

# *Plan* It

...the COMPLETE  
personal organiser

DATABASE SOFTWARE



# Plan It

## All about your Personal Organiser

*PlanIt consists of three main programs – Personal Accounts, Card Index and Financial Diary.*

### Personal Accounts

Personal Accounts provides 24 individual accounts – which you might use for subjects such as mortgage, telephone or groceries – a cash account, nine credit card accounts and a cheque account. All these accounts are linked. This means that if you issue a cheque for a mortgage payment it will automatically update both your mortgage account and your bank account.

By entering your day to day transactions you will have an up to date breakdown of your financial position through the various statements and reports available in the system. You can call for a report on any specific account to obtain a detailed breakdown of how the money was paid. For instance, a report on the groceries account would show the total expenditure for the month broken down by the method of payment – cash, cheque or credit card.

The bank statement will give you an immediate picture of how much money you have in your account or whether you are overdrawn. Standing orders that you have set up will automatically be included in the statement on the due date.

The credit card statements detail all transactions made and charged to cards, showing exactly how much you owe to date and whether any limit you have set up has been exceeded.

The system keeps track of all your income and expenditure on a month to month basis. At the end of each month all closing balances and specified standing orders are transferred to the following month. It provides full breakdown of income against expenditure for the period, fully analysed by each account, income and methods of payment.

## Card Index

The Card Index is simply a collection of information – data – about a specific subject. For example, a customer file is a database which holds information on each of your customers – name, address, phone number, comments and so on. Each customer will have his details entered on a single “card” – this is called a record.

The information on each card is entered in an specific way. For instance, the customer’s name could be on the first line, his address on the second, the name of the town on the third, and so on. Each record is in the same form so that you know exactly where to look on the card to find a particular piece of information – without having to read the whole card.

These lines of information are called fields. Each field is given a title that describes the information stored in that field. The Card Index can have up to seven fields. It has provisionally been set up as a simple name and address file. This can however be amended at any time to suit your particular requirements.

You may think that a computerised database is less



## Financial Diary

flexible than real cards in a box but this is not the case. For example, an ordinary telephone directory is supremely effective if you know the name of the person whose phone number you want to find but try searching for the name if you only know part of the phone number. It is very simple for the Card Index program to do just that.

Once a file has been set up it can then be sorted by any of the fields. This means that, for example, you could have a name and address file sorted in surname order or in county order.

In addition to storing and manipulating the data in the Card Index, the program has the facility to output both labels and fully justified reports either to your screen or your printer.

The Financial Diary is a business diary which can contain both text entries and financial information. Emphasis has been placed on ease of entry, quick search and organise facilities and the ability to report to either screen or printer. The diary manages its data in the computer's memory, allowing for up to 200 entries in the active file.

Data can be entered into the diary without any date restriction. You can enter your appointments months or even years in advance and a specific activity file will retain the information until it is required. Once you have filled up the 200 entries allowed for you can then store the out of date entries, a month at a time, into a separate archive file, in this way creating room in the active file for further entries.

Archived entries can still be accessed, modified or even added to, the only restriction being that all entries must fall within the same month.

# Getting Started

Depending on which version of PlanIt you have, follow the procedure given below.

## CPC version on tape:

- Reset the computer by pressing the Control, Shift and Escape keys simultaneously.
- Place the PlanIt cassette into the player and type:

<b>RUN“ACCOUNTS”</b> for the Personal Accounts program	}	Side 1
<b>RUN“INDEX”</b> for the Card Index program		
<b>RUN“DIARY”</b> for the Financial Diary program	}	Side 2
<b>RUN“LOAN”</b> for the Loan Calculator utility.		

## CPC version on disc:

- Reset the computer by pressing the Control, Shift and Escape keys simultaneously.
- Place the PlanIt disc into the drive and type:

**RUN“PLANIT”**

- Once loaded, select the required program from the menu.

## For CPC users:

All PlanIt programs have been configured for use with colour monitors. However, you can switch between a colour and a green screen by pressing the Tab key when any PlanIt menu is on the screen.

Any expansion roms connected to your CPC should be disabled before running any of the PlanIt programs. There are two ways of doing this – by using any suitable command that may be provided by one of the roms, or by running the ROMOFF utility which is included on the PlanIt tape or disc. For ease of access on the tape version this utility is saved on both sides of the cassette as the last file.

Both tape and disc users should RUN“ROMOFF and press Enter/Return. When run the utility will reset the computer and disable any roms connected to your computer. Now follow the normal loading instructions, but do NOT reset the computer.

PCW version:

- Ensure that the drive(s) are empty.
- Switch on the computer, insert your CP/M system disc into drive A and press the space bar.
- Once the A> prompt appears, enter:

**PLANIT**

and press Return.

*Files and data CANNOT be saved to the PlanIt program disc. A separate formatted data disc is required for this.*

*The PlanIt disc has been protected against illegal copying. It is therefore not possible to make a backup copy.*

## About the menu

PlanIt is a menu driven system. This means that rather than having to learn and remember various command sequences to get the program to perform a specific task, you simply select the task you require from the list (menu) displayed on the screen. To choose an option, use the cursor keys, move the highlight to the option you wish to select and then press Return/Enter.

Menu selection is an extremely simple and safe way of performing your tasks. Therefore feel free to experiment. Rest assured that there is nothing that you can do to damage the software. If you make a mistake, you will be told and no action will take place.

