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GETTING STARTED

INTRODUCTION

OWL Basic Bookkeeping is an easy-to-use program that is designed to maintain complete and accurate accounting of income and expenses.   In creating Basic Bookkeeping, our objective was to produce a program that was intuitive and required no prior knowledge of accounting.   Basic Bookkeeping uses the "single entry" bookkeeping method that is recommended by the IRS.   This accounting method is easy to use and is equally suited for small businesses and individuals.

With Basic Bookkeeping, you can produce a variety of expense, income, profit and general ledger reports. You can define up to 1000 different expense accounts to fully categorize your expenses for tax purposes.

Version 4.0 employs the concept of folders where each folder contains income and expense data that may be reported either separately or in combination.   Thus, Basic Bookkeeping may be used for multiple businesses, multiple divisions within a single business or for both business and personal accounting.

An import option within Basic Bookkeeping links the program to our invoicing program (OASIS) allowing direct transfer of income data from OASIS into Basic Bookkeeping. OASIS provides complete tracking of sales, customers and receivables.   Using a combination of OASIS and Basic Bookkeeping provides up to the minute visibility of your bottom line.

BEFORE YOU START

Before using this program, please review all information contained in the BBK Installation Guide (file README.BBK).   This file contains important information about system requirements, configuring your system for proper operation and upgrading data from previous versions of Basic Bookkeeping.

QUICK START

Getting to know Basic Bookkeeping

Basic Bookkeeping comes with sample data that is intended to allow new users to quickly become familiar with the program.   The sample data covers calendar year 1995.   The following steps will help you get to know the basic functions of BBK.

1. Run each of the reports and examine the output.   When running the reports be sure to select a reporting period within 1995.
2. Add an expense.   Try adding an expense record by selecting the Add option in the Expenses Menu.
3. Edit an expense.   Try editing an expense record by selecting the Browse / Edit

option in the <u>Expenses Menu</u>.

4. Add an income record.   Try adding an income record by selecting the Add option in the <u>Income Menu</u>.
5. Edit an income record.   Try editing an income record by selecting the Browse / Edit option in the <u>Income Menu</u>.
6. Delete an income or expense record.   Try deleting an income or expense record by selecting the Delete option in either the <u>Income Menu</u> or the <u>Expenses Menu</u>.
7. Reexamine the reports to see how the items you have entered have changed the reports.

Program Setup

Once you have become familiar with Basic Bookkeepings income, expense and report options, its time to set up the program for any unique requirements of your business.   The following steps allow you to begin using Basic Bookkeeping for your business.

1. Examine the chart of accounts.   Select the Browse/Edit option in the <u>Accounts Menu</u> and examine the listed expense categories to determine if they are adequate for your business.   You may need to add new accounts, change the numbering scheme, or start from scratch to match your present accounting system.
2. Delete the sample data.   Select the <u>File Maintenance</u> option in the File menu then select the Initialize Data option.   This option allows you to clear the sample data from the system in preparation for entering your own data. This option allows you to choose which of the sample data files you want to erase.   While you should definitely erase the income and expenses files, we suggest that you do not erase the Accounts database unless you are converting from another accounting method that has different accounts.
3. Create folders for your business.   Choose the Add option in the <u>Folders Menu</u> and add a folder for each business or division that requires separate accounting records.
4. Update or create expense accounts for your business.   Using the Add or Browse / Edit options in the <u>Accounts Menu</u> update the accounts database to reflect the needs of your business.
5. Setup your fiscal year.   If your business operates on other than a calendar year, choose the <u>Setup option</u> in the Files menu to set the starting month and day of your fiscal year.
6. Setup your date format.   If you prefer a date format other than the standard month/day/year, choose the <u>Setup option</u> to change the date format to your preferred format.
7. Begin entering your own income and expenses.

FILE OPTIONS

The options under the FILES menu provide for setup of user configurations and maintenance of data files.   The options include:

1. <u>Setup Options</u>- Options to setup your printer, fonts used in reports, your fiscal year and to convert data from earlier versions of Basic Bookkeeping.
2. <u>Backup Restore and Reindex</u> - Options to maintain a backup of your income and expense data and recover from a hard disk failure.
3. <u>File Maintenance:</u> - Options to Archive, De-Archive, Initialize Data.

