

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



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

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
			NAME
6	7	8	----
/PPOS{BS}{BS}{BS}~MR80~QQ	/XG\T~		
/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

17	18	19	20	21	22	23	24	25
	3000		4000					
	1000		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

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						

=====	=====	=====	=====	=====	=====	=====	=====
	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						

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	

Sheet1

=====

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

Leave Print Menu

=====

=====

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	Macro	Print	
Recap	Ref. p1	Menu	
Macro	Macro	Graph	
Subroutines	Ref. p2	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												
-----												



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.

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.

Press RETURN.

```
/XCSUB2~
/XCSUB3~
/XCSUB4~
/XCSUB5~
/XCSUB6~
/XG\Y~
```

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}{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

## Sheet1

=====

=====

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}/XLPpress RETURN to continue ~~  
{RIGHT}{RIGHT}{RIGHT}{RIGHT}{RIGHT}/WWV{WINDOW}{GOTO}SCR5-4~  
{GOTO}END5-4~{?}/WWC{RIGHT}/WWV{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~{?}/GNUDAYBAR~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

=====

=====

6

/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