At most times while using PlanIt, pressing Escape/Exit will abort the current operation or take you back to the previous menu.

It is advisable to save your files at least twice on a separate tape or disc. Also note that when you save data it is a file and not a program that you have saved. Therefore it has to be loaded via the appropriate Load option from a PlanIt menu. It will NOT work if you attempt to RUN it.

*While every effort has been made to ensure the accuracy of the programs and manual, we cannot accept responsibility for any imperfections in the programs or manual. Our policy is one of continuous improvement and we reserve the right to change any part of PlanIt.*

## **Personal Accounts**

When you select the Personal Accounts program you will see this menu:

- Expenditure Accounts**
- Bank Account**
- Credit Cards**
- Load File**
- Save File**
- Month End Update**
- Exit Program**

### **Expenditure Accounts**

### **Expenditure Accounts**

On selecting Expenditure Accounts you will be given these options:

- Enter Payments**
- Amend Heading**
- View Payments**
- Transaction Report**
- Cumulative Expenditure**
- Return to Main Menu**

### **Enter Payments**

Enter Payments is used to record all types of transactions from making cash purchases to major credit card payments. Selecting this option will display the 24 individual accounts.

Select the account in which you wish to enter the payment. The account you selected will now be displayed on the screen together with the request to 'Enter date'.

Key in the day of the month on which the

transaction took place. For example, enter 1 if the date of the transaction was 01/07/86. Pressing Enter/Return will automatically enter the date you gave at the start of the program.

Next enter the amount of the payment followed by the method you used. This requires you to key in two characters, such as CA for cash, CH for cheque, and CR for credit card. You are now asked to confirm that the entry so far is correct.

If the method of payment for the transaction was by cheque or credit card you will be asked to enter more details. For a cheque payment the program will need to know the cheque number and the name of the person or company it is made out to. This information will then automatically update the Bank Account and be incorporated into the Bank Statement.

If the method of payment was credit card the program will display the list of available cards. If you select a credit card for which you have not set up an opening balance, you will be requested to provide one. *(See Credit Card options on Page 15.)*

Again you are asked to confirm that everything is correct so far. The program will then update the appropriate expenditure account and either the bank, credit card or cash account depending on the method of payment used. You are now offered the option of entering another transaction.

*Note that you are only allowed up to 15 transactions for each expenditure heading in any one month.*



## Amend Heading

Amend Heading displays the 24 preset expenditure headings, which are designed to cover most people's needs. However these are only suggested titles and they can be easily modified to suit your own requirements.

Simply use your cursor keys to select the account name you wish to change and then enter the new title, which can be up to 10 characters in length. Having made the change you can then select a further account or press Escape/Exit to return you to the menu.

## View Payments

View Payments contains a sub-menu giving you these options:

(a) *Specific Heading* allows you to view all the transactions entered into a particular account with details of the date, amount and method of payment. It also gives you the month's total expenditure for that account.

b) *Full Analysis* analyses the total expenditure for the month by each account. Additionally you are shown the total charges and interest incurred on any account and gives the current cash, bank and credit card balances.

You can select to output your report to the screen, a printer or a tape or disc. If you select tape or disc you will be asked for a file name. The name can be up to eight characters in length and will be given the suffix '.prt'. If you a name a file 'report' it will be saved as 'report.prt'. The files are saved in a format accepted by most popular word processors. This option is particularly useful for incorporating financial information into word processed documents.

## **Transaction Report**

If you select the printer you will be asked to confirm that the printer is switched on before the report will be printed. If a printer is not connected or is not switched on you will see the message: 'Printer NOT online. Press a key' and the operation will be aborted. (*CPC version only*).

Transaction Report produces a complete report of every transaction that has been put through the system during the month. The report shows the transactions in chronological order within each account.

At the end of the report there are totals showing expenditure totals by cash, cheque, credit card and standing orders, plus a grand total for all your expenditure.

You can select to output the report to the screen, a printer, or to tape or disc as described earlier.

## **Cumulative Expenditure**

Cumulative Expenditure gives a summary report of all expenditure from the beginning of the period to date.

This report can be called for at any time. It will provide you a complete income and expenditure statement covering the total period you have been using the system.

The report provides a full reconciliation for the period by comparing the total receipts and payments against opening bank balance, current bank and cash balances and credit card liabilities. The balances then show whether you have overspent or have a surplus available.

An example of the form this report can take is shown opposite.



Expense Heading	Total Expenditure	
Mortgage	236.89	
Rent	66.61	
Rates	450.00	
Electric	227.26	
Gas	73.31	
Telephone	66.00	
Groceries	99.29	
Clothing	17.50	
Hobbies	12.00	
Vehicles	41.76	Represents total amount of money paid into Bank Account since the system was set up
Social	38.31	
Gifts	14.58	
House	13.56	
Travel	63.54	
Insurance	34.00	Represents total expenditure since the system was set up
<hr/>		
Total Receipts	1515.28	Represents the surplus or deficit of receipts against expenditure - i.e. period balance = receipts + total expenditure
Charges/Interest Expenditure	4.56	
	1454.61	
<hr/>		
Period Balance	56.11	Represents opening balances on accounts at initial set up
Opening Balances		
<hr/>		
Credit Cards	0.00	Represents adjusted period balance incorporating opening balances i.e. balance = period bal + opening bal.
Bank Account	150.00	
<hr/>		
Balance	206.11	Represents current financial position
<hr/>		
Current Bank Bal.	283.02	
Current Cash Bal.	-21.83	
Credit Card Bal.	-55.08	Reconciling balances = bank balance + cash balance + credit card balance
<hr/>		
Balance as at 15/09/86	206.11	These figures are reconciling balances and should therefore always be the same
<hr/>		

## **Bank Account**

## **Bank Account**

The first time you access the Bank Account you will be prompted to enter details of your bank, branch, account number and the opening balance of the account. The opening balance is the amount of money you have in the account. If you have an overdraft, enter a minus figure.

