

CASH IN

SALES
OTHER
LOANS
INTEREST

TOTAL CASH IN

CASH EXPENSES

ADVERTISING
CAR & TRUCK
COMMISSIONS
INSURANCE
INTEREST
LEGAL
PAYROLL
PHONE
RENT
REPAIRS
T & E
TAXES

TOTAL EXPENSES

DEBT PAYMENTS

AUTO
BUILDING
CHARGE
OTHER

TOTAL DEBT PYMT

DAYS CASH FLOW

BALANCE

2000

=====

=====

CASH FLOW SUMMARY

BEG BALANCE
CASH INFLOW

TOTAL CASH AVAIL.

CASH EXPENSES
DEBT PAYMENTS

ENDING BALANCE

=====

PRINT OPTIONS

GRAPH OPTIONS

INSERT ROW

SORT OPTIONS

Sheet1

November Cash Flow
Last Updated

1 2

2000

1200

0 3200

400

0 400

300

0 300

0 2500

2000 4500

1 2

MONTHLY RECAP

| |
|-------|
| 2000 |
| 22650 |
| 24650 |
| 15200 |
| 1700 |
| 7750 |

MACRO SUBROUTINES

| | |
|---|---|
| 1 | 2 |
|---|---|

/PPRDATAINPUT~AGQ
/XMPRM~

/PPRRECAP~AGQ
/XMPRM~

1BALBAR
Daily Balance Bar Graph
/GNUDAYBAR~Q
/XMGRM~

2BALLINE
Daily Balance Line Graph
/GNUDAYLINE~Q
/XMGRM~

/WTC/WIR~{END}{LEFT}{RIGHT}
/XLEnter Description ~~
{END}{RIGHT}{UP}{END}{LEFT}/C~{DOWN}~/XGIT~

1-IN-A

2-IN-N

/DSDCASHIN~PKEY1~A~G

/DSDCASHIN~PKEY2~D~G

Sheet1

10-28-83

3

4

5

0

0

0

400

250

300

400

250

300

0

0

0

-400

-250

-300

4100

3850

3550

3

4

5

=====

BALANCE STATISTICS

AVERAGE BALANCE
LOW BALANCE
HIGH BALANCE

FREQUENCY DISTRIBUTION

OF DAYS NEG.
NO ACTIVITY
OF DAYS POS.

=====

=====

3

4

5

/PPRMACROS~AGQ
/XMPRM~

/PPRALL~AGQ
/XMPRM~

/PPOS{BS}{BS}{BS}{BS}\015-MR132~QQ
/XMPRM~

3INPIE
Cash Inflow Pie Chart
/GNUINPIE~Q
/XMGRM~

4OUTPIE
Cash Outflow Pie Chart
/GNUOUTPIE~Q
/XMGRM~

5DEBTPIE
Debt Payments Pie Chart
/GNUDEBTPIE~Q
/XMGRM~

3-EXP-A

4-EXP-N

5-DEBT-A

/DSDCASHEXP~PKEY1~A~G

/DSDCASHEXP~PKEY2~D~G

/DSDDEBTPAY~PKEY1~A~G

Sheet1

| 6 | 7 | 8 | 9 | 10 |
|------|------|-------|------|------|
| | | | 2000 | 700 |
| 0 | 0 | 0 | 2000 | 700 |
| 350 | 400 | 1450 | 500 | 550 |
| 350 | 400 | 1450 | 500 | 550 |
| | | | 600 | |
| 0 | 0 | 0 | 600 | 0 |
| -350 | -400 | -1450 | 900 | 150 |
| 3200 | 2800 | 1350 | 2250 | 2400 |
| 6 | 7 | 8 | 9 | 0 |

Sheet1

| | | | NAME |
|-------------------------------|----------------------|-----------------|------|
| | | | ---- |
| | 3351.61290322581 | | \O |
| | -900 | | |
| | 9050 | | \B |
| | | | \C |
| | | | \D |
| | BIN | DAYS | \G |
| | | | ---- |
| | -1 | 23 | |
| | 0 | 1 | \I |
| | 9999 | 7 | |
| | | 0 | |
| | | | ==== |
| | | | ==== |
| | 6 | 7 | 8 |
| | | | NAME |
| | | | ---- |
| /PPOS{BS}{BS}{BS}{BS}~MR80~QQ | | /XGIT~ | |
| /XMPRM~ | | | \M |
| 6FLOWBAR | 7FLOWLIN | QUIT | |
| Cash Flow Bar Graph | Cash Flow Line Graph | Quit Graph Menu | \N |
| /GNUFLOWBAR~Q | /GNUFLOWLINE~Q | | |
| /XMGRM~ | /XMGRM~ | | \P |
| | | | \R |
| | | | \S |
| 6-DEBT-N | 7-OPEN | QUIT | \T |
| | | | |
| /DSDDEBTPAY~PKEY2~D~G | | | |

