Signature Software

presents

GENESIS

The Checkbook Program

i

Welcome to Genesis, a full-featured yet easy to use home check writing program. Genesis is the result of over three years of research and programming. The authors believe this has resulted in a program that is superior to the best of the check-writing programs available. Genesis is so simple to use that anyone who now maintains a checkbook by hand already knows the basics. The display screens even look just like your checkbook -- right down to the names on the checks.

The disk you have received contains the shareware version of Genesis (Genesis v1.0), we think you'll like it.

Version 1.0 is yours to keep, use, and distribute freely to friends, bulletin boards, and the like. We would only ask for a contribution in the way of comments, suggestions, problems, etc.

You will also find information included in this manual about Signature Software' Genesis: Series II program. Although we think v1.0 contains just about everything most people look for and expect in a good check writing program, Series II has expanded upon the inherently good features of v1.0 and added many new and powerful features of its own, while maintaining v1.0's ease of use. We at Signature Software feel that Genesis: Series II is the epitome of check writing programs.

GENESIS FEATURES

Genesis v1.0 contains the following features:
* Easy data entry
* Realistic check format on screen
* Compatible with Monochrome, CGA, or EGA computers
* Stores up to 14 recurring checks
* Tracks and prints record of tax deductible checks
* Prints check register
* Automatically displays the last transaction
* Prints on user supplied checks, no need to purchase   special checks at additional cost
* Uses almost any printer (IBM, Epson compatibles)
* DOS Gateway
* Search by payee
* Complete manual on disk
* Automated bank reconciliation

Genesis: Series II enhancements:
* Printed manual
* v1.0 data compatible
* User selected colors
* Pop Up help screens
* Multiple checkbook support
* Enhanced printer options
* Password protection
* Forced balance option
* Faster running time
* Automatic balance update after maintenance
* Prints recurring check list
* Up to 46 recurring checks
* Separate deposit format
* Mnemonic keyboard
* Search on any field
* Prints search lists
* User selected reports

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VERSION 1.0 REGISTRATION:

Although Genesis v1.0 is yours to keep, you may wish to become a registered user. Why? We're glad you asked.

1.	You will receive the latest Version One revision and update.

2.	You will receive the latest manual update on disk. In addition to the ASCII manual version, you can select from Multimate 3.22, Wordstar 3.3, Display Write, or Wordperfect 5.0 manual versions.

3.	You will be notified of revisions, updates, etc.

4.	You may apply the v1.0 registration fee to the purchase of Genesis: Series II.

Genesis v1.0 registration is $15.00. There is no additional charge for credit card users and Signature Software will pay for shipping and handling.

The registration telephone number is (305) 434-0032. Please have your Mastercard or Visa information ready.

Here's the really good news. If you register by mail and send in the registration and information form found at the end of this manual, you can save $2.50. That's right, your written comments, suggestions, and thoughts about v1.0 is worth $2.50. We need your input.

More good news, as a registered v1.x (any Version One series) user, you may apply the $15.00 registration fee to the purchase of Series II whenever you wish to upgrade (even if you only paid $12.50).

If you wish to register v1.0 by mail, please use the handy registration form at the end of this manual, it will save you $2.50.

Separate registration forms may also be printed by typing "**REGFORMS**" from the DOS prompt.

Signature Software, Inc.
5243 SouthWest 115th Terrace
Cooper City, Florida   33330

SERIES II REGISTRATION:

If you desire to become a registered user, Genesis: Series II complete with manual is $44.95. The registration telephone number for credit card users is (305) 434-0032. Please have your Mastercard or Visa information ready. If you wish to order by mail, please use the registration form at the back of this manual.

As in version 1.0 registration, if you fill in the information form when ordering by mail, you will save $2.50. Separate registration forms may also be printed by typing "**REGFORMS**" from the DOS prompt.

Even better, you can apply the full registration fee from Version 1.x if you are a registered user. That's another $15.00 off.

Please do not forget to include your return address with your order. There is no additional charge for credit card users.

Notification of Genesis: Series II revisions and future upgrades, as they become available, will be sent to all registered users. These will be available for a small charge that will cover the cost of manufacture and shipping. The industry wide habit of price gouging for software upgrades will not happen when you purchase Signature Software, that's our promise to you.