Provided these details have been entered correctly, press Y in answer to the question: 'Details Correct? Y/N'. Pressing N will allow you to re-enter the details.

When you have finished entering these details you will be shown the Bank Account menu. Subsequent selection of the Bank Account option from the Main Menu will take you directly to this stage.

You will now see these options:

**Issue Cheque**  
**Pay Credit Card**  
**Receive Payment**  
**Standing Order**  
**Bank Charges**  
**Interest Charges**  
**Cash Dispenser**  
**Bank Statement**  
**Return to Main Menu**

## **Issue Cheque**

Issue Cheque lists all the expenditure accounts. You must select the one to which the cheque you have issued relates.

For example, if you have paid your telephone bill by cheque you would select the Telephone account, or if you have drawn cash from the account you would select the Cash account.

You can also enter a transaction which has been paid by cheque directly from the Expenditure Accounts options – see earlier.

The account you selected will now be displayed on the screen along with a request to enter the date. Key in the day of the month. For example, key in 14 if the cheque is dated '14/12/86'. Pressing Enter/Return will automatically enter the date you gave at the start of the program.

Now enter the amount, the cheque number and finally the name of the person or company that appears on the cheque. Once all the details have been entered you will be asked: 'Transaction Correct? Y/N'.

Make sure all the details are correct as once you confirm the entry by pressing Y all relevant accounts will be updated. You will need to enter a negative transaction to cancel an incorrect entry.

If a large number of entries have been made into the Bank Account there will be short delay while the program records the latest entry and sorts it into date order.

## **Pay Credit Card**

Pay Credit Card allows you to issue a cheque in favour of one of the credit card companies. Select the appropriate card from the list that will be displayed. Enter the date, then the amount and cheque number, as described earlier.

When you have confirmed that the transaction is correct the relevant accounts will be updated and you will be returned to the Bank Account menu.

## Receive Payment

Receive Payment follows the same procedure to enter any payments into your account as issuing a cheque, except that you will be asked to enter the name of the person or company paying you the money, rather than the one you are paying it to.

## Standing Order

Standing Order follows the same procedure as issuing a cheque, except that you will not be required to enter the cheque number.

Standing orders only appear on the Bank Statement on the date they become due. Therefore if you have a standing order for your mortgage due on the 20th of the month, it will not appear on any statement produced by the program prior to that date. (Note that you can set up a standing order for later than the 28th of the month.)

## Bank Charges

Bank Charges debits the Bank Account with the bank charge and updates the Charges/Interest account.

## Interest Charges

Interest Charges debits the Bank Account with any interest incurred and updates the Charges/Interest account.

## Cash Dispenser

Cash Dispenser can be used to record any cash withdrawals from your Bank Account made by using a cash card.

Enter the withdrawal date and amount, which will then be debited to the Bank Account and credited to the Cash Account. Do NOT use this option to record a cash withdrawal on a credit card. *(See Credit Card section opposite.)*

## **Bank Statement**

Bank Statement can be used to produce a bank statement at any time. Enter the statement date to which you wish the statement to run. Pressing Enter/Return will give you your statement to the current date.

If you have set up a standing order to be paid on the 25th of the month and it is currently only the 20th, you should enter the 20th so that the standing order will not yet be included in the statement. You can select to output the statement to the screen, a printer or to tape or disc, as described earlier.

## **Credit Cards**

### **Credit Cards**

When you select the Credit Card options you will see this menu:

**Open New Card Balances**  
**Set Card Credit Limit**  
**Draw Cash from Card**  
**Credit Card Statements**  
**Return to Main Menu**

### **Open New Card Balances**

Open New Card Balances is used to set up a new opening balance on your credit card. Select the card from the list on the screen and you will be asked for the opening balance.

The figure that you enter will represent the amount that you owe the credit card company on the first occasion you use this program.

### **Set Card Credit Limit**

Set Card Credit Limit enables you to set a limit on each of your credit cards. This limit will be displayed on the Credit Card Statements and any balance over

the limit will be indicated by the letters 'ol' to the right of the balance.

## **Draw Cash from Card**

Draw Cash from Card is used when you draw cash from a cash machines and charge it to your Card account. This option allows you to enter those transactions into the system.

Select the appropriate credit card from the list presented. Enter the date on which the withdrawal was made followed by the amount of cash withdrawn. Once you have confirmed that the transaction is correct, your Cash account will be credited with the cash and your credit card debited.

## **Credit Card Statements**

Credit Card Statements provides you with a full statement for the credit card selected.

Transactions on the statement are listed in chronological order. Credit balances are shown in brackets and any balance over the limit is indicated by the letters 'ol' to the right of the figure. You can select to output the statement to the screen, a printer or to tape or disc, as described earlier.

## **Load File**

### **Load a File**

Since the program works on a monthly basis you can only load a file of transactions applicable to the month you entered when you started the program. If you entered the start up date as 15/12/86 the program will only load the file applicable to December.