Sheet1

11 12

13 14 15 16

0 0

0 0 0 0

400
400
250

600

700

650

600 650

700 400 400 250

0 0

0 0 0 0

-600 -650

-700 -400 -400 -250

1800 1150

450 50 -350 -600

1 2

3 4 5 6

MACRO REFERENCE SECTION

=====

KEYSTROKES

/WTC{GOTO}RECAP~/WMGRM~

/RE~

/WTC

/DDCASHFLOW~BIN~

~/XMGRM~

/XGINSERT~

=====

MACRO REFERENCE SECTION

=====

KEYSTROKES

/WTC{GOTO}MACROS~

/WTC{GOTO}MENUS~

/WTC{GOTO}POM~{GOTO}ENT1~/XMPRM~

/WTC{GOTO}RECAP~

/XMSORTMENU~

{HOME}{GOTO}C6~/WTB

Sheet1

17 18 19 20 21 22 23 24 25

3000
1000 4000
750

0 4000 0 4750 0 0 0 0 0

300
350
400
1450
500 600
550
700
650

300 350 400 1450 500 550 600 650 700

300

0 300 0 0 0 0 0 0 0

-300 3350 -400 3300 -500 -550 -600 -650 -700

-900 2450 2050 5350 4850 4300 3700 3050 2350

7 8 9 0 1 2 3 4 5

PAGE

1

PRINTING OPTIONS

Sheet1

| DESCRIPTIONS | PAGE | |
|----------------|------|----------------------|
| ----- | ---- | 1 |
| | | 2 |
| AUTOEXECUTE | 3-3 | 3 |
| | | 4 |
| BLANK A CELL | 3-4 | 5 |
| | | 6 |
| UNLOCK TITLES | 3-5 | 7 |
| | | 8 |
| FREQ. DISTRIB. | 3-6 | |
| GRAPH MENU | 3-7 | Enter Selection..... |
| INSERT NEW ROW | 3-9 | |

| DESCRIPTIONS | PAGE | |
|--------------|------|------------------|
| ----- | ---- | |
| | | |
| | 2 | GRAPHING OPTIONS |

| DESCRIPTIONS | PAGE | |
|------------------|------|----------------------|
| ----- | ---- | |
| | | 1 |
| GO TO MACRO AREA | 3-10 | 2 |
| | | 3 |
| GO TO MENU AREA | 3-11 | 4 |
| | | 5 |
| PRINT MENU | 3-12 | 6 |
| | | 7 |
| GO TO RECAP AREA | 3-12 | 8 |
| SORT MENU | 3-14 | |
| | | Enter Selection..... |
| LOCK TITLES | 3-15 | |

Sheet1

26 27 28 29 30 31 Totals

| | | | | | | |
|---|------|---|---|---|---|-------|
| | 8000 | | | | | 15000 |
| | | | | | | 4700 |
| | | | | | | 1750 |
| | | | | | | 1200 |
| 0 | 8000 | 0 | 0 | 0 | 0 | 22650 |

| | | | | | | |
|-----|-----|-----|-----|-----|-----|-------|
| | 400 | | | | | 1200 |
| | | 400 | | | | 1200 |
| | | | 250 | | | 750 |
| | | | | 300 | | 900 |
| | | | | | 350 | 1050 |
| | | | | | 400 | 1200 |
| | | | | | | 2900 |
| | | | | | | 1200 |
| | | | | | | 1000 |
| | | | | | | 1100 |
| | | | | | | 1400 |
| | | | | | | 1300 |
| 400 | 400 | 250 | 300 | 350 | 400 | 15200 |

| | | | | | | |
|---|-----|---|---|---|---|------|
| | | | | | | 300 |
| | | | | | | 600 |
| | | | | | | 300 |
| | 500 | | | | | 500 |
| 0 | 500 | 0 | 0 | 0 | 0 | 1700 |

| | | | | | | |
|------|------|------|------|------|------|------|
| -400 | 7100 | -250 | -300 | -350 | -400 | 5750 |
|------|------|------|------|------|------|------|

| | | | | | | |
|------|------|------|------|------|------|--|
| 1950 | 9050 | 8800 | 8500 | 8150 | 7750 | |
| 6 | 7 | 8 | 9 | 0 | 1 | |

