pull-down menu.

2. The list of the five types of worksheets will appear in a window on your display. Use your up and down cursor keys to select the type of worksheet you want to delete and press **RETURN**.

3. The first worksheet of the type you chose will appear on your display. If you want to delete this worksheet from your data disk, press the **F1** key. You will be asked if you are certain you want to delete the worksheet. If you press **Y**, the worksheet on your display will be erased from your data disk.

4. If you don't want to delete a particular worksheet, press **N** and use the up or down cursor keys to move to another worksheet. When you have located a worksheet you want to delete, repeat the instructions in step 2 to erase the worksheet from your data disk.

5. When you have finished deleting worksheets from your data disk, you can select another type of worksheet by pressing the **Esc** key. The list of worksheets will reappear on your display. To return to the menu headings, press the **Esc** key again.

NOTE: In the command bar you will see a key labelled "View Summary". A summary is a table showing you how much money you need to save/invest each year in order to attain the goals entered on your worksheets. Before viewing a summary, you may want to turn to page 128 for a fuller explanation.

NOTE – VIEWING THE DISK DIRECTORY: The "View Directory" option on the FUNCTIONS pull-down menu works the same way in this section as it does in other sections of the program. See Chapter 3 to review the procedure to view the files on a disk.

Viewing and Modifying Worksheet Information

After you have entered a worksheet onto your data disk, you may want to modify the information you have entered. To modify your worksheet information, follow these steps:

1. Select "Worksheets" on the SEARCH/MODIFY pull-down menu.

2. The list of five types of worksheets will appear in a window on your display. Use your up and down cursor keys to select the type of worksheet you want to modify, and press **RETURN**.

3. Your first filled-in worksheet in the selected category will appear on your display. If this is the one you want to modify, press the **F1** key. (To modify another worksheet, use the up and down cursor keys to select another worksheet of the same type.)

4. When you press the "Modify" key, a cursor will appear in the first field of the worksheet. Enter your new information, or press the **RETURN** key to move on to the next field. When you are satisfied with the contents of the worksheet, press the key labelled "Store" in the command bar. After the worksheet has been stored, press **Esc** and select another type of worksheet to modify or press **RUN/STOP** to return to the menu headings.

■ Viewing a Summary of Your Financial Goals

As you enter information on your financial goals, the amounts will be used by the computer to construct a summary of your financial position. This worksheet summary will tell you how much money you will need to save/invest each year to attain your goals. To view your own summary, follow these steps:

1. Select "View Summary" on the SEARCH/MODIFY pull-down menu.

2. After you select this option, a summary of your first few goals will appear on your display. Use the cursor keys to scroll, or move, the figures up, down, right, or left so that you can view other parts of the summary. Following is a sample summary.

```
┌──────────────────────────────────────────────────────────────┐
│ USE THE COMMAND KEYS SHOWN BELOW                               │
│ ┌──────────────────────────────────────────┐                  │
│ │                                           │  View Summary    │
│                  AMOUNTS NEEDED TO MEET YOUR GOALS              │
```

YEAR	Dick College	Jane College	Bill College	Our Business	Our House	Total of All Goals
1990	1,464	564	244	2,399	6,914	14,324
1991	1,464	564	244	2,399	6,914	14,324
1992	1,464	564	244	2,399	6,914	14,324
1993	1,464	564	244			4,466
1994		564	244			3,002
1995		564	244			3,002
1996		564	244			3,002
1997		564	244			3,002
1998		564	244			3,002
1999			244			2,438
2000			244			2,438
2001			244			2,438
2002			244			2,438
2003			244			2,438
2004			244			2,438
2005						2,194

```
│ <Esc> Escape  <▲▼> Vertical Scroll  <◄►> Horizontal Scroll  <HELP> Help │
└──────────────────────────────────────────────────────────────┘
```

This information will be included in your financial plan. If you want to print the summary alone, select the "Worksheet Summary" menu item on the PRINT pull-down menu, and follow the prompts on your display. You can view another example of a summary in our sample financial plan on page 148.

NOTE: If you have specified many goals, your printed summary will be more than one page. The "Total of All Goals" column on each page displays totals for all of your goals, not just those shown on a particular page.

NOTE: The "View Summary" menu item produces a listing of amounts that you need to set aside each year to meet your goals. This summary does not include the lines labelled "Gain" and "Totals", which you will see in the sample on page 148. These lines only appear on the summary that is printed as part of the Financial Plan and on the summary produced by the "Worksheet Summary" menu item on the PRINT pull-down menu.

3. When you have finished viewing the summary, press **Esc** to return to the menu headings.

▪ Entering Information about Your Family into the Financial Plan

After you have defined your financial goals, you will need to enter pertinent information about your family (such as birthdates and social security numbers) into the computer. This information will be compiled and included in your Financial Plan. To enter your family data, follow these steps:

1. Select the "Family Information" option on the SEARCH/MODIFY pull-down menu. Follow the prompts for correct disk placement.

2. You will see the following display:

USE THE COMMAND KEYS SHOWN BELOW

Family Information

FAMILY INFORMATION   **PAGE 1 of 10**

Name   Samuel W. Gillespie

Address   7230 N. Kildare
                  Apt. 3B

City   Chicago   **State**   Il   **Zipcode**   60630

Birth Date   11/19/53   **Age** 31   **Social Security #**   333-50-2640

Occupation   Programmer

Comments

\<Esc\> Escape   \<◀▶\> Select Item   \<Return\> Enter Item   \<F1\> Store

To enter information, press the **F1** key and enter your family data. Then press **F1** again to save this information on your data disk.

3. Use the down cursor key to select another "Family Information" display. There are 10 displays on which you can enter information for 10 different people.

4. When you have finished entering family information, press the key labelled "Menu" in the command bar to return to the menu headings.

◼ Entering Information about Your Insurance Coverage

Now you will need to enter information about the insurance policies you own. This data, which includes policy numbers and names of companies, will be displayed in your Financial Plan. To enter your insurance information, follow these steps:

1. Select "Insurance Information" on the SEARCH/MODIFY pull-down menu.

2. You will now see a display containing a number of questions. To enter information, press the **F1** key and enter a response for each question. Then press **F1** again to save this information on your data disk.

3. Use the down cursor key to select another "Insurance Information" display. There are 10 displays on which you can enter information for 10 different policies.

4. When you have finished entering insurance information, press the key labelled "Menu" in the command bar to return to the menu headings.

◼ Setting Up Your Printer

For more information on the "Printer Configuration" menu option, see Chapter 3.

◼ Printing Insurance Worksheets

We have provided three insurance worksheets on your program disk: one life, one health, and one disability worksheet. Each worksheet asks for detailed information on your policies.

To print out a worksheet, follow these steps:

1. Select "Insurance Worksheet" on the PRINT pull-down menu. Follow the prompts for proper disk placement.

2. A window containing the three types of worksheets will appear on your screen. Move the highlight to the one you want to print, and press **RETURN**.

3. You will be prompted to check your printer to see if the paper is aligned and the printer is on. When the printer is ready, press **Y** in response to this prompt.

4. The printer will begin printing the worksheet you requested. When it is finished printing, the menu headings will return to your display. If you need another worksheet, select the "Insurance Worksheet" option again.

Printing Your Financial Plan

NOTE: Before printing your financial plan, you must modify the program's income statement and balance sheet formats and save them on your Budget data disk. If you do not do this, you will see an error message when you try to print your financial plan. See Chapters 6 and 7 for information on income statements and balance sheets.

After defining your financial goals and entering any pertinent family and insurance information, you can request a printout of your financial plan. To do so, follow these steps:

1. Select the "Financial Plan" option on the PRINT pull-down menu.

2. You will be asked if you want to print a financial plan you set up previously and saved on your Budget data disk. If you press **Y**, insert your Budget data disk and move on to step 6.