SETUP OPTIONS

The SETUP selection in the File menu allows you to set preferences for date format, the starting month and day of your fiscal year, your default windows printer, and the font to be used for reports.

Printer

When printing reports, Basic Bookkeeping sends reports to the default windows printer using the default printer orientation (i.e., Portrait or Landscape).   The Printer setup option may be used to change your Windows default printer, default orientation and other printer options supported by your specific printer.

Fonts

The Fonts option is used to select the font and font size that will be used for displaying and printing reports.   Font sizes are limited to 10 through 12 pitch.

Hint: If you select a font that is too large to show all data when printing a report, Basic Bookkeeping will display a warning message.   If you see this warning message, you should either select a smaller font, a smaller font size or change the printer orientation to Landscape.

Fiscal Year

This option allows you to set the month and day in which your fiscal year starts.   Enter the month and day of the start of your fiscal year.   The default is January 1.

Date Format

The Date Format option is intended primarily for users who do not use the American standard format of "month/day/year."   Several international date formats may be selected from the a menu that is displayed after selecting this option.   After selecting the desired date format, all dates should be entered and will be displayed in the selected format.

Upgrade Version 1 or 2 Data

This option performs the data file conversion needed to transfer data created using Basic Bookkeeping Versions 1 or 2 for use with Version 4. See UPGRADING DATA FILES for a complete description of this option

Note: If you are upgrading from Version 3, file conversion is not needed.   Users upgrading from version 3 should use the Backup and Restore Data options as described under UPGRADING DATA FILES.

BACKUP DATA

The Backup option creates a backup copy of your data files on a floppy disk. Select either floppy disk A or B from the menu and be sure to insert a formatted diskette in the selected drive before proceeding with the backup.

RESTORE DATA

The Restore option copies backup data files from a floppy disk, created with the File Backup option, to your hard disk and recreates the necessary index files. If your backup data consists of multiple disks, you must insert the disks in the proper order.

REINDEX FILES

The ReIndex Files option recompiles the database index files. Use this option after any abnormal exit from the program or if you find that data is missing from your files.

FILE MAINTENANCE

Archive

The Archive option helps maintain system performance by moving outdated income and expense data from your hard disk files to special archive files on a floppy disk. We suggest that, after closing your books and printing all reports for a fiscal year, you archive that data to a floppy disk.   This will help your system operate at peak efficiency.

Before running the Archive option, you should have a blank formatted floppy disk ready to receive the archive data files.

After selecting the Archive option, select the floppy disk drive that the archive data will be written to and enter the date span that you want to archive.   Once the selected data has been copied to your archive, it is deleted from your operational database.   This data can be restored to your operational database using the De-Archive option.

Hint: We suggest that you use a different disk for each year that you want to archive.   Be sure to label the floppy disk to show the date span of the data contained on the disk.

De-Archive

The De-Archive option may be used to restore previously archived income and expense data to your operational databases.   This is most useful in the event that you need to go back and review or change data from a prior year.

After selecting the De-Archive option, select the floppy disk drive containing the archive and enter the date span that you want to de-archive.   Once the selected data has been copied to your operational database, it is deleted from your archive.   This data can be re-archived when you have completed reviewing or editing it.

Initialize Data

The Initialize Data option erases all data from selected database files.   Generally, you will use this option only to initialize the database files to accept your own data after becoming familiar with the program using the sample data.   Note that you may erase any or all of your data files using this option.

Hint: Basic Bookkeeping contains a list of expense accounts that provide most users with a good starting point for categorizing their expenses.   We suggest that you do not erase the Accounts database unless you are converting from another accounting method that has different accounts.

EXIT

The Exit option ends execution of the program and returns the system to Windows control.

ACCOUNTS

The options in the Accounts menu allow you to maintain your "chart of accounts."   This is where you establish the various categories of expenses that you will report.   The system is capable of accepting up to 9999 different account categories.   A good start in setting up account categories is to study the IRS tax forms you expect to be filing or have filed in the past.   At the minimum, you should establish one account for each line item in the IRS forms that applies to you.