=====

=====

Data Input
Monthly Recap
Macro Reference
Print entire worksheet
Set to compressed print
Set to regular print

Leave Print Menu

=====

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Daily Balance Bar Graph
Daily Balance Line Graph
Cash Inflow Pie Chart
Cash Expenses Pie Chart
Debt Payments Pie Chart
Cash Flow Bar Graph
Cash Flow Line Graph
Leave Graph Menu

Sheet1

Welcome to Altair's CASHFLOW tutorial.

CASHFLOW is a tool for managing, you guessed it, cash flow. It has the following features:

- * A Data Input section that is flexible and easy to use.
- * A menu with 7 different ways to graph your data.
- * A Monthly Recap screen for analyzing the data.
- * Customized macros to automate several frequently performed procedures.

Press RETURN to continue

The CASHFLOW worksheet is laid out as follows:

| | | | |
|-------------------|---------------|------------|--|
| Data Input Area | | | |
| Monthly Recap | Macro Ref. p1 | Print Menu | |
| Macro Subroutines | Macro Ref. p2 | Graph Menu | |

Press RETURN for a quick look at each of these.

SCREEN 2-1

This is the upper left portion of the Data Input section. It is a rectangular area with the days listed across the top and the sources and uses of cash listed in column B. Press RETURN to continue

SCREEN 2-2

This is the Monthly Recap section which is used to analyze the cash flow projections.

Press RETURN

SCREEN 2-3

The Macro Reference screens serve as "Help" screens for using the macros.

Press RETURN to continue

SCREEN 2-4

This screen describes each of the alternatives available when the \P macro is invoked.

Press RETURN

SCREEN 2-5

This final screen contains subroutines used by CASHFLOW's advanced macros.

Press RETURN

The Data Input Section is the heart of the worksheet. It is layed out as follows:

| | Days of Month | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------|---------------|---|---|---|---|---|---|-------|----|-----|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 31 | TTL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cash Inflow | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| . | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cash Expenses | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| . | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| . | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Debt Payments | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| . | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| . | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Daily Cash Flow | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Balance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ----- | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Sheet1

Press RETURN to continue
SCREEN 4

All cash flow data is entered and totaled within this section. For a quick look at this sample, Press RETURN.

SCREEN 5

The projected beginning balance is entered in column C, just to the left of Day 1's balance.

Press RETURN

SCREEN 5-3

The projected cash balance for each day is shown along the bottom of this section. Directly above it, the Daily Cash Flow line tells you how much your balance is projected to change each day.

Press RETURN

SCREEN 5-2

In the above example, the balance is projected to increase by \$5750 for the month. The projected ending balance is \$7750.

Press RETURN.

Once the data has been entered, it can be quickly analyzed using the Monthly Recap screen and predefined graphs. Useful information that could not be graphed was placed on the Monthly Recap screen. It is divided into three parts:

Cash Flow Summary

Balance Statistics

Frequency Distribution

Pressing RETURN once will shown you the entire screen. Pressing RETURN a second time will split the screen in half so that each part can be discussed seperately.

Press RETURN.

This is a category level summary of what was entered in the Data Input section.

Sheet1

If Recalculation has been set to manual, then you must press the F9 key to update these numbers when the CALC indicator is on below.

Press RETURN.

The Balance Statistics are also updated when the worksheet is recalculated.

The Frequency Distribution however, can only be updated by executing 1-2-3's Data Distribution command.

This can be done either manually or by using the \D macro. The sample to the right indicates that 23 days are expected to have negative cash flow, 1 will have no activity, and 7 will show a positive cash flow.

Press RETURN.

SCREEN 6

Several graphs have been added to the worksheet to help you analyze the cash flow projections. They change right along with the numbers making them useful in doing what-if analysis.

Press RETURN.

SCREEN 6-1

The Daily Balance graph shows you the ups and downs of the projected daily balance. Looks like a slight problem around mid month. Let's see what things would look like if a small loan was added on the 12th.

Press RETURN.