3. If you do not want to print a previous plan, press **N** and follow the prompts to load this section of the program into your computer.

4. A list of your transaction accounts will now appear on your screen, and you will be able to choose the accounts you want to include in the preparation of this financial plan. Use the keys shown in the command bar to do so, and press the key labelled "Continue".

5. The computer must now gather information from your various data disks to process your financial plan. Follow the disk placement prompts on your display. Please stand by – this may take a few minutes.

6. You will now be asked to check your printer to be sure it is lined up and ready to print. Follow the prompts on your display, and your financial plan will be printed out. (A complete reproduction of a financial plan for the Jones family appears at the end of this chapter.)

7. After the financial plan is printed, you will be asked if you want to print another copy. If so, press **Y**. If you don't want another copy, press **N**. The menu headings will appear on your display and you will be able to choose another menu option.

What To Do If You Can't Meet Your Financial Goals

If the top figure in the "Total of All Goals" column in the worksheet summary exceeds what you can save/invest each year, you will have to revise your plans. This may be especially apt to happen earlier in adult life when you have not yet reached top earning power.

Consider the following revisions, either individually or in any combination. Then rework the relevant worksheets, and from them create a revised worksheet summary.

● Eliminate some of your financial objectives altogether.

● Reduce the amounts that you planned to spend for some of your financial objectives.

● Target some of your financial objectives for later than planned.

● Invest differently toward increasing your rate of return.

● Increase the amounts available for added savings/investments by reducing some expenses in your budget. Primary possibilities are variable expenses, such as food, clothing, entertainment, and recreation.

● Increase your income. Possibilities include changing to a better-paying job, working part-time at a second job, having more family members work, or starting a sideline or full-time business. (Entrepreneuring would probably require some funding by you, which you also must factor into your financial considerations.)

- Plan to "balloon" contributions to some of your savings/ investments. The savings/investments shown in the worksheets and summary are straight-line annually (the same amount each year). For some goals you might start with smaller amounts, then contribute ascending amounts each year or every few years. This is especially appropriate if your income will go up or your expenses decrease in a few years.

A Closer Look at the Financial Plan

Meet the Joneses

We have prepared a sample plan using Sylvia Porter's YOUR PERSONAL FINANCIAL PLANNER. The worksheets, worksheet summary, and resulting personal financial plan are based on the particular circumstances of this simulated family. In preparing your own plan, you will use information that reflects your own circumstances.

The Jones family is headed by John A. Jones, age 45, who has an employment income of $50,000 a year. Mary B. Jones, 39, his wife, earns $40,000 a year. They have an additional annual income of $6,000 from their savings and investments. Their total yearly income of $96,000 less total expenses of $85,700 affords them a net cash flow of $10,300 for additional savings and investments.

John and Mary have three children: Richard (Dick), 14, is in high school; Jane, 9, in grade school; and William (Bill), 3.

The Joneses' financial objectives at this time are: to start a sideline business, buy or build a house, and purchase a new car three years from now; to provide all three children with college educations; and to start saving and investing towards John's retirement 20 years from now at age 65. Following are the worksheets the Jones family filled out for each of these objectives and the resulting financial plan.

The Jones Family's Worksheets and Financial Plan

Worksheets

```
                         College
FOR   . . . . . . . . . . Dick
PRIORITY NUMBER  . . . . . . . . . . . .         01
TOTAL AMOUNT NEEDED   . . . . . . . . . .  $32,000
YEAR YOU WILL NEED THIS AMOUNT  . . . .      1994
YOUR OWN FUNDS NOW AVAILABLE . . . . .    $10,000
FUNDS FROM OUTSIDE SOURCES  . . . . . . .  $16,000
EST. AVG. ANNUAL INFLATION  . . . . . . .        6%
AVG. ANNUAL RATE OF RETURN  . . . . . . .        8%
```

```
                         College
FOR . . . . . . . . . . . . Jane
PRIORITY NUMBER  . . . . . . . . . . . . .        02
TOTAL AMOUNT NEEDED   . . . . . . . . . .  $32,000
YEAR YOU WILL NEED THIS AMOUNT  . . . .      1999
YOUR OWN FUNDS NOW AVAILABLE . . . . .    $10,000
FUNDS FROM OUTSIDE SOURCES  . . . . . . .  $16,000
EST. AVG. ANNUAL INFLATION  . . . . . . .        6%
AVG. ANNUAL RATE OF RETURN  . . . . . . .        8%
```

College

```
FOR  . . . . . . . . . . . . Bill
PRIORITY NUMBER  . . . . . . . . . . . . . . .              03
TOTAL AMOUNT NEEDED  . . . . . . . . . . .         $32,000
YEAR YOU WILL NEED THIS AMOUNT  . . . .           2005
YOUR OWN FUNDS NOW AVAILABLE . . . . .         $10,000
FUNDS FROM OUTSIDE SOURCES  . . . . . . .       $16,000
EST. AVG. ANNUAL INFLATION  . . . . . . . .            6%
AVG. ANNUAL RATE OF RETURN  . . . . . . .             8%
```

Business

```
FOR . . . . . . . . . . . . . Our
PRIORITY NUMBER  . . . . . . . . . . . . . . .              04
TOTAL AMOUNT NEEDED  . . . . . . . . . . .         $45,000
YEAR YOU WILL NEED THIS AMOUNT  . . . .           1993
YOUR OWN FUNDS NOW AVAILABLE . . . . .         $ 8,000
FUNDS FROM OUTSIDE SOURCES  . . . . . . .       $30,000
EST. AVG. ANNUAL INFLATION  . . . . . . . .            6%
AVG. ANNUAL RATE OF RETURN  . . . . . . .             8%
```

House

```
FOR . . . . . . . . . . . . . Our
PRIORITY NUMBER  . . . . . . . . . . . . . . .              05
TOTAL AMOUNT NEEDED  . . . . . . . . . . .        $120,000
YEAR YOU WILL NEED THIS AMOUNT  . . . .           1993
YOUR OWN FUNDS NOW AVAILABLE . . . . .         $20,000
FUNDS FROM OUTSIDE SOURCES  . . . . . . .       $80,000
EST. AVG. ANNUAL INFLATION  . . . . . . . .            6%
AVG. ANNUAL RATE OF RETURN  . . . . . . .             8%
```

Other

FOR . . . . Car
PRIORITY NUMBER 06
TOTAL AMOUNT NEEDED $18,000
YEAR YOU WILL NEED THIS AMOUNT 1993
YOUR OWN FUNDS NOW AVAILABLE . . . . . $ 2,000
FUNDS FROM OUTSIDE SOURCES $14,400
EST. AVG. ANNUAL INFLATION 6%
AVG. ANNUAL RATE OF RETURN 8%

Retirement

FOR . . . . John
PRIORITY NUMBER 07
ANNUAL INCOME NEEDED $40,000
YEAR YOU WILL RETIRE 2010
ANNUAL INCOME EXPECTED $25,800
OTHER FUNDS EXPECTED $60,000
EST. AVG. ANNUAL INFLATION 6%
AVG. ANNUAL RATE OF RETURN 8%

The Financial Plan

CONFIDENTIAL FINANCIAL INFORMATION

YOUR
PERSONAL FINANCIAL PLAN

John A. Jones
Mary B. Jones
Richard D. Jones
Jane D. Jones
William E. Jones

December 1, 1990

1234 Main Street
Anytown, State 56789

Prepared by

YOUR PERSONAL FINANCIAL PLANNER™

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PERSONAL FINANCE MAGAZINE™ COMPANY

and

TIMEWORKS®, INC.