Each account record contains the following information.

1. *Account Number:*   This is a unique number that is assigned to this account.
2. *Description:*   A description of the type of expense (e.g., accounting, legal, office supplies, etc.).
3. *Deductible or Non-Deductible*:   If the expenses in this category are deductible under IRS rules select Deductible. If the expenses in this category are not deductible under IRS rules, then select Non-Deductible.   Examples of non-deductible expenses are personal expenses, repayment of loans (principal is not deductible but interest usually is).

Hint: From an accounting standpoint, it is better to categorize your expenses at a high level of detail.   Lumping many different expenses under a category such as Miscellaneous makes your records more difficult to understand and could cause confusion and additional accounting expense.

The Accounts menu options are described in the following paragraphs.

NEW

This option is used to add a new account to your database.   After selecting this option, enter the data as listed above.   Note that you may not have two accounts with the same account number.

BROWSE / EDIT

This option allows you to browse a listing of accounts currently in your database.   To edit an account, highlight the account in the list then click on Select.   After editing an account record, the system will return to browse mode.   You may select another account to edit or click Exit to return to the main menu.

DELETE

This option allows you to delete accounts.   After choosing the account you want to delete, the account record will appear on the screen.   Click on Delete to delete the account or click on Retain to save the record.   After deleting an account, the deleted account is marked for deletion and will be displayed in the browse list with <del> showing at the end of the record.

If you deleted the wrong record, select the record again and click on Undelete. Records that have been marked for deletion cannot be restored once you have returned to the main menu.

Note: You may not delete an account record that has expenses associated with it.   You must first delete or change all expenses associated with that account number.   This restriction is necessary to maintain the integrity of your expense data.

FOLDERS

The concept behind folders is to allow users to separate their income and expenses by business activity.   For example, a rental property owner may wish to maintain separate income and expense records for each rental property and be able to report income and expenses for both individual properties and all properties combined.   In this case the property owner would create a folder for each rental property.   When entering income and expenses, the owner enters them into the folder corresponding to the property where the income or expense was derived.

The power of folders is rooted in the report generator's ability to generate reports for any selected folder or combination of folders.   In the example above, the rental property owner would be able to create a complete set of reports for each individual property and all properties combined.

Each folder record contains the following information.

1. Folder Number: A unique number assigned to each folder.
2. Folder Description: A descriptive folder name.

The Folder menu options are described in the following paragraphs.

NEW

This option is used to add new folders to your database.   After selecting this option, enter the data as listed above.

BROWSE / EDIT

This option allows you to browse a listing of folders currently in your database.   To edit a folder, highlight the folder record in the browse list and click on Select.   After editing a folder record, the system will return to browse mode.   You may then select another folder to be edited or click on Exit to return to the main menu.

DELETE

This option allows you to delete folders.   After choosing the folder you want to delete, the folder record will appear on the screen.   Click on Delete to delete the folder or click on Retain to save it.   After deleting a folder, the deleted folder is marked for deletion and will be displayed in the browse list with <del> showing at the end of the record.   If you deleted the wrong folder, select the record again and click on Undelete.   Records that have been marked for deletion cannot be recovered once you have returned to the main menu.

Note: You may not delete a folder record that has income or expenses associated with it. You must first delete or change the folder of all income and expenses assigned to that folder. This restriction is necessary to maintain the integrity of your income and expense data.

EXPENSES

The options in the Expense menu allow you to maintain a detailed accounting of deductible and non-deductible expenses.   Data to be entered for each expense is as follows:

1. Expense Date: Enter the date the expense was paid.
2. Check No: If the expense was paid by check, enter the check number.
3. Paid To: Enter the name of the person or company to whom the expense was paid
4. Amount: Enter the amount of the expense.
5. Account No: Select the appropriate account from the drop down list.   The list of available accounts contains all of the accounts that you have defined using the Accounts options.
6. Folder No: Select the appropriate folder from the drop down list.   The list of available folders contains all of the folders that you have defined using the Folder options.
7. Memo: This is a text field that can be used to further describe the nature of the expense.

