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THIS IS THE END OF THE WORKSHEET

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MENU: {Alt} M  
HELP: {Alt} H  
CODE MEMO  
= =

: CRITERION (formulas: spec  
: REF# DATE NAME W'DRAWAL  
: Visa

: OUTPUT  
: REF# DATE NAME W'DRAWAL  
: 1327 1.15 Visa \$68.00

.....

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a checkbook ledger.

Press {Enter} to continue.  
=  
=  
=

The WHITE  
Seattle, W

Date:

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1 - "Checkbook ledger" Lotus  
template.

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To print: Press {Alt} P

/pprINVOICE~

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= THIS IS THE END OF THE WORKSHEET

Specify a column [a-i] and row 8)

DEPOSIT BALANCE IN? CODE MEMO

DEPOSIT BALANCE IN? CODE MEMO

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MACRO

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: MESSAGE  
: Please read me  
: /WWC  
  {goto}MESSA  
  {goto}MESSA  
  {?}  
  /xmMAINME

\M

- -  
= =

MACRO

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: BUDGETING  
: Go to Budget (  
: {goto}BUDGE

```
- -  
=  
MACRO  
=  
: CRITERIA  
: Specify criteria  
: {goto}CRITERIA  
/xlPress [Enter]  
{?}~  
/xl Next pause-  
/DQC{?}~q  
/xmQUERYM
```

```
- -  
=  
: {Alt} Key  
: DEFINITIVE  
=  
:  
: Use arrow keys  
: {PgUp}, {PgD  
: scroll. Press {E
```



: when done.

:

: {Alt} H

:

:

: {Alt} D

:

: {Alt} C

:

:

:

:

:

:

: {Alt} S

:

: {Alt} U

:

: {Alt} V

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: {Alt} I

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ROCK Alternative .....  
.....  
BOOK LEDGER .....

ledger has an on-line  
es "regular" checks  
ger.  
r IRS categories),  
ntries with the  
: to list all your  
return.  
{Alt} H

: this User-supported software.

to continue MENU:  
{Alt} M  
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rted software. If you find it  
:

ested. Please send to:

OCK Alternative  
8  
:145

sions of \$4 for everyone who  
e program. Become a  
r itself if only 5 of  
ther useful templates, including  
able" macro library and

IF YOU NEED AN INVOICE:

PRESS {Ctl} {Brk}, then {Alt} I

= = = = =  
= = = = =

ROCK Alternative  
P.O. Box 45458  
A 98145

TO PRINT:

Press  
{Alt} P

MAIN MENU:

{Alt} M

INVOICE

1803

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Price AMOUNT DUE

1-2-3                    \$18   \$18

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Main menu:                    {Alt} M

-agq                    {Alt} I                    {goto}\I~{goto}INVOICE~

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=           =           =           =
  MENUS
=           =           =           =
LEDGER      ALT KEYS    BUDGET MENU  BALANCE
Go to Check LedgerList of {Alt} Key Monthly financial plan Balance checkbook
/WWC        /rncHERE~~    /xmBUDMENU~  /rncHERE~~
{GOTO}A21~  {goto}ALTS~
{GOTO}A5~    {?
{GOTO}A9~    {goto}HERE~
/WWH        /rndHERE~
{WINDOW}
{GOTO}DATE~{End} {Down} {Up} {GOTO} {?}~
                                   /xmMAINMENU~

```

```

/xmMAINMENU~ \H
                                   /rncHERE~~{goto}HELP~{?}
                                   {goto}HELP~{goto}HERE~
                                   /rndHERE~

```

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-           -           -           -
=           =           =           =
  MENUS #2
=           =           =           =

```

```

FIRST BUDGET - (SECOND BUDGIMAIN MENU
Copy "routine" checCopy "routine" chReturn to Main Menu.
/rncHERE~~    /rncHERE~~    /xmMAINMENU~
{goto}BUDGET~ {goto}BUDGET~
/rncREGULARS1~/rncREGULARS2~{?}~

```

```

{goto}HERE~{up} {goto}HERE~{up} {up} {left} {left} {down} {down} {right} {right}
/cREGULARS1~{?/cREGULARS2~{?}~
/rndHERE~      /rndHERE~

```

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-           -           -           -
=           =           =           =
  MENUS #3  QUERY MENU
=           =           =           =
EXTRACT    REVIEW      MAIN MENU
Extract checks meetExit menu system Return to Main Menu.
/dqeq      /xq          /xmMAINMENU~
/xmQUERYMENU~          /WWC/WTC
                          /XMZ16~
· highlight criterion range.~CRITPMPT~

ENU~

```

```

-           -           -           -
=           :=====  =           =
          :
          :           BALANCING THE CHECKBOOK
          :=====  =           =
          :
          :           FIRST:
          :           Make sure you have put a "Y" in
          :           the IN? column for each ledger
          :           entry that is reflected in your
          :

```