CONTENTS

12-01-90

SECTION I: WHERE YOU ARE FINANCIALLY AT THIS TIME

(A) FAMILY INFORMATION

NAME	AGE	BIRTHDATE	SOCIAL SECURITY #
John A. Jones	45	02/09/45	306-38-2345
Mary B. Jones	39	06/26/51	234-88-9843
Richard D. Jones	14	07/02/76	
Jane D. Jones	9	03/29/81	
William E. Jones	3	04/12/87	

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**(B) YOUR CURRENT RESOURCES AVAILABLE
TOWARD ACCOMPLISHING YOUR FINANCIAL OBJECTIVES**

(1) YOUR FAMILY'S CURRENT STATEMENT OF INCOME AND EXPENSES

INCOME	AMOUNT	% OF TOTAL INCOME
Total Employment Income	$90,000	93.8%
Interest, Dividends, Rents, Royalties, Fees	6,000	6.2
Other Income	0	0.0
TOTAL INCOME	**$96,000**	**100.0%**

EXPENSES

Debts

Residential Mortgages	$ 0	0.0%
Loans, Notes, Margin Accounts	0	0.0
Balances Due on Installment Payments	2,600	2.7
Mortgage Interest	0	0.0
Loan Interest	0	0.0
Other Interest	0	0.0
TOTAL PAYMENTS ON DEBTS	**$ 2,600**	**2.7%**

Taxes

Federal Income Taxes	$23,600	24.6%
State and Local Taxes	8,600	9.0
Social Security Contributions	5,100	5.3
Real Estate	0	0.0
Auto Sales	0	0.0
Other	0	0.0
TOTAL TAXES	**$37,300**	**38.9%**

Living Expenses

Food and Beverage at Home	$11,200	11.7%
Food and Beverage Away from Home	3,100	3.2
Household Supplies	1,000	1.0
Housing, Maintenance, Utilities	7,200	7.5
Clothing (purchases and care)	4,200	4.4
Transportation (including gas)	4,100	4.3
Insurance Premiums	1,800	1.9
Entertainment, Recreation, Vacations	3,600	3.8
Medical and Other Health Expenses (unreimbursed)	1,700	1.8
Contributions, Donations, Gifts	800	0.8
Education and Day Care	2,000	2.0
Children's Allowances, Camps, etc.	3,000	3.1
Grooming and Other Personal Care	1,600	1.7
Misc. (pets, legal, accounting, etc.)	500	0.5
TOTAL LIVING EXPENSES	**$45,800**	**47.7%**
TOTAL EXPENSES	**$85,700**	**89.3%**
NET CASH FLOW	**$10,300**	**10.7%**

(TOTAL INCOME LESS TOTAL EXPENSES)

8: Planning Your Financial Future

(2) YOUR FAMILY'S CURRENT STATEMENT OF ASSETS AND LIABILITIES

ASSETS	AMOUNT	% OF TOTAL ASSETS
Liquid Assets		
Cash, Bank Checking, Savings, Money Market, CDs ..	$ 6,500	5.2%
Government Securities and Tax Exempt Funds	12,400	9.9
U.S. Savings Bonds	3,100	2.4
Cash Value of Life Insurance	6,600	5.3
Cash in Stockbrokerage Accounts	2,200	1.8
Other Liquid Assets	0	0.0
TOTAL LIQUID ASSETS	$ 30,800	24.6%
Marketable Investments		
Stocks	$ 30,600	24.5%
Corporate Bonds	5,300	4.2
Government Securities	0	0.0
Mutual Funds	31,200	24.9
Options, Commodities, Futures, Precious Metals	0	0.0
Other	0	0.0
TOTAL MARKETABLE INVESTMENTS	$ 67,100	53.6%
"Nonmarketable" Investments		
IRAs, Keoghs	$ 13,200	10.5%
Real Estate	0	0.0
Vested Interest in Employee Benefits	4,900	3.9
Other	0	0.0
TOTAL "NONMARKETABLE" INVESTMENTS	$ 18,100	14.4%
Personal Assets		
Residential Real Estate	$ 0	0.0%
Autos	3,500	2.8
Furnishings, Jewelry, Furs, Collectibles	5,700	4.6
Other	0	0.0
TOTAL PERSONAL ASSETS	$ 9,200	7.4%
TOTAL ASSETS	$125,200	100.0%
LIABILITIES		
Charge Account Balances	$ 700	0.6%
Other Bills Payable	400	0.3
Real Estate Mortgages	0	0.0
Balances Due on Installment Payments	2,600	2.1
Loans, Notes, Margin Accounts	0	0.0
Income Taxes (additional to withholding)	9,200	7.3
Other	0	0.0
TOTAL LIABILITIES	$ 12,900	10.3%
NET WORTH .... (TOTAL ASSETS LESS LIABILITIES)	$112,300	89.7%

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SECTION II: YOUR FINANCIAL OBJECTIVES

(A) LISTED CHRONOLOGICALLY

DATE NEEDED	WORKSHEET	FOR	TOT AMOUNT NEEDED	NET NEEDED IN TODAY'S $	NET NEEDED IN INFLATED $
1993	House	Our	$120,000	$40,000	$ 47,640
1993	Other	Car	18,000	3,600	4,288
1993	Business	Our	45,000	15,000	17,865
1994	College	Dick	32,000	16,000	20,200
1999	College	Jane	32,000	16,000	27,032
2005	College	Bill	32,000	16,000	38,345
2010	Retirement	John	40,000*	40,000*	128,285*

NOTES: 1. "TOTAL AMOUNT NEEDED": As entered by you.

2. "NET NEEDED IN TODAY'S $: "TOTAL AMOUNT NEEDED" less "FUNDS FROM OUTSIDE SOURCES", as entered by you.

3. "NET NEEDED IN INFLATED $": Based upon the estimated average annual inflation rate you entered on each worksheet.

*Estimated annual income needed upon retirement.

8: Planning Your Financial Future

SECTION II: YOUR FINANCIAL OBJECTIVES

(B) RANKED BY PRIORITY

PRIORITY	WORKSHEET	FOR	TOT AMOUNT NEEDED	NET NEEDED IN TODAY'S $	NET NEEDED IN INFLATED $
1	College	Dick	$ 32,000	$16,000	$ 20,200
2	College	Jane	32,000	16,000	27,032
3	College	Bill	32,000	16,000	38,345
4	Business	Our	45,000	15,000	17,865
5	House	Our	120,000	40,000	47,640
6	Other	Car	18,000	3,600	4,288
7	Retirement	John	40,000*	40,000*	128,285*

NOTES: 1. "TOTAL AMOUNT NEEDED": As entered by you.

2. "NET NEEDED IN TODAY'S $: "TOTAL AMOUNT NEEDED" less "FUNDS FROM OUTSIDE SOURCES", as entered by you.

3. "NET NEEDED IN INFLATED $": Based upon the estimated average annual inflation rate you entered on each worksheet.

*Estimated annual income needed upon retirement.

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SECTION III: AMOUNTS YOU MUST SAVE/INVEST EACH YEAR TO MEET YOUR OBJECTIVES
– BY GOAL PRIORITY

GOAL #	NET NEEDED IN INFLATED $	AMT AVAILABLE IN TODAY'S $	AMT AVAILABLE IN INFLATED $	SHORTAGE/ SURPLUS	AMT TO SAVE EACH YEAR
1	$ 20,200	$10,000	$ 13,605	$ −6,595	$1,464
2	27,032	10,000	19,990	−7,042	564
3	38,345	10,000	31,722	−6,623	244
4	17,865	8,000	10,077	−7,788	2,399
5	47,640	20,000	25,194	−22,446	6,914
6	4,288	2,000	2,520	−1,768	545
7	128,285*	25,800**	120,253*	−8,032**	2,194

NOTES: 1. "AMOUNT AVAILABLE IN INFLATED $": The amount your present funds will be worth at the year you need them (based upon the estimated annual rate of return you entered on each worksheet).