The Expense menu options are described in the following paragraphs:

ADD

This option is used to add an expense to your database.   After selecting this option, enter the data as indicated above.

BROWSE / EDIT

This option allows you to browse a listing of expenses.   To edit an expense, highlight it on the list then click on the Select button.   After editing a record you may either select other records to edit or click on the Exit button and return to the main menu.

DELETE

This option allows you to delete expenses.   After choosing the expense you want to delete, the expense record will appear on the screen.   Click on Delete to delete the expense or click on Retain to save it.   After deleting an expense, the deleted expense is marked for deletion and will be displayed in the browse list with <del> showing at the end of the record.   If you deleted the wrong expense, select the record again and click on Undelete.   Records that have been marked for deletion cannot be recovered once you have returned to the main menu.

MILEAGE RATE CHANGE

The Mileage Rate Change is a special option that updates mileage based auto expenses in the event that the deductible rate per mile allowable by the IRS is changed retroactively.

WARNING: To use the mileage rate change option, you must maintain all of your auto mileage based expenses under a separate account and that account must contain only those

auto expenses that are based on miles driven (i.e., the account may not contain tolls, auto repairs, etc.).

After selecting the Mileage Rate Change option, enter the following information.

1. Mileage Expense Account: Select the account containing mileage based expenses from the drop down list of accounts.
2. Old Cost Per Mile: Enter the cost per mile used to compute the mileage expenses that you want to update to the new rate.
3. New cost per mile: Enter the new per mile cost.
4. Update Expenses From: Enter the date the new mileage rate went into effect.
5. Update Expenses Through: Enter the date that you began entering your mileage based expenses using the new rate.

The Rate Change option works by multiplying the previously entered expense amount by New Cost Per Mile/Old Cost Per Mile.   That is:

New Expense Amount = Old Expense Amount * New Cost Per Mile / Old Cost Per Mile

Hint: If you make a mistake and applied the wrong mileage rates or applied the update to the wrong account, you can undo the change by rerunning the Mileage Rate Change option. Run the option for same account and time span but enter the reverse of the old and new costs per mile (i.e.,.Enter the amount you previously entered for New Cost Per Mile as the Old Cost Per Mile and the amount you previously entered under Old Cost Per Mile as the New Cost Per Mile).

INCOME

The options in the Income menu allow you to maintain a full accounting of income receipts. The income database contains the following information.

1. Date Received: Enter the date the income was received.
2. Amount Received: Enter the amount of income received.
3. Folder No: Select the appropriate folder from the drop down list.   The list of available folders contains all of the folders that you have defined under the <u>Folder options.</u>
4. Memo: Enter the source of the income or any other desired information that describes the income.

The four income options are described below.

NEW

This option is used to add income records to your database.   After selecting this option, enter the data as indicated above.

BROWSE / EDIT

This option allows you to browse a listing of income records.   To edit an income record, highlight it on the list then click on the Select button.   After editing a record you may select other records to edit or click on the Exit button to return to the main menu.

DELETE

This option allows you to delete income records.   After choosing the income item you want to delete, the income record will appear on the screen.   Click on Delete to delete the income item or click on Retain to save it.   After deleting an income record, the record is marked for deletion and will be displayed in the browse list with <del> showing at the end of the record. If you deleted the wrong income record, select the record again and click on Undelete. Records that have been marked for deletion cannot be recovered once you have returned to the main menu.

IMPORT PAYMENT DATA

This option is provided for users of the OWL Automated Sales & Invoicing System (OASIS).   The option automatically transfers records of payments received from OASIS to the income database of Basic Bookkeeping.

After selecting the Import Sales option, select the drive and directory where the OASIS databases are installed e.g.(C:\OASIS).   Next, enter the starting and ending dates for the data you want to import.   From the drop down list, select the folder into which the income data will be entered.   We suggest that data be imported on a regular basis: either weekly or

monthly.