Select the Load File option and enter the filename. Remember you do NOT have to key in the date suffix.



## Save File

## Save a File

It is strongly recommended that you save your data regularly. This will ensure that should loss of data occur as a result of a computer malfunction you will still have a relatively recent version available for recovery.

Select the Save option and enter the filename. Remember you do NOT have to key in the date suffix.

### *Naming data files*

*Since the system works on a monthly basis all files are suffixed with the number of the month. For instance, the file name TEST becomes TEST.01 for the January TEST file.*

*When you start the program you are asked to enter the date. The load and save options then use the number of this month as a suffix to the file name. It is therefore only possible to load or save a file from the same month as you keyed in when you started the program.*

## Month End Update

## Month End Update

When you select the Month End Update option the program will load the module from tape or disc as described below.

It is essential that you save your current file before performing a Month End Update as all data in memory will be converted for the update.

You will need to run a Month End Update as all data in memory will be converted for the update.

You will need to run a Month End Update at the end of each month. This will transfer all the standing orders and closing balances from the current month to the next month.

CPC disc version:

- Insert the program disc into drive A.
- Select the Month End Update option from the Main Menu.
- Press any key to continue or Escape to abort the operation.

CPC tape version:

- Rewind the program tape to the start of side 1.
- Select the Month End Update option from the Main Menu.
- Press any key to continue or Escape to abort the operation.

PCW version:

- Select the Month End Update option from the Main Menu.
- Press any key to continue or Exit to abort the operation.

Once loaded, all the active standing orders will be displayed. You are asked whether you wish all of the standing orders to be transferred to the next month. You should delete any standing orders from the list that are no longer required.



When this has been done the program will ask you to place a data disc in the drive. It will then create a new file for the following month using the existing file name. This file is automatically saved to the tape or disc. You will then be asked to enter a date for the new month. You can now carry on as before in the new month's file with all the previous closing balances having been brought forward.

You can of course still load the file from the previous month for information and review purposes, but you will have to initialise the system with a suitable date as mentioned earlier.

# Card Index

When you select the Card Index program you will see this menu:

CPC version

Access Records  
Load File  
Save File  
Reports  
Labels  
Sort File  
Clear File  
Exit Program

PCW version

Access Records  
Open File  
Close File  
Reports  
Labels  
Sort File  
New File  
Exit Program

## Access Records

### Access Records

If no records have been entered, selecting this option will only allow you to enter details for the first record or amend the field titles.

You will be given two choices:

#### (A)mend Title or (I)nput Record

Key in I if you want to enter the first record or A if you want to amend the field titles.

These titles have been initially set up for a name and address file. If you choose option A, after you have amended the field titles and confirmed any changes you will automatically be given the (I)nput option to allow you to enter information for the first record.

*On the PCW version you will not be able to select this option if no data file has been specified, either by opening a previous file or by creating a new file.*

When the first record has been entered you will be shown this list of commands:

Use →, ←, (I)nput, (S)croll, (D)elete, (F)ind,  
(P)rint, (G)oto, (A)mend, Esc/Exit

The letter between brackets shows you which key to press to select the appropriate command.

→ → displays the next record. If the current record is the last record in the card file this command is ignored.

← ← displays the previous record. If the current record is the first one in the card file, this command is ignored.

## Input

Input allows you to enter a new record. If the card file is full, the message 'No room for more records' will be displayed. Otherwise a blank record will appear on the screen with the cursor at the start of the first field.

Type in the information for each field, then press Return/Enter to indicate that the entry is correct. The cursor will then automatically move to the next field of the record – unless you are at the end of the record, in which case you will be asked: 'Is record correct? Y/N'. Press Y to store the record and N to re-enter the record.

If you want to edit the record you can move between fields by using the up and down cursor keys and within the field by using the cursor left and right keys. However if you terminate the input for a field with either cursor up or down the old field contents will be restored.

Pressing Escape/Exit will step back a field and delete its contents. If this is pressed while entering information into the first field the entry of the new record will be cancelled.

To duplicate information from another record simply press Copy. This will copy information from the equivalent field of the last record displayed to that of the record currently being entered.

## Scroll

Scroll will display each record in turn, starting with the record currently shown and stopping at the end of the file. The option can be aborted at any time by pressing Escape/Exit.

## Delete

Delete allows you to delete the record currently displayed on the screen. If you press Y in answer to the question: 'Delete. Are you sure? Y/N' the record will be deleted. Any gap created by deleting the record is closed up. This means that the record numbers of all subsequent records will automatically decrease by one.

To abort the option press N or Escape/Exit in answer to the question. If the record is deleted the next record in the sequence is automatically displayed. If the last record in the file is deleted the previous record will be shown.

## Find

Find searches all the records in the file for any particular word or other item you require. After you have entered the information you wish to find you will be asked: 'Search (K)ey fields or (A)ll fields'.

If you select Key fields then only the first field of each record will be searched. This is faster than searching all the fields in each record. The records are scanned in order and when either the whole or part of the contents of a field match the search criteria, the record will be displayed on the screen along with the question: 'Next match? Y/N'. To continue the search for another record press Y.

After all the records in the file have been searched you will be told: 'Search Complete'.

In making a search it does not matter if you key in upper or lower case characters – all are treated in the same way.

## **Print**

Print prints out the record currently displayed in the form that it appears on the screen. Before the record can be printed you will be asked to confirm that the printer is switched on. If a printer is not connected or is not switched on you will be told: 'Printer NOT on line. Press a key'. The operation will then be aborted.