SCREEN 6-2

=====
=====

The \G macro must be used to view the other six graphs. It is executed by pressing G while holding down the Alt key. This brings up the menu now showing on the command line. Here's what option 2 looks like.

Press RETURN.

SCREEN 6-3

This menu works exactly like 1-2-3's command menus. You make a selection either by pointing or typing the first letter. The last graph selected from this menu becomes the graph produced by the F10 key. Now for the rest.

Press RETURN.

SCREEN 6-4

1

CASHFLOW contains several macros that automate procedures like printing, sorting, graphing, and moving around the worksheet. They are all located within the Macro Reference section shown above.

/XCSub2~
/XCSub3~
/XCSub4~
/XCSub5~
/XCSub6~
/XGIY~

Press RETURN.

SCREEN 7

The actual macros are located in the keystrokes column of this screen. The remaining information tells you how to execute them, what they do, and where in the manual more information can be located if needed.

Press RETURN

SCREEN 8

For example, the \S macro can be used to sort the above category alphabetically with just a couple keystrokes. When the macro is executed, a menu appears on the command line. Press RETURN now and I'll show you what happens when you select option 2 from this menu.

SCREEN 9

1-2-3 automatically adjusts the graphs to reflect the new order.

Press RETURN.

1BALBAR
Daily Balance Bar Graph
/GNUDAYLINE~Q
/XGMACRET~

SCREEN 10

The print macro, \P, allows you to print sections of the worksheet just by selecting an option from the above menu. Press RETURN.

The best way to understand what the macros do and how to use them, is by experimenting. Selecting option 7 on the main menu will load a sample CASHFLOW worksheet for this purpose. If you haven't already made a backup copy of the CASHFLOW disk, you should do so before continuing.

This concludes the CASHFLOW tutorial.

May your cash flow always be positive.

Press RETURN.

=====
=====

```
/XCSub2~  
/XG\Y~
```

SUB2

```
{GOTO}SCR1~{GOTO}END1~{?}  
{GOTO}SCR2~{GOTO}END2~{?}  
{HOME}{GOTO}A15~/WWH/WWU{WINDOW}{GOTO}SCR2-1~{GOTO}END2-1~{?}  
/GNUSAMPLE2-Q{WINDOW}{GOTO}RECAP~{WINDOW}{GOTO}SCR2-2~{GOTO}END2-2~{?}  
{WINDOW}{GOTO}MACROS~{WINDOW}{GOTO}SCR2-3~{GOTO}END2-3~{?}  
{WINDOW}{GOTO}POM~{WINDOW}{GOTO}SCR2-4~{GOTO}END2-4~{?}  
{WINDOW}{GOTO}MENUS~{WINDOW}{GOTO}SCR2-5~{GOTO}END2-5~{?}  
/WWC/XR
```

SCAN ROUTINE

```
/WWC{HOME}{GOTO}C6~/WTB{GOTO}H6~{RIGHT}{RIGHT}{RIGHT}{RIGHT}{RIGHT}  
{RIGHT}{RIGHT}{RIGHT}{RIGHT}{RIGHT}{RIGHT}{RIGHT}{RIGHT}{RIGHT}{RIGHT}{RIGHT}{RIGHT}{RIGHT}{RIGHT}{RIGHT}{RIGHT}  
{GOTO}C6~{GOTO}C17~{DOWN}{DOWN}{DOWN}{DOWN}{DOWN}{DOWN}{DOWN}{DOWN}  
{DOWN}{DOWN}{DOWN}{DOWN}{DOWN}{DOWN}{DOWN}{DOWN}{DOWN}{DOWN}{DOWN}{DOWN}{DOWN}{DOWN}{DOWN}{DOWN}  
{DOWN}{DOWN}{DOWN}{DOWN}{DOWN}{DOWN}{DOWN}{DOWN}{DOWN}{DOWN}{DOWN}{DOWN}{DOWN}{DOWN}{DOWN}{DOWN}  
{DOWN}{DOWN}{DOWN}{DOWN}{DOWN}{DOWN}{DOWN}{DOWN}/XR
```