```

:          bank statement.
:
HELP      :          THEN:
:          Enter bank balance from last
:          statement below.
Deposit   :
:          BANK BALANCE as of
Cash Machine :          last statement:
(automatic :          BALANCE - this
adding of  :          ledger:
transaction :
fee)       :          DIFFERENCE
:
Safeway   :
:
Utility   :          BALCRIT:          IN?
:          Y*
Visa      :          y
:
Insurance :===== = =
:          MONTHLY BUDGET
:          ===== = =
:
: BUDGET #1
:          Deposit
:          Mortgage          $520.00
:          Insurance          $51.00
:
:
:
:
:          Groceries          $250.00
:          Spend              $100.00
:
:
CashMach  :          -
{LEFT}/C~ :          $921.00

```



```

{DOWN}~      :
{RIGHT}      : BUDGET #1
{DOWN}      :          Deposit
TransacFee   :          Visa           $60.00
{RIGHT}     :          Car payment       $183.00
0.25~      :          Utility           $37.00
{UP}        :
:
:
:
:
:
=           :
:          Groceries           $250.00
:          Spend               $250.00
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:          -
:          $780.00

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```

=           =           =           =
                    CHECKBOOK LEDGER
=           =           =           =

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HELP

Use ARROW, {PgUp} {PgDn} keys to scroll.

Press {Enter} when done.

STEP 1: Save this file or make a copy of it under SOME OTHER NAME than CHEKBOOK.

DO IT NOW !!!

This is your ONLY copy of this file !!

STEP 2: Play with a COPY of this file, to get used to it. There are already sample entries. Add some more and experiment. THEN make another copy of this file and start using it.

## MENU CHOICES:

- MESSAGE:** Read message about User-Supported software. Become a Registered User and quickly get paid back for the cost of this program. Automatically print an invoice if you need one.
- LEDGER:** Go to the ledger, the heart of this file. Column heads are self-explanatory.
- NOTE:** The DATE column takes decimal entries -- e.g., February 6th is "2.06". This bypasses the Lotus @DATE function. You can extract date by using the DATE function and date entry is much easier.
- NOTE:** The IN? column is for indicating which entries are reflected in bank statements. You must enter "Y" next to appropriate entries for the automatic bank-statement-balancing function to work.
- {Alt} KEYS** This provides an on-line prompt to remind you what {Alt} B (or whatever) means. This lets you press {Alt} B when you want to enter "Bonw Teller" in the PAYEE column. This is not simply to save you typing keystrokes -- it is an error-prevention measure to prevent mistakes in identifying checks meeting specified criteria. Lotus' criteria-selection procedure is VERY exacting. If the specified criterion is "mortgage" it won't pick up checks with "motrgage" or "Mortgage" in the PAYEE column.
- To define an {Alt} key, use the RangeNameC... / R N C \x {Enter} and highlight the cell containing the entry to be typed automatically. (This could be, e.g., "Allstate" in the {Alts} Keys listing.
- You can edit the {Alts} Keys listing -- but

use the arrow key to move out of the cell when you finish editing. If you press {Enter} the program will automatically return you to where you were in the worksheet. No disaster -- if you pressed {Enter} too early, just go back to the Main Menu, select ALT KEYS and try again.

**BUDGET MENU** Takes you to a sub-menu. Choices include constructing or changing the budget (press {Alt} when done) or copying your "regular" checks to the ledger.

Most people write the same checks every month for mortgage (or rent), a car payment, a VISA bill, a loan payment or a car payment. This program will automatically transfer these entries into your ledger -- not only saving you repetitive keystrokes, but ensuring that Data Query Extract doesn't leave out checks because of the inevitable typing error.

(or, if there is a typing error, the SAME error is made consistently from month to month.)

The monthly budget contains two sets of entries for people paid twice a month. If you are paid once a month, just use the first and ignore the second.

**BALANCE:** This screen automatically compares your ledger status as of the time of your bank statement (you enter "Y" in the IN? column for everything shown on your bank statement) with the bank balance.

Don't forget to enter the bank's SERVICE CHARGE into your ledger and put "Y" in the IN? column.

**QUERY:** Automates use of the Data Query Extract function. The menu system and prompts guide you through

the process.

IF IN DOUBT, JUST PRESS {ENTER} TO  
NEXT STEP !!

NEW FILE      Automatically saves file and either exits Lotu  
or prompts you to retrieve another file.

EXIT

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QUERY NEW FILE QUIT  
Use Data Query ExtSave file and Save file and quit.  
/WWC /WWC /WWC  
/xmQUERYMENU{GOTO}OPH{GOTO}OPEN~  
~ /FS~R /FS~R  
|~{?}~ /FRAUTO12/QY  
?~{Edit}~  
}~{Edit}~{?}

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