## **Goto**

Goto allows you to go directly to any record. In reply to the question that appears on the screen enter the number of the record that you want displayed and press Return/Enter. Pressing Escape/Exit will cancel the option.

## **Amend**

Amend allows you to alter the information on the record that is currently displayed or to change the field titles. To change the titles press T in answer to the question or press D to alter the actual record.

You can move between the fields by using the up and down cursor keys and within the fields by using the left and right cursor keys. If you wish to make any alteration permanent you must press Return/Enter before you leave that particular field otherwise the old field contents will be restored. When you have finished making any alterations press Escape/Exit. You will be asked to confirm any amendments made before being returned to the command mode.

## **Load File**

### **Load File** *(CPC version)*

This option loads a file from tape or disc, destroying

any file already in memory. Enter the filename and press Return/Enter.

## Open File

### **Open File** *(PCWversion)*

Although the records are kept on the disc and are not all loaded into memory at the same time, you still need to specify the file that you want to use. This is known as opening the file.

You cannot open a file if one is already open and trying to do so will generate the error: 'File Already Open'. If you have a dual drive system you will see the question: 'Select data drive, press A or B'.

After you have selected the drive in which you have placed the data disc you will be asked to enter the filename. Note that you cannot read a file from a disc placed in drive A which was originally created in drive B.

Once the file has been opened you will be returned to the main menu, but you must not remove the disc from the drive.

## Save File

### **Save File** *CPC version*

This saves a file to tape or disc leaving the memory contents intact. Enter the filename and press Return/Enter.

## Close File

### **Close File** *PCWversion*

This will close the previously opened data file and must be used before leaving the program otherwise any alterations or additions to the file will be lost. If there is no file open then the command is ignored.

## Reports

### **Reports**

This allows you to output the records in the data file



either to the screen or printer. A menu will ask you to first choose whether to print the report or view it on the screen. You can then select which fields you wish to include in the report.

As the title of each field is displayed press Y if you want to include the field in the report or N if you wish to exclude the field. Once you have confirmed your choice of fields the report will be automatically formatted so that each record will fit onto a single line 80 characters long.

If you have chosen to print the report you will be asked to confirm that the printer is on. If a printer is not connected or is not switched on you will see the error message: 'Printer NOT on line. Press a key'. The operation will then be aborted. You can press Escape/Exit at any time to stop printing.

## Labels

### Labels

This allows you to print labels for a range of records in the data file. The selection procedure is identical to that used for generating a report, as described earlier.

After you have confirmed your field selection you will be asked to enter details about the label stationary you are using. First you will be asked to enter the start position of the label. This is the number of characters in from the left hand side of the sheet at which the label starts. Press Return/Enter for the default value of 2.

The program will only print a single label across. If your label stationary has more than one label across you can use the labels in the other columns on subsequent printouts by changing the value of the start position of the label.

Now enter the number of lines between each label. This value is the number of lines between the last printed line of a label and the top line of the label below. Again the default value is 2. Next enter the number of labels that you want printing for each record.

Finally you can select the record in the database file you want to start printing at, and at which record you want printing to stop. The defaults are the first and last record in the file.

When you have confirmed that the print format is correct and (if relevant) that the printer is switched on the labels will be printed. You can press Escape/Exit at any time to stop printing.

## **Sort File**

### **Sort File**

The records in the file are normally displayed or printed in the order in which they were entered. This option allows you to sort the records in the file into alphabetical order on any field.

Selecting Sort File from the main menu will present you with three options:

**Sort**  
**View Index**  
**Return to Main Menu**

Select Sort and a list of the field titles will be displayed from which you can choose the field on which you want to perform the sort. Once sorted the new order of the records can be seen by using the Scroll command available from the Access Records option.



The order into which records will be sorted is such that punctuation marks and spaces will come before digits, which in turn will come before capital letters, and capital letters will come before lower case letters.

Selecting the View Index option will display the data contained in the field which has been used to sort the records. If applicable, press any key for the next screen, and Escape/Exit to abort.

## Clear File

### Clear File *CPC version*

This will clear all the records in memory but will preserve the field titles defined. If there are no records in the card file, you will see the message: 'No file in memory'. The option will then be ignored.

If there are records in memory you will be asked to confirm your choice. Press N or Escape to abort the operation and Y if you are sure that you wish to clear the file.

## New File

### New File *PCW version*

The PCW version of Card Index is disc-based. This means that unlike the CPC version – where all the records are kept in memory – the records are kept on disc and are read by the program as and when they are required. In this way the maximum number of records in the file is not limited by the size of the memory, but is determined by the capacity of the disc.

A file created using a disc in drive A can hold a maximum of 600 records, while for drive B the capacity increases to 2,000.

After selecting the New File option, if you have a dual drive system you will be asked to select the drive

you want to use. You will then be instructed to insert a blank formatted disc into the appropriate drive.

Insert the disc and confirm that you want to proceed by pressing Y. Now enter a filename and press Return. You will see the message: 'Creating file:filename, please wait'.

The process will take a while and once complete you will see the message: 'File created, 600 records available. Press any key'.

As described earlier, if you have selected drive B the number of records available will be 2,000.

Pressing any key will return you to the main menu and you can then start entering records into the new file.

It is not necessary to OPEN a new file since this is done automatically.