Note: In order to prevent duplicate income records, all previously imported data within the specified date span will be deleted and replaced by current payment information in the OASIS database.   This has no effect on income data that has been entered manually, but if you edited a previously imported record, your changes will be lost if the record is within the date span being imported.

REPORTS

The options in the reports menu provide a great range of flexibility for creating reports.   Each report can be run for a user specified period of time and for any selected folder or combination of folders.   All reports may be previewed on your display for quick reference or printed as a permanent record.   The five report options are described below.

When reports are generated for a single folder, the folder name appears in the report heading. When reports are run for multiple folders, the report heading displays the words Multiple Folders and the selected folders are listed at the end of the report.

Hint: When you select more than one folder for inclusion in a report, the report contains the income and expenses from the selected folders as if they were a single folder (i.e., the income and expenses are merged into a composite folder).

The types of reports that are available include: Expense Reports, Income Reports, Profit Reports and a general Ledger Report

EXPENSE REPORTS

Summary Report

The Expense Summary report summarizes expenses for each account within the selected reporting period.   The report includes previous fiscal year to date expense totals for each account as well as fiscal year to date totals through the end of the reporting period. Information in the report includes:

1. Account Number
2. Account Description
3. Total Expenses for the account within the reporting period.
4. Total Expenses for the account from the start of the fiscal year to the beginning of the reporting period.
5. Total Expenses for the account from the start of the fiscal year through the end of the reporting period.

Detail Report

The Expense Detail report lists each expense item dated during the selected report period. Information in the report includes:

1. Expense Date
2. Check Number
3. Account Number
4. Name of the person to whom the expense was paid
5. The amount of the expense
6. Expense Memo information.

Account Detail

The Account Detail report lists the same information as the Expense Detail report but for only a single selected account.

INCOME REPORTS

Summary Report

The Income Summary report summarizes income received on a daily basis for each day within the reporting period.   For each date within the reporting period that income was received, the program lists:

1. Date the income was received.
2. Description of the income ("Total Daily Income").
3. The total income received on the listed date.

The report includes totals of income received during the reporting period, from the beginning of the fiscal year to the beginning of the reporting period and from the beginning of the fiscal year through the end of the reporting period.

Detail Report

The income detail report lists each income item within the reporting period.   Listed information is as follows.

1. Date the income was received.
2. Description of the income.
3. Whether the income record was imported from the OASIS system.
4. The amount of income received.

PROFIT REPORTS

Taxable Profit

The Taxable Profit report can be generated for any period of time and is available in either weekly or monthly form.   The Taxable Profit is computed as total income minus deductible expenses.

The weekly report lists seven day totals of income and expenses for the specified reporting period.   For each seven day period, the report lists the following information.

1. Starting and ending dates.
2. Total income.
3. Total deductible expenses.
4. Taxable Profit or (Loss).

Reporting period totals for income, expenses, and taxable profit are listed at the end of the report.

The Monthly report provides the same information for monthly periods within the specified reporting period.

Net Profit

The Net Profit report is virtually the same as the taxable profit report, except that the expenses listed include non-deductible expenses.   The net profit is computed as total income minus total expenses (i.e., deductible and non-deductible expenses).   The report lists the following information for each monthly or seven day period.

1. Starting and ending dates.
2. Total income.
3. Total expenses.
4. Net Profit or (Loss).

Reporting period totals for income, expenses, and net profit are listed at the end of the report.

LEDGER

As its name implies, the ledger report produces a general ledger containing a detailed list of credits (income) and debits (expenses) with a running balance.   Within each fiscal year, the totals of credits, debits and the fiscal year-to-date balance are brought forward.   The report lists the following information.

1. Credit or debit date.
2. Description of the credit or debit.
3. Amount of the credit or debit.
4. Fiscal year-to-date balance of credits and debits.

UPGRADING DATA FILES

Upgrading From Version 3

If you are upgrading from Version 3, file conversion is not needed.   Users upgrading from Version 3.0 may move their existing bookkeeping data to BBK for Windows using the Backup and Restore options as follows:

1. Run Basic Bookkeeping Version 3 and select the Backup option in the File menu.
2. Run Basic Bookkeeping for Windows and select the Restore Data option in the File menu.