2a. "SHORTAGE": "NET NEEDED IN INFLATED $" less "AMOUNT AVAILABLE IN INFLATED $".

2b. "SURPLUS": "AMOUNT AVAILABLE IN INFLATED $" less "NET NEEDED IN INFLATED $".

3. "AMOUNT TO SAVE EACH YEAR": The amount you need (at the estimated annual rate of return you entered on each worksheet) to make up the "SHORTAGE" shown in the preceding column.

*Estimated annual income needed upon retirement.

**This amount also takes into account the annual income you expect to receive from lump sum distributions at the year of your retirement.

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SECTION IV: YEAR-BY-YEAR AMOUNTS YOU MUST SAVE/INVEST TO MEET YOUR FINANCIAL OBJECTIVES

YEAR	Dick College	Jane College	Bill College	Our Business	Our House	Our Car	John Retire	TOTAL OF ALL GOALS
1990	1,464	564	244	2,399	6,914	545	2,194	14,324
1991	1,464	564	244	2,399	6,914	545	2,194	14,324
1992	1,464	564	244	2,399	6,914	545	2,194	14,324
1993	1,464	564	244				2,194	4,466
1994		564	244				2,194	3,002
1995		564	244				2,194	3,002
1996		564	244				2,194	3,002
1997		564	244				2,194	3,002
1998		564	244				2,194	3,002
1999			244				2,194	2,438
2000			244				2,194	2,438
2001			244				2,194	2,438
2002			244				2,194	2,438
2003			244				2,194	2,438
2004			244				2,194	2,438
2005							2,194	2,194
2006							2,194	2,194
2007							2,194	2,194
2008							2,194	2,194
2009							2,194	2,194
TOTALS:	5,856	5,076	3,660	7,197	20,742	1,635	43,880	88,046
GAIN:	739	1,966	2,963	591	1,704	133	56,533	64,629
AMOUNT NEEDED:	6,595	7,042	6,623	7,788	22,446	1,768	100,413*	152,675

NOTES: 1. "TOTALS": These are the amounts you need to save and/or invest for each objective, which, when adjusted by your estimates for inflation and rate of return, will produce the amounts you actually need at the time of use.

2. "GAIN": These are the amounts your estimated <u>annual</u> rate of return will produce over the period of time saved and/or invested.

*The principal amount you must accumulate to generate the balance of the annual income you need at the year of retirement.

********** WARNING WARNING WARNING WARNING WARNING **********

YOU CANNOT ACCOMPLISH ALL OF THESE OBJECTIVES
WITH YOUR CURRENT INCOME AND EXPENSES.

SEE "WHAT TO DO IF YOU CAN'T MEET YOUR FINANCIAL GOALS",
IN YOUR MANUAL, TO REDO YOUR FINANCIAL PLAN.

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SECTION V: INSURANCE SUMMARY RECORDS

POLICY NO.	COMPANY NAME	TYPE OF INSURANCE	BENEFIT AMOUNT	PREMIUM AMOUNT	NAME OF INSURED	ITEM OR BENEF.
M 234-67BC	Major Plus	Major Med.	Various	190.30/mo	Family	
DI 23/56Z	XYZ Co.	Disability	100,000	125.00/qu	John	Mary
HO 2904-51	Major Plus	Hosp/Surg.	Various	28.78/mo	Family	
HM346-097	Home Insur	Homeowner's	75,000	21.45/mo	Family	
CA 473/87	Super Auto	Auto	300/500M	400.00/sa	John/Mary	
BCS LO4567	AAA Life	Life – Term	500,000	72.50/mo	John	Mary

NOTE:
When you print out your own financial plan, you may want to place your insurance worksheets right after this page. Then you can keep all of your insurance information in one place.

8: Planning Your Financial Future

SECTION VI: YOUR FINANCIAL INVENTORY RECORD

INDEX	DESCRIPTION	DATE PURCHASED	ORIGINAL COST	CURRENT VALUE
2004	CD – American Bank	06/30/90	3,000	3,300
2003	Money Market – First National	09/01/90	1,200	1,263
2051	Town County (due 2006)	03/15/85	3,000	3,000
2051	City AAA (due 1999)	04/01/83	4,000	4,400
2051	Water Development (due 1997)	03/13/82	4,000	5,000
2013	U.S. Savings Bonds – E	01/01/80	1,000	2,000
2013	U.S. Savings Bonds	06/01/90	1,000	1,100
2021	Cash value (Blue Circle)	06/09/87	0	2,700
2021	Cash value (AAA Life)	01/02/82	0	3,900
2014	Cash in XYZ Broker, Inc.	03/05/87	0	1,092
2014	Cash in ABC Broker House	11/09/89	0	1,108
2031	Mining, Inc – 600 shares	10/12/88	2,100	1,855
2031	American Auto – 50 shares	01/11/90	1,076	1,301
2031	Blue Circle – 200 shares	03/04/86	1,006	1,456
2031	AAA Life – 100 shares	04/05/90	1,577	1,358
2031	U.S. Box – 75 shares	11/13/89	769	809
2031	Marine, Inc. – 25 shares	03/09/90	269	349
2031	Compute, Inc. – 50 shares	11/19/89	634	578
2031	LBT Mgt. – 10 shares	11/17/86	567	790
2031	Telephone, Inc. – 75 shares	07/19/88	1,198	1,345
2031	Toys, Inc. – 200 shares	12/01/84	567	897
2031	LTN, Co. – 25 shares	11/12/87	256	349
2031	Blue Farm, Co. – 50 shares	02/09/89	289	335
2031	Torco Co. – 100 shares	11/30/90	500	500
2031	Bass, Inc. – 10 shares	11/30/90	258	249
2031	SDT Oil – 500 shares	11/12/86	2,145	3,500
2031	SDT Oil – 200 shares	03/03/89	1,046	1,400
2031	Tobacco Co. – 100 shares	05/03/85	470	1,099
2031	Lasor, Co. – 250 shares	06/02/87	4,500	6,457
2031	MCT Tire – 500 shares	03/04/83	3,789	5,973
2041	Oil bonds due 1992	04/09/84	2,000	3,300
2041	ABT bonds due 1997	04/09/84	1,500	2,000
2061	ABC Mutual Fund – 445 units	05/09/85	6,579	9,599
2061	XYZ Mutual Fund – 550 units	07/23/90	4,567	4,128
2061	Lear Mutual Fund – 100 units	07/23/90	1,300	1,398
2061	BTI Mutual Fund – 346 units	03/04/88	3,988	5,675
2061	Mutual Fund Co. – 500 units	07/09/89	7,349	8,788
2061	Mutual Funds, Inc. – 200 units	11/01/90	1,234	1,612

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SECTION VI: YOUR FINANCIAL INVENTORY RECORD (CONT.)

INDEX	DESCRIPTION	DATE PURCHASED	ORIGINAL COST	CURRENT VALUE
2071	IRA – American Bank	01/01/86	1,000	1,604
2071	IRA – American Bank	04/15/87	2,000	2,903
2071	IRA – First Nat'l Bank	01/01/88	2,000	2,568
2071	IRA – American Bank	04/15/89	3,000	3,400
2071	IRA – First Nat'l Bank	01/01/90	2,500	2,725
2075	Vested Interest – Beal, Inc.	01/01/85	0	4,900
2092	Auto – 1979	12/31/79	5,808	1,000
2092	Auto – 1981	12/01/81	6,006	2,500
2095	Personal assets – Furnishings	03/02/81	13,789	2,400
2094	Personal assets – Fur	12/23/89	1,245	800
2097	Personal assets – Stamps	01/01/84	388	739
2097	Personal assets – Coin	01/03/87	500	750
2097	Personal assets – Sterling	11/23/90	1,011	1,011
3001	Other bills – Dental fees	09/12/90	950	400
3006	Balance due on installments – Fur	12/23/89	1,245	895
3006	Balance on installments – Sterling	12/01/89	1,011	902
3006	Balance due – Furniture	11/09/88	3,000	803
3011	Income Taxes due	12/01/90	0	9,200

Makeover Strategies for the Jones Family

When "the Jones family" completed their financial plan, they found that they would have to save/invest much more than they could each year. They presently are able to save/invest $10,300 a year. The summary showed they would have to save/invest $14,324 in each of the first three years and lesser amounts in subsequent years.