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SYSTEM REQUIREMENTS

* IBM or IBM compatible computer
* DOS 2.0 or later
* 128K ram
* 1 floppy drive

HOW DOES GENESIS WORK?

Genesis stores your checks, deposits, fees, and other transactions, in a random access file. Think of Genesis as a sophisticated database. Each record (a "transaction") contains 128 bytes of data. This translates to about 1,500 transactions per 360K floppy disk, or about 8,400 transactions per high-density (1.2MB) floppy. A medium sized hard disk is virtually endless. (Other files on disk have been considered when calculating these sizes).

Each transaction is made up of nine fields. These are:

1. Date
2. Payee
3. Amount of Transaction
4. Memo
5. Tax Deductible Status
6. Check or Deposit Number
7. Check Cleared Status
8. Relative Balance
9. Maker's Signature

CHAPTER ONE
In the Beginning

_____

SPECIAL MANUAL FEATURES:

This Genesis v1.0 manual was produced using WordPerfect 5.0. ASCII versions of the manual that are provided on the program disk as well as specific word processor versions that are provided to registered users, may not be exactly as described below.

Example: **QUICK STEPS**

Areas which contain sections labeled **QUICK STEPS** are summarized procedures to use as a guide to accomplish a specific task. Use these with some caution however, they are not a substitute for reading the manual.

Example: **_NEW CHECK/TRANSACTION_**

A bold and italicized passage refers to a specific section within the manual and is usually followed by a page number for easy reference.

[F8]

A bold entry delineated by brackets depicts a key on your keyboard that will be used.

"**CD \GENESIS**"

A bold area, inside quotation marks indicates an entry that is to be typed exactly as shown. (Do not type the quotation marks).

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BACKING-UP GENESIS:

Genesis is not copy protected. Please backup you program disk before proceeding, and backup your data disk regularly.

> **REMEMBER**: *Blessed is the Pessimist*
> *For he Backeth-Up*   Signature 2:0

1.   Make a new disk ready by labeling it "Genesis Backup Program/Data Disk." (This disk does not have to be formatted).

2.   At the **A:** prompt, type "**Diskcopy A: A:**" and press the **[ENTER]** key.

3.   At the prompt to insert the source disk, place the <u>original</u> Genesis program disk into the disk drive and press any key. The drive will whir for a short time, and you will be prompted to insert the destination disk. Place the new 5 1/4" (360K), or 3 1/2" (720K) <u>Program/Data Disk</u> that you prepared in Step #1 into the disk drive and press any key.

4.   Repeat step #3 if so instructed on the screen.

5.   Place the original Genesis program disk in a safe place for storage. You will use your newly created backup program disk when using Genesis.

FLOPPY DRIVE INSTALLATION:

Genesis v1.0 has been designed so that it may be operated from a single floppy disk drive, using a single combined program/data disk. This allows even the most basically configured MS-DOS computer to run Genesis.

> **WARNING**: Go no farther until you have made a backup copy of the original program disk as per the instructions on the previous page.

Genesis v1.0 was designed to be distributed on a single 360K (5.25") or 720K (3.5") floppy disk. To this end, valuable disk space has been used to store the document files. Once these files have been used to produce this manual, they are expendable and must be removed from the backup program disk which will also be used to store the data files.

To accomplish this document file removal, place the backup program disk (the one you created previously) into the disk drive. At the **A:** prompt type "**DOCSTRIP**" and press the **[ENTER]** key. This will execute a short utility program that strips the no longer needed files from the backup program disk. This disk will now be the referred to as the Genesis v1.0 Program/Data Disk and should bear the label "Genesis Backup Program/Data Disk".

Because of the compact method that Genesis employs to store records (transactions), most users will find that there will be sufficient space for the program files and data files on this single 360K disk. It may necessary to limit the checkbook size to a shorter period of time, such as one year, although it is estimated that the typical user writes less than 500 checks per year. Your program/data disk should hold approximately 1500 checks and other transactions.