\w
/wcs72~

2BALLINE
Daily Balance Line Graph

=====
Altair Systems' CASHFLOW(C) Tutorial
=====

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

3

/XCSub3~
/XG\Y~

SUB3

{GOTO}SCR3~{GOTO}END3~{?}
{HOME}{GOTO}A12~/WWH/WWU{WINDOW}{GOTO}SCR4~{GOTO}END4~{?}
/XCSCAN~/WTC{GOTO}A47~/WWH/WWU{WINDOW}{GOTO}SCR5~{GOTO}END5~{?}
{GOTO}SCR5-1~{GOTO}END5-1~{WINDOW}{HOME}{GOTO}C6~/WTB{GOTO}AA41~
{WINDOW}{?}{GOTO}SCR5-2~{GOTO}END5-2~{?}/WWC/WTC
/XR

T}

\q
/wcs9~

3INPIE
Cash Inflow Pie Chart

=====
=====

Run entire tutorial
Overview
Data Input section
Monthly Recap
Graphing options
Macros
Load sample CASHFLOW worksheet
Exit tutorial

Enter Selection

4

/XCSub4~
/XG\Y~

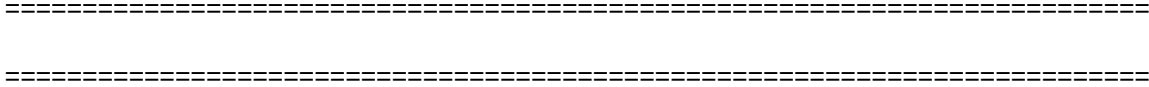
SUB4
{GOTO}SCR5-3~{GOTO}END5-3~{?}
{GOTO}RECAP~{DOWN}/XLPress RETURN to continue ~~
{RIGHT}{RIGHT}{RIGHT}{RIGHT}{RIGHT}/WWW{WINDOW}{GOTO}SCR5-4~
{GOTO}END5-4~{?}/WWC{RIGHT}/WWW{GOTO}SCR5-5~{GOTO}END5-5~{?}
/WWC/XR

CLEARs WINDOW, LOCKS TITLES, SCANS, UNLOCKS TITLES

\0
{GOTO}AP1~{GOTO}AU17~{CALC}/XMMAINMENU~

\Y
{GOTO}AP1~{GOTO}AU17~/XMMAINMENU~

4OUTPIE
Cash Outflow Pie Chart



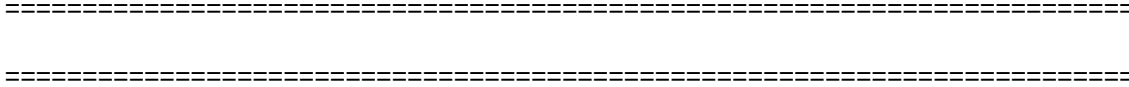
5

/XCSub5~
/XG\Y~

SUB5

{HOME}{GOTO}A12~/WWH{WINDOW}{GOTO}SCR6~{GOTO}END6~{?}/GNU DAYBAR~Q
{GOTO}SCR6-1~{GOTO}END6-1~{?}{WINDOW}{HOME}{GOTO}C6~/WTB{GOTO}L8~
{GOTO}O10~1000~{CALC}{GRAPH}{WINDOW}{GOTO}SCR6-2~{GOTO}END6-2~/XMMENU1~
{GOTO}SCR6-3~{GOTO}END6-3~{?}/WWC/WTC/GNUINPIE~NUOUTPIE~NUDEBTPIE~
NUFLOWBAR~NUFLOWLINE~Q/REO10~{CALC}
/XR

5DEBTPIE
Debt Payments Pie Chart



/XCSub6~
/XG\Y~

SUB6

```
{GOTO}MACROS~{GOTO}L59~/WWH{WINDOW}{GOTO}SCR6-4~{GOTO}END6-4~{?}
{GOTO}SCR7~{GOTO}END7~{?}{WINDOW}{HOME}{GOTO}C6~/WTB{GOTO}AB6~{WINDOW}
{GOTO}SCR8~{GOTO}END8~{?}/DSDCASHIN~PKEY1~A~G{GOTO}SCR9~{GOTO}END9~{?}
/GNUINPIE~Q/WWC/WTC/DSDCASHIN~PKEY2~D~G{GOTO}POM~{GOTO}X64~/WWH
{WINDOW}{GOTO}SCR10~{GOTO}END10~{?}/WWC{GOTO}SCR11~{GOTO}END11~{?}
/XR
```

6FLOWBAR
Cash Flow Bar Graph

=====

=====

7

8

/FRCASHFLOW~

/QY

7FLOWLIN QUIT
Cash Flow Line Graph Quit Graph Menu