Your results may be similar – your reach may exceed your grasp.

Accomplishing an integrated set of financial goals is not easy and requires very careful planning. If you're starting a financial planning program relatively early in life, chances are your expenses are rising, your objectives are many, and your peak levels of earning power have not yet been reached.

If so, your financial planning will involve a process of adjustment in which some goals must be changed and/or deferred. Altered goals may be funded later as net earning power increases.

How did the Jones family cope with the reality of their financial situation?

1. They decided not to eliminate any of their objectives. All were important.

2. They decided to seek ways to increase their income, starting with both John and Mary looking for either better-paying jobs or second jobs. If both or either got second jobs, they would continue with these until they undertook one of their objectives: starting their own sideline business three years from now.

3. They also decided to try to increase their savings/investments by obtaining a rate of return greater than the 8% a year they had factored in their worksheets. Over the long run, even a small improvement would help substantially in achieving their goals. For example, the Joneses can save/invest $10,300 this year. At their estimated 8% average annual rate of return (reinvested savings/investment interest, dividends, and other income, plus growth in value), this $10,300 would increase to $22,236.94 ten years from now. But at 10%, it would rise to $26,715.55.

4. They decided to buy/build a less costly house than they had planned. They also would consider acquiring a two-family house so that they could rent the extra unit for additional income and also achieve tax benefits.

5. They decided to consider having their three children attend less expensive public colleges instead of the private schools in their plans. This might reduce these education costs in today's uninflated dollars by about $3,200 a year.

6. They decided to reduce or even eliminate their current contribution to their retirement planning other than IRAs and company plans. They would increase their additional contributions after their children graduated from college and left home and there was more disposable income. They would also establish a Keogh plan when they began their own sideline business.

7. If absolutely necessary, they would consider using part of their savings/investments "set aside" as "emergency funds" on a temporary basis to advance their objectives. They would do this knowing they had backup funds, devoted mainly to long-term goals, which they could dip into if an emergency occurred.

- Conclusion
- Making Backups of Your Data Disks

**9
Ending the
Program**

When you are finished working with Sylvia Porter's YOUR PERSONAL FINANCIAL PLANNER, you can end the program using an option on the QUIT pull-down menu. These options are "Load Another Program" and "Return to System".

These work just like the options on the EXIT menus in each of the segments of this program. To exit the program, select an option on the QUIT pull-down menu and follow the prompts on your screen.

Conclusion

Having read through this manual – and perhaps gotten started with your computer work – you are now familiar with the different areas of personal financial planning. You have seen how these aspects affect each other, and how they work together to form a total plan. And you can tell what a tremendous help Sylvia Porter's YOUR PERSONAL FINANCIAL PLANNER will be in organizing and recording your financial information.

As you continue to learn about money management, and as you revise and rework your goals, this program will keep pace with you. Like any invaluable tool, it makes your task much easier – but requires your own diligence for the result to be successful. If you apply yourself to your personal financial planning with the same zeal that you enjoy its benefits, your goals will be within reach.

Making a Backup of Your Data Disk

The magnetic data disks on which you store your information are vital to your processing of data. Unfortunately, data disks can become unusable for a great variety of reasons – causing you to lose your accumulated vital information. Therefore, we strongly urge you to create at least one backup disk after each session of entering information into YOUR PERSONAL FINANCIAL PLANNER.

To use the backup program, follow these steps:

1. Select the "Back Up Data Disk" menu option on the FUNC-
    TIONS pull-down menu. The computer will check to see
    how many and what type of disk drive(s) you are using.

2. Cover the write-protect notch on your data disk with a piece
    of tape to prevent accidental erasure of your data. Follow the
    prompts for proper disk placement.

3. Remove your program disk.

4. Instructions will now appear in the box labelled OPERATOR
    INTERVENTION. The responses to these instructions are
    described in steps 6 through 13 below.

5. Enter the "PROGRAM OPERATION CODE":

    The Program Operation Codes are:
    B = BAM select backup
    D = Direct backup

    Press **B** and press **RETURN** .

6. Enter "DESTINATION DISK NAME":

    This is your new backup disk. Enter any name you choose
    and press **RETURN**.

7. Enter "DISK ID NUMBER":

    Enter a 2-digit disk ID number and press **RETURN**.
    Example: B1

8. A flashing message will read "INSERT DESTINATION DISK INTO DRIVE".

   Insert your destination disk and press any key on your keyboard. If you are using two drives, insert your disk in drive 9. This disk will be formatted and all previous information will be erased.

9. A flashing message will read "INSERT SOURCE DISK INTO DRIVE".

   The source disk is the disk you are copying. Insert your source disk and press any key on your keyboard. If you are using two drives, insert your source disk in drive 8.

10. A flashing message will read "VERIFY SOURCE DISK FOR BACKUP".

    Check the box on your screen labelled DISK to verify that you have inserted the correct disks. Then press any key on your keyboard. The box labelled EXECUTING will display the message "READING DATA INTO BUFFER". (The buffer is your computer storage area.)

If you are using two disk drives, steps 11 and 12 will be performed automatically. Move to step 13.

11. When the buffer is full, the box labelled OPERATOR INTERVENTION will flash the message "INSERT DESTINATION DISK INTO DRIVE".

    Insert your destination disk and press any key. The box labelled EXECUTING will display the message "WRITING DATA FROM BUFFER".

12. When the buffer is empty, the box labelled OPERATOR INTERVENTION will flash the message "INSERT SOURCE DISK INTO DRIVE".

    Insert your source disk and press any key. You will return to step 11. The computer will loop between steps 11 and 12 until all of the information stored on your source disk has been copied to your destination disk. Depending on the size of the files on your source data disk, you may have to repeat steps 11 and 12 several times.

13. When the backup process is complete, the box labelled EXECUTING will display the message "BACKUP FINISHED".

    The OPERATOR INTERVENTION box will display the message "REMOVE DESTINATION DISK FROM DRIVE". Do so. This is your backup disk.

14. TURN OFF YOUR COMPUTER. This step is mandatory for the backup process to be complete.

10
Troubleshooting

PROBLEM	PROBABLE REMEDY
PROGRAM WILL NOT LOAD	1. Turn off disk drive and computer, and try again. 2. Clean heads on disk drive. 3. Check computer hookup. 4. Make sure PROGRAM DISK, not data disk, is in disk drive.
DEVICE NOT PRESENT ERROR	Check hookup and power supply for all devices.
READ OR WRITE ERROR	1. Insert correct disk into disk drive. 2. Use a better quality disk for data. 3. Replace data disk with previous backup. 4. Remove write protection tape from data disk.
SYSTEM FROZEN, SCREEN BLANKS OUT, PROGRAM LOST (due to power flucutuations)	Restart all devices and reload the program.
DATA WILL NOT SAVE	Initialize a new data disk.
OTHER PROBLEMS	Consult the following Pre-Call Checklist before calling Timeworks' Customer Support Help Line: (312) 948-9200 (800) 323-9755

Before You Call . . .

1. Have you investigated your manual thoroughly (Troubleshooting, Facts at Your Fingertips, and the Index) for the answer to your question?

2. Has the problem ever appeared before? What procedure did you use to produce the problem, and can you reproduce the situation repeatedly? Have you tried reproducing the problem with other hardware than your own?

