

GETTING STARTED

We recommend that the new user of 1-2-3 +CASH invest a few minutes in "getting acquainted" with the system before beginning to actually use the program. Since 1-2-3 +CASH is distributed as a fully operational sample checkbook, this getting acquainted is easy. Retrieve the +CASH worksheet with /frCASH and try the following:

- (1) Type a quote at the cursor position, hit return.
' RETURN "blanks" a cell.
- (2) Type a sample check, hit return, then {CALC}
- (3) Move the cursor down the ID column to the line with the DEPOSIT. Enter a number 1 in ID, hit {CALC}.
Now this deposit has "cleared" the bank. Note the *** in the OVERDRAWN column next to BANK BALANCE are gone.
- (4) Using the PGUP and PGDN keys to scan the worksheet.
Try {HOME} then {HOME} {END} then {END} {UP}.
- (5) Move the cursor to the area labeled SELECT
Change the number in the cell labeled CODE to 19.
Hit {CALC} and note the effect.
- (6) {GOTO}CHECK. Cursor right. Enter a BM in the ID column.
Now hit {QUERY}. Finally, try {ALT} I for the next check.

None of the operational characteristics of Lotus 1-2-3 are effected by the +CASH system. For example, it is not necessary in 1-2-3 to type a "\$" for currency entries; such formats can be pre-defined. The +CASH program does require use of a wide "PAYMENT" column to prevent **** from appearing in totals. The user is left free to modify the format or display of any column. Similarly, additional rows of information can be inserted or deleted. Do not, however, insert or delete rows containing a series of dashes ---. These mark the beginning and end of Lotus

1-2-3 ranges; their deletion could produce ERRors.

TO INITIALIZE THE SYSTEM:

Type over the sample data with your own, i.e.:

1. Give each of your Recurring Expenses an "ID" (abbreviation)
2. Add, Delete, and change the "CODES" as desired.
Note that you can specify a budget for each item.
3. Replace the sample checks with your own.
4. Remember: DEPOSITS are negative. ID=1 means "cleared".

NOTE: You can insert delete rows [/wir] as needed EXCEPT:

Do not delete rows containing a series of dashes -- and
DO NOT use the 1-2-3 insert command (/wir) at the top
check row, .i.e. the most recent check.

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