## Financial Diary

The Financial Diary manages its information in the computer's memory, allowing for up to 200 entries in any one file. Although each entry may have up to 50 characters, it is assumed that the average entry will be about 30 characters long. If this average is exceeded, memory restrictions may reduce the number of entries you can make.

The Diary stores its information in two separate types of file.

The first is the Activity or work file. Here you can enter appointments, notes and financial data without any date restrictions. This allows you to preplan engagements weeks, months or even years in advance, the Activity file retaining the information until it is required.

When the diary is full, or at any time before, you may store entries relating to a particular month in the second type of file – the Monthly Archive file.

When you wish to store in this file entries from the Activity file, you simply choose the particular month's entries you wish to archive and the file will be saved to tape or disc. You can then recover the used memory for further entries into the Activity file by resetting the file's starting date to any date between the first and last dates recorded.

Once an Archive file has been saved for a particular month, you will not be able to make entries into the Activity file for a date within or earlier than the last Archived month. To make such entries you will need to load the respective Archive file.

## Start options

## Create New Diary

## Load Existing Diary

## Load options

## Load Activity File

## Start options

When you load the Diary you will see these options:

**Start:** [Load Existing Diary] [Create New Diary]

Use the left and right cursor keys to select the required option and press Return/Enter. Pressing Escape/Exit at this point will exit the program and on the disc version returns you to the PlanIt main menu.

Create New Diary asks you first if you are sure this is what you want to do. You will then be presented with the Primary Options menu. You can now start to make entries into the diary, and so create a new Activity file.

Load Existing Diary takes you to a sub menu from which you can load the Activity file or a Monthly Archive file.

## Load options

**Load:** [Activity File] [Monthly Archive File]

Load Activity File loads the Activity file into memory. After confirming that you wish to proceed, the Activity file will be loaded and a Status screen showing information about the file will be displayed.

If there are still any entries in the Activity file dated earlier than or equal to the last month archived, you will be given the opportunity of resetting the start date of the file, thereby deleting these entries. (*See Save Monthly Archive file option on Page 38.*)

If you elect not to change the start date or this

## Load Monthly Archive File

## Primary options

## Select Date

option is not offered, pressing any key will then take you to the Primary Options menu (*see below*).

Load Monthly Archive File first asks you to ‘Enter month:’. Key in the month as a number – like 1 for January and 12 for December – and press Return/Enter.

You are next asked to ‘Enter Year:’. After confirming that you wish to proceed – answering NO at this point will take you back to the Load options – the selected archive file will be loaded, and a Status screen showing information about the file will be displayed. Pressing any key will then take you to the Primary Options menu.

## Primary options

Options: [Select Date] [Calendar]  
[Status] [Reports] [Save]

Pressing Escape/Exit at this point will take you directly to ‘Saved File Options’ – from which you can exit or reset the Diary (*see below*) – only if the file in memory is a Monthly Archive file or there are no entries in the Diary. You can only access ‘Saved File Options’ when using the Activity file, after saving it, thus ensuring that the Activity file cannot be lost accidentally.

Select Date asks you to ‘Enter Date to Review:’ – but only if the current file loaded is the Activity file.

If you have a Monthly Archive file loaded you will be asked: ‘Enter Day to Review’, since all the entries in an Archive file are of the same month. Pressing Return/Enter will take you to the first recorded date in the Diary.

After you have made your entry the correct page of the Diary will be displayed and you will be presented with a list of new options under the heading 'Day Displayed:'.

## Calendar

Calendar asks you to 'Enter Year:'. Type in the year and press Return/Enter. Note that only dates from 1900 will be accepted.

In answer to the next request to 'Enter Month:' key in the month as a number – 1 for January and 12 for December. The days for the month selected will then be displayed on the screen.

To display the next month simply press Return/Enter in reply to the request to 'Enter Month:', which is still on the screen. If you press Escape/Exit you will be taken back to the previous prompt and you can then enter a different year. Pressing Escape/Exit at this point takes you back to the Primary Options menu.

## Status

Status displays the information about the file in memory as shown in the box opposite. There may be a short pause before the Status screen appears.

## Reports

Reports provides you with the reports you require by searching the entries in the file for specific information. When you select this option you will be presented with a sub menu under the heading 'Reports:' (*see Page 39*). If there are no entries in the current file this option will not be offered for selection.



*Recorded Entries:* This is the current number of entries in the file.

*Available Entries:* This is the number of entries still available, assuming there are sufficient characters free.

*Characters Free:* This figure shows how much memory is still left for any further entries. You can keep adding entries to the file until either you reach the maximum of 200, or the number of free characters remaining is insufficient for a further entry.

*First Recorded Date:* This is the first date for which there is an entry in the file.

*Last Recorded Date:* This is the last date for which there is an entry in the file.

*Last Monthly Archive:* This shows the month for which the last Archive file was saved. This information will only be displayed when using an Activity file from which data has been archived.

If there are any entries in the Activity file dated earlier than or equal to the last month archived you will be given the opportunity of resetting the start date of the file. (*See Save Monthly Archive File option on Page 39.*)

Press any key to return to the Primary Options menu.

## Save

Save takes you to a sub menu from which you can either save the Activity file or save a Monthly Archive file (*see Page 38*). If there are no entries in the current file this option will not be offered for selection.

## Day Displayed

### Access

### Previous

### Next

### Print

## Page structure

## Day Displayed options

**Day Displayed:** [Access] [Previous] [Next] [Print]

Access allows you to access the page of the Diary currently displayed on the screen to make entries, amendments or deletions. After selecting 'Access' you will see a further list of options under the heading 'Line:'.