3. Are you using any additional equipment with your system, such as a keypad, modem, or fast loading devices? If so, disconnect the additional hardware and try to repeat the problem. If not, did you change your hardware or software configurations before you first experienced the problem?

4. If the problem is related to printing, have you checked your printer manual or contacted your printer manufacturer for the answer? Have you read your interface manual or contacted your interface manufacturer?

5. Have you returned your Registration Card to Timeworks?

If You Call . . .

1. Which Timeworks product are you calling about, and what is the version number? (For example, SYLVIA PORTER version 1.0.)

2. What operating system are you using? (For example, Commodore 128.)

3. Have your user's manuals with you when you call, and keep your manual and any other pertinent materials by the phone in case we need to call you back.

4. To save valuable time, state your problem or question as *concisely* as possible.

- Adding Asset/Liability Records
- Adding Transactions
- Automatic Transactions
- Balancing Your Checking Accounts
- Balancing an Account When You Have Two or More Transaction Data Disks
- What To Do If Your Checkbook Doesn't Balance
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- Printing Reports
- Searching for Records
- Setting up Checking and Credit Card Accounts within the Program
- Setting up Your Own Asset/Liability Accounts and Adjusting Your Balance Sheet Accordingly
- Viewing the Disk Directory
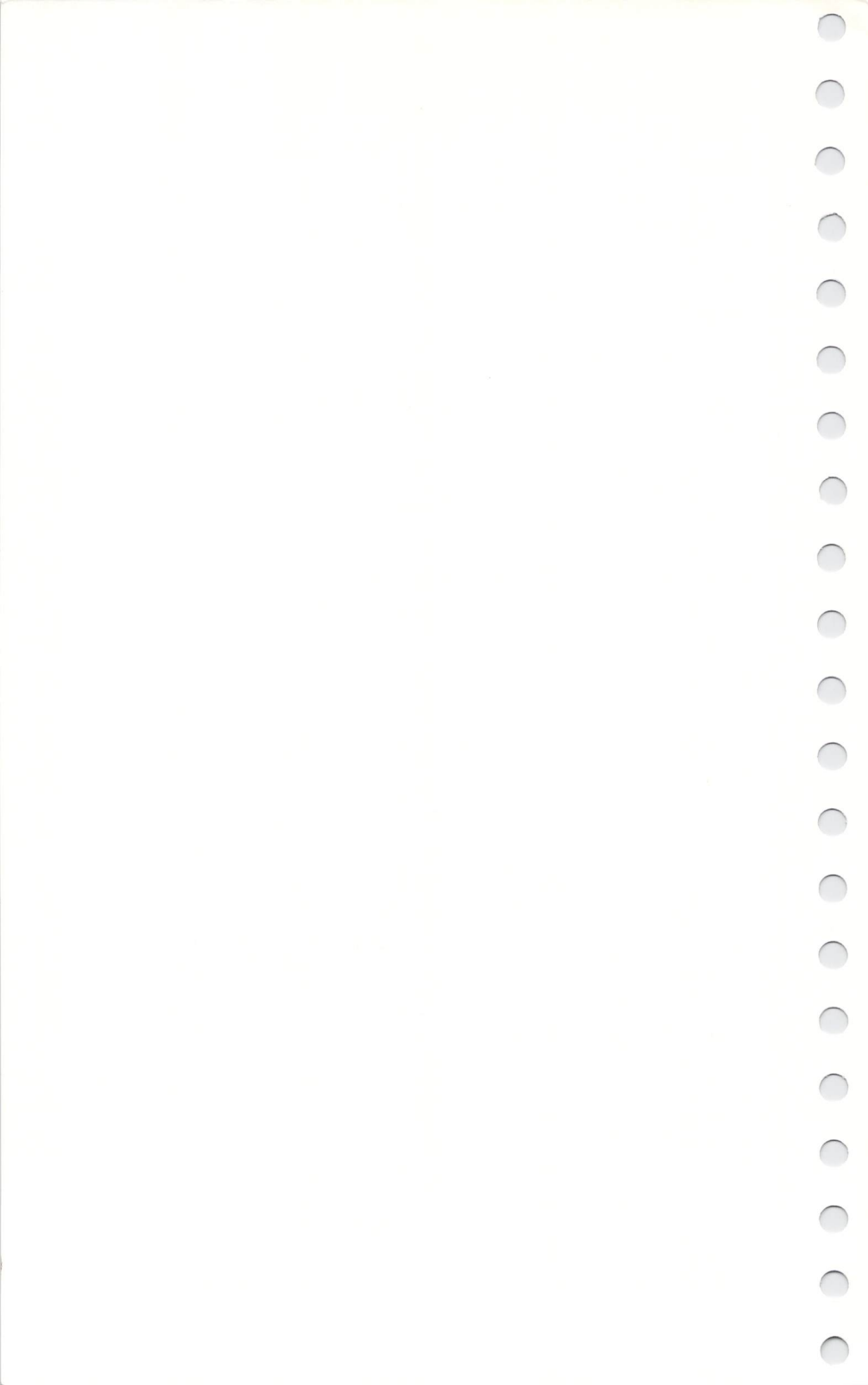
Adding Asset/Liability Records (Chapter 5)

1. Select "Add Records" on the FUNCTIONS pull-down menu in The Asset/Liability Manager.

2. Press the key labelled "Add" in the command bar.

3. Follow the prompts to enter the information for your record. Refer to Chapter 3 for a list of suggested index codes.

4. After entering a record, press the key labelled "Store" in the command bar.

Adding Transactions (Chapter 3)

1. Select "Add Records" on the FUNCTIONS pull-down menu in The Transaction Manager.

2. Press N in response to the prompt on automatic transactions.

3. When the Transaction display appears on your screen, press the key labelled "Add" in the command bar.

4. Enter your two-digit account code for this account.

5. Enter a reference number (up to five digits) for this transaction. Remember: If this is a deposit, enter a "d"; beginning balances need a "b"; payments to charge accounts need a "p"; cash withdrawals from checking accounts need a "c"; checking account withdrawals that don't involve checks need a "w"; and transfers from checking accounts need a "t".

6. Enter the date of the transaction.

7. Enter the payee's name or a description of the transaction.

8. Enter the transaction amount.

9. Enter an index code for this amount, or break down the amount and assign it to several codes. (See Chapter 3 for a list of budget index codes.) You can also assign this amount to an asset/liability code or codes at this time. (Asset/liability index codes are listed in Chapter 5.)

10. Press the key labelled "Store Transaction" in the command bar.

Automatic Transactions (Chapter 3)

1. Select "Automatic Transactions" on the FUNCTIONS pull-down menu in The Transaction Manager.

2. Enter information for each automatic transaction as you did your other transactions in "Add Records".

3. Select "Add Records" on the FUNCTIONS pull-down menu in The Transaction Manager.

4. Press **Y** in response to the prompt on automatic transactions.

5. When the transaction form appears on your display, press the key labelled "Add" in the command bar.

6. Your first automatic transaction will appear in the transaction form. (Press the "Bypass" key to view other automatic transactions.)

7. Enter any changes, such as date or amount, for the selected transaction.

8. Press the key labelled "Store Transaction" in the command bar.

Balancing Your Checking Accounts (Chapter 3)

1. Select "Monthly Reconciliation" on the FUNCTIONS pull-down menu in The Transaction Manager.

2. Use the up and down cursor keys to select a transaction that has cleared the bank. Press the key labelled "Cleared/Outstanding" in the command bar.

3. Continue this process for each cleared transaction.

4. Press the key labelled "Balance" in the command bar.

5. Select the account you want to balance from the window on your display.

6. Enter the balance shown on your bank statement. The computer will calculate and display your checkbook balance.

Balancing an Account When You Have Two or More Transaction Data Disks

1. Select "Monthly Reconciliation" on the FUNCTIONS pull-down menu in The Transaction Manager. When asked for your Transaction data disk, place your first Transaction data disk in the drive.