Note: there is no need to de-archive version 3 data and re-archive it using BBK for Windows.   The archive files are 100% compatible between version 3.0 and 4.0W

Upgrading from Version 1 or 2

The Upgrade Ver 1/2 Data option is accessed by selecting the Setup option in the File menu. This option performs the data file conversion needed to transfer data from Basic Bookkeeping Versions 1 or 2 so that it can be used with Version 4.   Before running this option, you should run your earlier version of Basic Bookkeeping and de-archive any data that you previously archived using that version.   Note: If you are using multiple copies of Basic Bookkeeping to maintain records for separate businesses, this must be done for each copy of Basic Bookkeeping.

After selecting the Upgrade Ver 1/2 Data option, the following will occur:

1. A warning will be displayed allowing you to cancel the operation if you have not already created your backup disk.   Select Continue if your backup disk was previously created.
2. A drive and directory menu will be displayed allowing you to select the disk drive and directory where the version 1 or version 2 data to be converted is located.
3. A menu will be displayed allowing you to select the folder into which the converted files will be placed.
4. The program will ask Delete existing accounts first (Y/N)?   If you answer yes to this question, the accounts file will be replaced with the accounts defined in your version 1/2 data.   If you answer no, the accounts in your version 1/2 data will be added to the existing accounts file.
5. The program will ask Delete existing expenses (Y/N)?   If you answer yes to this question, the expenses file will be replaced with the expenses on your in your version 1/2 data.   If you answer no, your version 1/2 expense data will be added to the current expenses file.
6. The program will ask Delete existing income (Y/N)?   If you answer yes to this question, the income file will be replaced with your version 1/2 income data.   If you answer no, the converted data will be added to the current income file.

Hint: If you are converting files from only one copy of Basic Bookkeeping, answer Yes to questions 4, 5, and 6.   This will convert your version 1/2 data so that it appears as it did when running your earlier version.   To convert multiple data sets, answer Yes to questions 4, 5 and 6 when converting the first data set.   Answer No to questions 4, 5 and 6 when converting any additional data sets.

WARNING: If you are converting data from more than one copy of Basic Bookkeeping, your account numbers must agree in each copy.   That is, if Account Number 1 is Merchandise and Materials in one copy, it must be Merchandise and Materials in all copies of Basic Bookkeeping.   It is fine if an account number is not used in one or more copies. The key here is that they cannot mean different things in each copy.

TROUBLESHOOTING

While every effort is made to insure that this program is free of any bugs, it is impossible to test it on all makes and models of computers.   Therefore, unforeseen circumstances can occur which may create real or perceived errors in the program.

The following is a brief list of errors that may be encountered and what to do about them.

Program Aborts with Message (DOS error 04):   This means that insufficient DOS file handles have been specified.   If you have already added the line FILES=30 to your CONFIG.SYS file AND rebooted your computer, try increasing the number a few at a time. Reboot your computer each time you increase the number.

Other Errors: If at any time you are unable to resolve a problem with this program, call or write us a letter explaining the nature of the problem.   Please also include a description of your computer configuration including any TSR programs that are installed.   Send all correspondence to:

Otto-Williams Ltd.
P.O. Box 794
Lanham, MD   20703-0794
U.S.A

Phone: (301) 306-0409

OWL Product Information

Otto-Williams Ltd. (OWL) is committed to producing intuitive, easy to use, software solutions that meet the challenges of todays fast paced world. OWL programs have been rated among the best software available by major publications including *PC World* and the London *Financial Times*.

No more deciphering complex programs and plowing through confusing software manuals. At OWL, we listen to our customers and design our programs to be easy to use with: simple menus, context sensitive help, on-line users guides, and sample data where needed, to help you get started fast. Our programs allow you to be fully operational within minutes.