You will not be offered this option if the date of the page displayed is earlier than or equal to the last month archived. This is because the entries on the page shown have been archived and so can only be changed in the actual Monthly Archive file.

Previous displays the previous page in the Diary.

Next displays the next page in the Diary.

*In the Monthly Archive file 'Previous' and 'Next' will rotate around the month. That is, the previous day to 01/01/86 is 31/01/86 and the next day to 31/01/86 is 01/01/86.*

Print prints out the page in a format similar to that shown on the screen. You will be asked to confirm that the printer is switched on before the page will be printed. If a printer is not connected or is not switched on the message 'Printer NOT online' will appear and the operation will be aborted. Note that you will not be offered this option if there are no entries shown on the page. (CPC version only.)

## The page structure

Each page of the Diary represents a single day. It consists of 15 lines, with each entry taking up a single



line. The entries are automatically sorted into time order (any notes being placed last), and secondly into mark order. Each entry can be divided into four separate sections:

- Appointment time or notes.
- Text up to 50 characters in length.
- A mark consisting of a single character.
- Financial part, which will accept a number in the range plus or minus 999999.00. It can be used to record, for example, expenses incurred at particular appointments. The total of any financial entries made is displayed at the bottom of the page.

## Line

### Line options

You can manipulate the information displayed on the current page of the Diary by means of these options:

**Line:** [New Input] [Amend] [Mark]  
[Delete] [Move] [Copy]

## New Input

New Input allows you to enter an appointment or note into the currently displayed page of the Diary. You will not be offered this option if the page is already full. Select the option from:

**Enter:** [Appointment Time] [Notes]

Pressing Escape/Exit at this point will abort the New Input and take you back to the Line Options.

If Appointment Time is selected you can enter the time for the appointment in either 12 or 24 hour clock format, although a time entered in 24 hour format will be converted into 12 hour format before being displayed. For example, a time entered as 13:15 will be displayed as 01:15 PM.

If the hour entered is between 1 and 12, you will be asked to select Morning or Afternoon to establish the time as AM or PM respectively. Note that midday is 12:00 PM and midnight is 12:00 AM. To establish midnight as the first time of any day, enter zero for the time, otherwise midnight will be assumed to be the last time in any day. Minutes must be entered within the range zero to 59.

Pressing Escape/Exit aborts the time input and allows you to reselect Appointment Time or Notes.

After having entered the time or selected Notes, you can enter any details of up to 50 characters in length, a line mark to identify the entry as significant in some way and finally any financial information. Pressing Return/Enter in reply to any prompt will leave the entry blank and skip to the next.

On completion you will be asked 'Accept Details? Y/N'. Press N to cancel the input, or Y to accept the entry, which will then be sorted into order.

## **Amend**

Amend allows you to use the up and down cursor keys to position the pointer (on the left hand side of the screen) at the entry that you wish to amend. Press Return/Enter. Each part of the entry except the Marker field will then be offered in turn for alteration.

To change either the time of an appointment or any financial information it must be re-entered in full. However the actual details of the entry can be edited using the left and right cursor keys, any characters typed being inserted at the cursor position. Press Return/Enter to move to the next part of the entry and Escape/Exit to step back. Pressing Escape/Exit at the first part of the entry offered for modification

will allow you to choose between a time or note entry. On completion you will be asked 'Accept Details? Y/N'. Press Y to confirm any amendments made to the entry, and N to restore the old entry.

## **Mark**

Mark allows you to select the entry you wish to mark in the manner described earlier. If the entry is already marked you will be asked: 'Delete Line Mark? Y/N'. Press Y to delete the mark. If you press N or the entry was not marked the request: 'Enter Line Mark:' will appear. Key in the mark, which is simply any single character, and press Return/Enter.

Marking entries can be a very powerful feature when used in combination with the Report options (*see Page 39*). For example, a salesman could mark all appointments for a particular customer with the same character. Assuming he recorded the cost of the trip for each appointment, the total cost for any period specified could be obtained by using the Report option to search the file for any entries marked with the specified character, the associated finances for any entries found being automatically totalled.

## **Delete**

Delete allows you to use the up and down cursor keys to position the pointer (on the left hand side of the screen) at the entry that you want to delete. Press Return/Enter. The question: 'Are you sure? Y/N' will appear, asking you to confirm your choice. Press Y to delete the entry and N to abort.

## **Move**

Move allows you to use the up and down cursor keys to position the pointer (on the left hand side of the screen) at the entry that you want to move. Press Return/Enter. Now enter the date that you want the entry moved to, and the correct page of the diary will

be displayed, or press Escape/Exit to abort the operation.

In answer to the question: 'Move Line? Y/N' press Y to confirm the move and N to abort. If you choose to move the entry you are then given the option to return to the original page or to remain at the page displayed. You will not be allowed to move an entry to a page that is full and so you will be asked to select another date.

## Copy

Copy works in an identical way to Move but instead of transferring an entry it copies it to the specified page.

## Save

### Save options

Each time this option is selected there may be a pause while the entries in the file are sorted into chronological order.

#### Save: [Activity File] [Monthly Archive File]

## Activity File

Activity File saves the Activity file in memory to tape or disc. You will then be presented with 'Saved File options' (*see opposite*).

## Monthly Archive File

Monthly Archive File allows you to store entries in the Activity file a month at a time, thus freeing the used memory for new entries.