2. Indicate all transactions on this disk that have cleared the bank. Then press the key labelled "Escape" to return to the menu headings.

3. Select "Transactions" on the SEARCH/MODIFY pull-down menu in The Transaction Manager.

4. Press S for search in response to the first prompt.

5. Press Y when asked if you want to search by clearance status.

6. Press O to search for outstanding transactions instead of those that have cleared the bank. The computer will perform the search.

7. Select "Transaction Report" on the PRINT pull-down menu. Press L for last search in response to the prompt. Then follow the prompts to produce your report of outstanding transactions. Be sure to include columns for Transaction Number and Amount.

8. Select "Monthly Reconciliation" on the FUNCTIONS pull-down menu again. When asked for your Transaction data disk, place your second Transaction data disk in the drive.

9. Indicate all transactions on this disk that have cleared the bank. Press the key labelled "Continue" in the command bar.

10. Select the account you want to balance from the list on your display.

11. When asked for a bank balance, press **F7** to bring the calculator to your display. Enter your ending statement balance into the calculator. Then add any outstanding check amounts as indicated by the report you printed. Subtract any outstanding deposits.

12. Press the "Esc" key to exit the calculator. Then press the **C** key to transfer the last amount from your calculator into the Monthly Reconciliation display. Press **RETURN**, and the computer will calculate the rest for you.

What To Do If Your Checkbook Doesn't Balance (Chapter 3)

1. Select "Transactions" on the SEARCH/MODIFY pull-down menu of The Transaction Manager.

2. Press **S** in response to the prompt.

3. Move the cursor to the "Acct" (Account) field and enter the account code for the transaction account that does not balance.

4. Press the key labelled "Search Transactions" in the command bar.

5. Press **N** in response to the next prompt.

6. The computer will now search through all of the transactions in the account you selected in step 3. When the computer has finished, you will see several of the matches on your screen. Use the cursor keys to scroll through the transactions shown. If you find the transaction that has caused the problem, press the key labelled "Modify Transaction" and make the necessary corrections in the transaction and proceed to step 11.

   If you cannot immediately spot the transaction(s) causing the out-of-balance condition, press the key labelled "Menu" in the command bar.

7. Select the "Transaction Report" option on the PRINT pull-down menu in The Transaction Manager.

8. Press ▯ in response to the prompt.

9. Follow the prompts on your display to create a report of the transactions found in the last search you performed. Your report should include headings for Transaction Number, Account ID Code, Reference Number, Transaction Date, Payee/Description, and Transaction Amount. Print the report out onto paper.

10. Compare your printed report to your bank statement. All transactions that you previously indicated as cleared are marked with an X on your report. Watch for inconsistencies. If you find an error, use the "Transactions" option on the SEARCH/MODIFY pull-down menu to make corrections.

11. Return to the "Monthly Reconciliation" menu item on the FUNCTIONS pull-down menu and re-balance the account.

The Calculator (Chapter 2)

F7   Calls the calculator onto your computer display

C   Clears the calculator display

E   Clears the entry you have just typed into the calculator

M   Stores the current calculator display in memory

R   Recalls a previous entry from memory

Operations:

+   Add

−   Subtract

*   Multiply

/   Divide

↑   Raise to a Power

:   Change sign from + to − or from − to +

=   Displays solution to most recent calculation

Esc Erases calculator from display

⌫ Recalls last value from calculator into text on screen (must use only after exiting calculator)

Determining a Beginning Balance

1. Take a look at the check register in your checkbook. Pinpoint the last transaction that cleared the bank.

2. Look to see if any transactions written before this one have not yet cleared the bank. If so, look in your register for the next transaction back that cleared. Have any transactions before this one not cleared the bank?

3. Continue this process until you find the last in a continuous series of transactions that cleared the bank. The balance shown just after this transaction is your beginning balance.

4. See "Entering Your Beginning Account Balances" in this guide for instructions on entering beginning balances. Be sure to enter any outstanding transactions into The Transaction Manager after you enter your beginning balance.

Entering Your Beginning Account Balances (Chapter 3)

1. Select "Add Records" on the FUNCTIONS pull-down menu in The Transaction Manager.

2. Press **N** in response to the prompt on automatic transactions.

3. When the Transaction display appears on your screen, press the key labelled "Add Transaction" in the command bar.

4. Enter your two-digit account code for this account.

5. Enter the reference number as a "b" followed by up to four digits that you assign to this transaction (these digits are optional).

6. Continue entering information on your beginning balance. When asked for the index code, enter 0000.

7. Press the key labelled "Store Transaction" in the command bar.

Initializing a Data Disk (Chapter 2)

1. Select an option on the INIT pull-down menu in the main program. For example, if you want to initialize a Transaction data disk, select the "Initialize Transaction Disk" option.

2. Insert a blank disk in the disk drive and press **RETURN**.

3. The disk drive will churn for several minutes. When it stops, your disk will be ready for use with the program, and you can go on to initialize another disk.

The Memo Pad (Chapter 2)

1. Press **F8**.

2. When the memo pad appears, type in your information.

3. Press the **Esc** key. Your memos will be stored on your data disk.

Remember:

You can only view transaction memos in The Transaction Manager, budget memos in The Budget Manager, and asset/liability memos in The Asset/Liability Manager.

Modifying Budget Category Titles (Chapter 4)

1. Select "Modify Category Titles" on the FUNCTIONS pull-down menu in The Budget Manager.

2. Select the category title you want to change and press the key labelled "Modify Category" in the command bar.

3. Enter the new category name and press `RETURN`.

4. To change a subcategory title, select the category title and press the key labelled "Subcategories" in the command bar. Then select the subcategory you want to change, and press the key labelled "Modify Subcategory" in the command bar. Enter the new subcategory title and press `RETURN`.

5. Exit The Budget Manager. Then select "Income Statement" on the PRINT pull-down menu.

6. If you have already modified the Income and Expense Statement, press `Y`. If you have not, press `N`.

7. Move the highlight to the first line that you need to modify. Press the key labelled "Modify" in the command bar.

8. Press the key labelled "Modify Line" and enter the new text for this line.

9. Press the key labelled "Modify Type" and enter the letter denoting the type of line this will be: A for amount, H for heading, D for date, S for subtotal, or T for total.