OWL Automated Sales and Invoicing System (OASIS)

OASIS is a complete sales management system that includes: invoicing, automated billing, customer correspondence, mailing list management, and sales tracking. Invoices and bills can be printed on plain paper or your own letterhead. OASIS also provides complete capabilities for printing mailing labels and addressing envelopes. When printing mailing labels OASIS lets you specify the label row and column where printing should start. This saves you money by letting you use partially used sheets of labels that would otherwise be thrown away. OASIS includes options to automatically print product related text (i.e., installation instructions) and product license numbers directly on invoices. OASIS also exports customer mailing lists in mail merge format for use with many word processors. **Requirements:** DOS 3.3, 640K, Hard Disk

Action Item Manager II

Action Item Manager II (AIM) helps you manage your time more effectively by organizing your work into action items and to do's. You will be more effective because you will always know what work is to be done, when it's due, its priority and any schedule conflicts that must be considered. AIM includes: Action Item Management with performance tracking; Prioritized "To Do" list; Appointment Calendar; and password protected Personal Journal for recording your thoughts, accomplishments, etc. **Requirements:** DOS 3.3, 640K, Hard Disk

Teamwork Information Exchange (TIE)

TIE is a multi-user LAN compatible system designed to improve inter-group communications, time management, work flow, and productivity. Features automatic meeting scheduling (no more phone tag), task management (paperless task assignment, progress, status and performance reporting), E-Mail with automatic message generation, personal schedule and To Do list management. Easy to setup and use, TIE lets you and your team manage time better by giving you a "power tool" that fits perfectly into your existing management toolbox. TIE is compatible with most client server PC based LAN's. **Requirements:** DOS 3.3, 640K conventional memory, 512K LIM 4.0 compatible EMS

Memory, DOS compatible network software

OWL Personal Portfolio Manager (OPPM)

Rated the best portfolio management software by the London *Financial Times* (10/10/92), OPPM fully integrates investment record keeping with stock charting and technical analysis of stock price trends.   Technical analysis charts include: price volume, relative strength, correlation, on-balance volume, Wilder's RSI, RVI, stochastics, moving averages and trend analysis.   OPPM supports all IRS approved cost basis accounting methods.   Sixteen reports include: net worth, capital gains, dividend and interest income, return on investment, unrealized gains, and many more.   The report generator lets you create reports for any combination of up to 500 portfolios.   **Requirements:** DOS 2.2; 640K; Hard Disk; CGA, EGA, VGA or Hercules graphics.

OWL Portfolio Price Loader (OPPL)

A companion to OPPM, OWLs Portfolio Price Loader automatically updates OPPMs database using current or historical price quotes obtained from on-line data services.   OPPL gives you more time to analyze your investments by eliminating the need to search through newspapers for current price quotes and manually enter the data.   Version 2.3 will read and automatically load stock and mutual fund prices that have been downloaded from: CompuServe (current, historical & U.K. Quotes), America Online, Prodigy (Quote Track), GEnie, Dow Jones News Retrieval Service (Current Quotes, Historical Quotes and Dow Jones Averages databases), Farpoint BBS and Just Data (Australia Quotes). **Requirements:** OWL Personal Portfolio Manager Version 4.0 or above and Hard Disk.

OWL Basic Bookkeeping (BBK) for DOS

BBK was rated among the Best of Business Shareware by *PC World* magazine (Feb., 1994). BBK provides organized and accurate accounting using the "single-entry" bookkeeping method recommended by the IRS.   This method is easy to use and especially suited for small businesses and individuals.   BBK helps you manage your bottom line by giving you instant access to up-to-the-minute reports showing your income, expenses, profits and losses. You do not need to be an accountant to use BBK.   By spending just a few minutes a week with BBK, you can dramatically reduce your accounting costs.   Instead of a shoe box full of receipts, you can give your accountant comprehensive reports that will save his or her time and your money.   BBK can handle up to 1000 different expense types and supports both calendar and fiscal year accounting. **Requirements:** DOS 2.2, 512K, Hard Disk.

Professional Portfolio Manager

Presently in development, Professional Portfolio Manager is an enhanced version of the OWL Personal Portfolio Manager featuring daily stock charting, integrated import capability and expanded tracking of transactions for puts, calls, short sales, and commodity futures. Please write for details.

Please call or write for current prices and availability.