Enter the number of the month that you want to archive and then the year. If the month selected is outside the range of the Activity file or has already been archived the error message 'Out of Range' will appear and you can either enter another month or press Escape/Exit to abort. If the month selected is suitable you will be asked to confirm that you wish to

proceed. Press Y to save the Archive file and N to abort.

After the file has been saved the Status screen will be displayed and you will be given the opportunity to reset the Activity file to a new start date. All entries prior to this date will then be erased from the Activity file, thus freeing memory for new entries. Press N if you do not want to reset the start date, and you will be returned to the Primary Options menu.

## Saved File

## Saved File options

**Saved File:** [Resume] [Restart] [Exit]

### Resume

Resume takes you back to the Primary Options menu.

### Restart

Restart clears the file currently in memory and takes you to the Start menu (*see Page 30*).

### Exit

Exit: allows you to exit the program and on the disc version returns you to the PlanIt main menu. An alternative is to press Escape/Exit. These are the only ways out of the program, thus ensuring that you cannot leave the program without first saving the Activity file.

## Report

## Report options

Each time this option is selected there may be a pause while the entries in the file are sorted into chronological order.

The following five options allow you to search the file in memory and list any entries that match the

search conditions you have defined to either the screen or to a printer.

**Report Item:** [Un-marked] [Marked] [Time]  
[Text] [Money]

## Un-marked

Un-marked finds all unmarked entries for the period specified. In answer to the question: 'Search From:' enter the date at which you want the search to start. Pressing Return/Enter will default to the date of the first entry in the file.

The question: 'Search To:' will now appear. Enter the date at which you want the search to stop. This time pressing Return/Enter will default to the last recorded date in the file.

You can now choose whether to 'Accumulate Finances' during the search. If you press Y in answer to the question the associated finances for any entries found will be totalled.

Once you have selected the output for the report, and if relevant confirmed whether a printer is connected, the search will be carried out.

## Marked

Marked finds either all entries that are marked, or just those that have been marked with a specific character.

Enter the range for the search as described earlier. You will see the request: 'Enter Line Mark to Find:'. Keying in a character will find just those entries marked by that character. If you do not specify any character but just press Return/Enter all entries that are marked will be found.

Finally, decide whether you want any finances totalled and select the output for the report.

## Time

Time allows you to search for all entries with the same appointment time. The time can be entered in either



12 or 24 hour format, exactly as described in the New Input option (see Page 35).

Specify the date range as before and select the output for the report. No finances will be accumulated with this option.

## Text

Text allows you to search the file in memory for specific text entries. Again, enter the range for the search as described above.

In answer to the request: 'Enter Details to Find:' type in the text that you want to search for. If you want all the entries in the file for the period specified to be found, just press Return/Enter. A character entered in lower case will not match the same character entered in upper case. You can also accumulate finances and select the output for the report as described earlier.

## Money

Money allows you to search the entries for particular amounts. Once you have entered the range for the search you will be presented with these options:

**Condition: [Less than] [Equal to] [More than]  
[Not Equal to]**

*Note that 'Less than' also indicates 'Equal to', and 'More than' also indicates 'Equal to'.*

Select the condition and then enter the amount. For example, to search the entries in the file for amounts greater than or equal to 100.00, you would select the condition 'More than' and in answer to the prompt 'Find Amounts More than:' you would enter the figure 100.

The finances will be automatically totalled, but you can choose between a screen or printer output.



# Loan Calculator

*CPC version:* Insert the cassette or disc and type:

**RUN"LOAN"**

*PCW version:* Boot CP/M as described on Page 5. At the A> prompt type:

**SUBMIT LOAN**

The Loan Calculator is a simple but effective program to calculate repayments and interest on bank loans, mortgages and so on. The results can then be recalculated by changing the loan amount, interest rate or load period.

On running the program you will see this menu:

**New Loan  
Exit Program**

Select New Loan and you will be asked to enter the amount of the loan.

Enter an amount – say 5000. Your responses are immediately displayed on the screen.

You are then asked to enter the interest rate percentage (%) – say 10 – followed by the loan period in years – say 5.

After confirming the details of the loan the program will display the results which for the above example will be:

<b>Principal</b>	<b>5000.00</b>
<b>Interest Rate %</b>	<b>10.00</b>
<b>Loan Period (in years)</b>	<b>5.00</b>
<b>Monthly Repayments</b>	<b>109.92</b>
<b>Total Repayments</b>	<b>6594.95</b>
<b>Total Interest</b>	<b>1594.95</b>

After the results have been displayed you are given the option to change the loan setup or return to the menu.

Select 'Change' and you will be given the options to change the principal – that is, the amount of the loan, the interest rate or the period of the loan.

For example, you can now change the interest rate to find out how much the repayments would be if the rate went up.

Select I for interest and enter the new rate – say 11.5

The figures on the screen will be immediately updated to take into account the new interest rate, and will display:

<b>Principal</b>	<b>5000.00</b>
<b>Interest Rate %</b>	<b>11.50</b>
<b>Loan Period (in years)</b>	<b>5.00</b>
<b>Monthly Repayments</b>	<b>114.16</b>
<b>Total Repayments</b>	<b>6849.55</b>
<b>Total Interest</b>	<b>1849.55</b>

These numbers can be exchanged or re-entered as many times as you like.

Pressing Escape/Exit at any time will take you back to the main menu.

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