10. Press the key labelled "Modify Index" and enter the index code or codes for the items on this line. Be sure to enter the same code(s) you assigned to these items in The Transaction Manager and The Budget Manager.
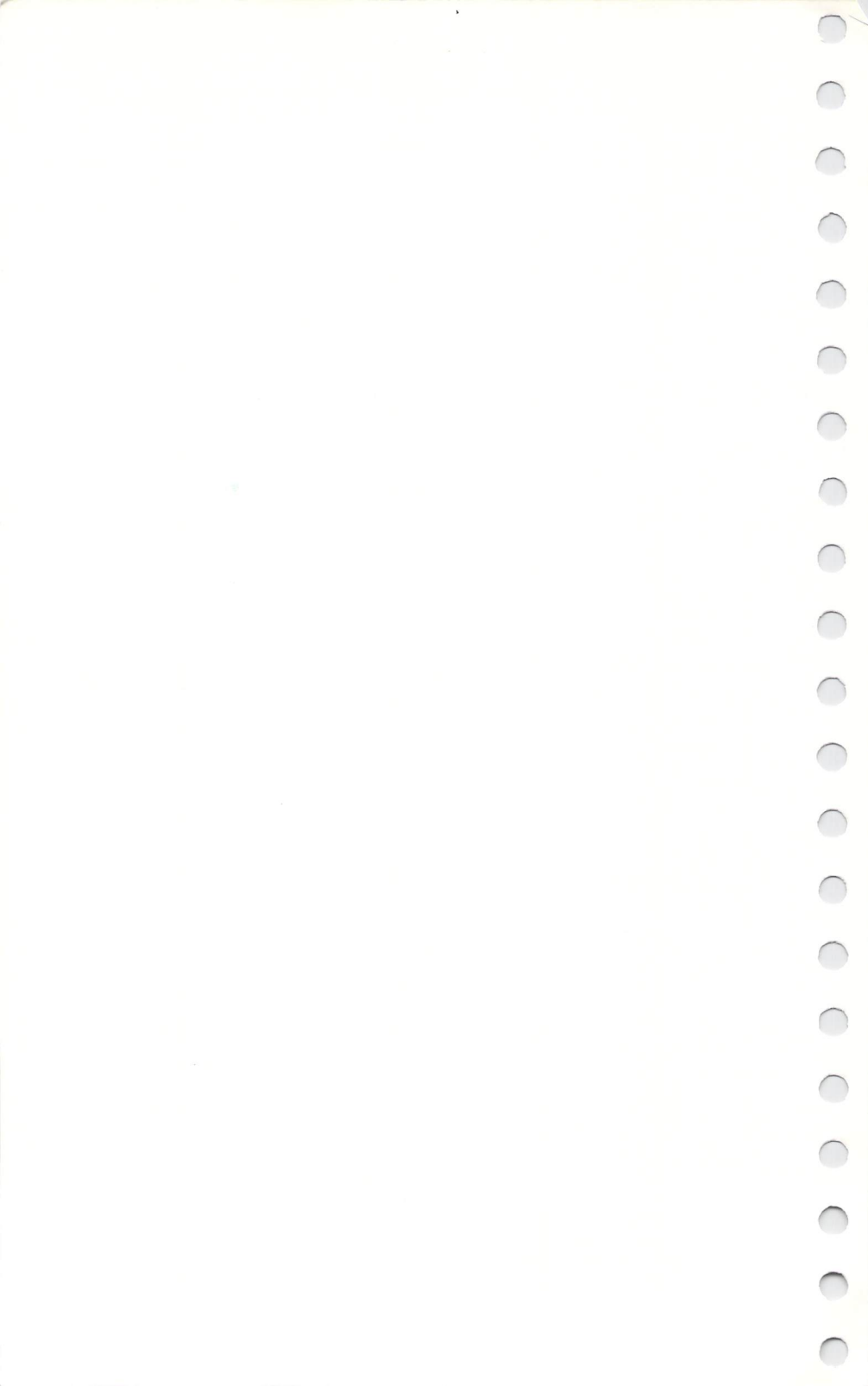
11. Press `Esc` twice, and select another line to modify. When you are finished making changes to the Income and Expense Statement, press the key labelled "Continue" in the command bar.

12. Place your Budget data disk in the drive to save your new Income and Expense Statement format.

Modifying Transactions (Chapter 3)

1. Select "Add Records" on the FUNCTIONS pull-down menu in The Transaction Manager.

2. Press **N** in response to the prompt.

3. Use the up and down cursor keys to select the transaction you want to modify.

4. Press the key labelled "Modify Transaction" in the command bar.

5. Move the cursor to the item you want to change and enter the new information.

6. Press the key labelled "Store Information" in the command bar area.

Printing Reports (Chapters 3 and 5)

1. Select "Transaction Report" on the PRINT pull-down menu. in The Transaction Manager. (If you are writing an asset/liability report, select "Asset & Liability Report" on the PRINT pull-down menu in The Asset/Liability Manager.)

2. In response to the prompt, press **L** to write a report using records found in the last search, or press **A** for a report of all of your records.

3. Next press **O** to load a previously created format, or press **N** to create a new format.

4. Enter a report title.

5. If you pressed **N** in step 3, select the headings for your report. Do not specify more headings than your printer can produce on a page.

6. Press the key labelled "Start Report" in the command bar.

7. Select the device for printing your report – screen, printer, or disk.

8. Respond to the prompts about your printer.

9. After the report is printed, follow the prompts to save the format and/or print another report.

Searching for Records (Chapters 3 and 5)

1. Select "Transactions" on the SEARCH/MODIFY pull-down menu in The Transaction Manager. (If searching in The Asset/ Liability Manager, select "Search Records" on the SEARCH/ MODIFY pull-down menu.)

2. Press **S** in response to the next prompt.

3. Two blank records will appear. Use the top record to enter information on the first transaction you want to view. Use the bottom record to enter information on the last transaction of the group you want to view.

4. Press the key labelled "Search" in the command bar. (If you are performing a search in The Transaction Manager, go to step 5. If you are performing a search in The Asset/Liability Manager, go to step 6.)

5. Press **Y** to search by clearance status or **N** if you don't want to search by clearance status. If you press **Y**, in response to the next prompt press **O** to view outstanding transactions, or **C** to view cleared transactions.

6. The computer will perform the search and begin displaying your records. Use the up and down cursor keys to select records to view.

Setting up Checking and Credit Card Accounts within the Program (Chapter 3)

1. Select the "Transaction Entry" option on the FUNCTIONS pull-down menu in the main program.

2. Then select the "General Information" option on the SEARCH/ MODIFY pull-down menu.

3. When the first General Information display appears on your screen, press the key labelled "Modify" in the command bar.

4. Enter all of the information for your first account, including the account identification code.

5. Press the key labelled "Store" in the command bar.

Setting up Your Own Asset/Liability Accounts and Adjusting Your Balance Sheet Accordingly (Chapters 5 and 7)

1. Select "Add Records" on the FUNCTIONS pull-down menu in The Asset/Liability Manager.

2. Enter information on your assets and liabilities. When you enter an index code for each, use a code from the list in Chapter 5.

   Remember:

   Asset codes must range from 2000-2999 and liability codes must range from 3000-3999.

3. If you used a code or codes of your own, select "Balance Sheet" on the PRINT pull-down menu in the main program.

4. If you have already modified the Balance Sheet, press **Y**. If you have not, press **N**.

5. Move the highlight to the first line that you need to modify. Press the key labelled "Modify" in the command bar.

6. Press the key labelled "Modify Text" and enter the new text for this line.

7. Press the key labelled "Modify Type" and enter the letter denoting the type of line this will be: A for amount, H for heading, D for date, S for subtotal, or T for total.

8. Press the key labelled "Modify Index" and enter the index code or codes for the items on this line. Be sure to enter the same code(s) you assigned to these items in The Asset/Liability Manager.

   Remember:

   After you establish your asset/liability codes in The Asset/Liability Manager, you must use the same codes in the Balance Sheet and in The Transaction Manager.

9. Press **Esc** twice, and select another line to modify. When you are finished making changes to the Balance Sheet, press the key labelled "Continue" in the command bar.

10. Place your Asset/Liability data disk in the drive to save your new Balance Sheet format.

Viewing the Disk Directory (Chapter 3)

1. Select "View Directory" on the FUNCTIONS pull-down menu in any part of the program.

2. Insert your data disk in the disk drive.

3. The directory will appear on your screen. Press **Esc** to return to the menu headings.

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Personal Computer Software

Timeworks has put the **personal** in Personal Computer Software.

We have pooled creativity, technical knowledge, manufacturing expertise and conscientious quality control to bring to you the versatility and reliability demanded by the computer generation.

We have dedicated ourselves to the development of programs which meet the needs of the computer user – both functional and recreational. Each program is designed and tested with the user's needs foremost in our minds.

Timeworks' programs utilize maximum computer capacity. Our manuals are User-Friendly, written in plain easy-to-follow English, then carefully edited to provide continuity and correlation with the program.

If superior design, maximum capability, effective graphics, and dependable performance are important to you, look into Timeworks' **personal** computer software.

You'll be amazed at the difference a **personal** commitment can make.

For other Timeworks software see your local Timeworks dealer, or contact Timeworks, Inc., for a list of our latest software.

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