After a period of time, such as one year, the user can simply backup the original program disk once more, run the **DOCSTRIP** utility on the new backup, and use the ending balance from the previous program/data disk checkbook as the beginning balance on the new program/data disk. This should be done in the manner described in the section entitled **_Beginning Your Checkbook_** (see pg. 1.9).

Users who received the Genesis program in the 720K (3.5") disk format, will have room for a much larger checkbook. After running the **DOCSTRIP** utility on a 720K backup program disk, the user should have room for approximately 4500 checks and other transactions.

More experienced users with 1.2MB or 1.44MB floppy disk drives can copy the program files onto these media from the original smaller storage sized program disk by using an intermediate ram disk or the DOS "VDISK" program (refer to your DOS manual).

Using these larger storage size disks will result in an almost unlimited checkbook size, and still maintain the simple one disk (program/data) convenience.

To start the Genesis program after creating your program/data disk, simply place the disk into the floppy drive and type "**GENESIS**" at the **A:** prompt.

HARD DRIVE INSTALLATION:

        1.   Insert the Genesis program disk into Drive A.

        2.   Change to the **A:** prompt if you have not already done so. This is accomplished by typing "**A:**" at the opening prompt, which is usually "**C:**"

        3.   Type "**INSTALHD**" and press the **[ENTER]** key. Genesis will now create a new sub-directory named "**GENESIS**" on your hard drive and then automatically copy the necessary files to that directory. When the drives stop whirring, this process is complete. You may remove the program disk from the floppy drive, it is no longer needed. You will not need this disk or a data disk during this or any future session of Genesis. Everything that you and Genesis need is now in place.

        4.   Your screen should now reflect the **C:** prompt. To start Genesis, you must change to the correct sub-directory. During this session, and all subsequent sessions, type "**CD \GENESIS**" and press the **[ENTER]** key. Now type "**GENESIS**" once more and again press the **[ENTER]** key. In a few seconds you will be greeted with the Genesis Logo Screen.

> **NOTE**: Advanced DOS users may want to load Genesis from a batch file or menu. The correct path is **C:\GENESIS\GENESIS**.

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BEFORE WE BEGIN:

Because Genesis is one of the simplest of programs to learn, a discussion of the Start-up and Menu Functions is all that is necessary for most people to become proficient at using this software.

However, first let's look at a few simple definitions concerning the check format and screen displays.

TRANSACTION DISPLAY:

```
_____
!      (1st name heading)            __(ck #)__  !
!      (2nd name heading)                     !
!                        __(date)___19___   !
!                                       !
!Pay to  ____(payee line)_____  $_(num amt)___  !
!                                 !
! ____(guarantee amt)_____  !
!                             !
! ___(memo)_____            __(maker's signature)___  !
!                             !
!_____!
 Trans# ___of___  Clr [_] Tax [_]  Rel Bal _____   Ckbk Bal _____
```

A quick look at the above check illustration should be sufficient to acquaint you with terms such as "Payee" and "Guarantee Amount", and their locations on a check. As you can see, the Genesis Input Screen looks very much like one of your own checks. The line immediately below the check is the Genesis Information Line which will be discussed next.

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INFORMATION LINE:

The information line illustrated below and located just under the check display, will provide you with pertinent data that is continually updated as you write or display checks and other transactions.

EXAMPLE:

Trans# 43 of 88 **Clr** [Y] **Tax** [N] **Rel Bal** 242.14 **Ckbk Bal** 102.12

The **Trans#** (Transaction Number) is displayed as two numbers separated by the word "of", such as "43 ***of*** 88". The first of these numbers is the actual number of the transaction that is currently being displayed. The second is the total number of transactions that is currently in the Genesis checkbook. In our example, the transaction being displayed is the 43rd of a total of 88 transactions in the checkbook. The only time these two numbers will be the same is when you are displaying the last entry in the checkbook.

The **Clr** display will reflect the bank status of a transaction in your checkbook. A "Y" means that this transaction has cleared the bank, while an "N" indicates an outstanding check or other transaction.

The **Tax** flag will appear as either a "Y" or "N" depending on whether the transaction was marked as a tax deduction or not.

You will notice that there are two balances displayed on the screen. The **Rel Bal** (relative balance) is the balance after the currently displayed check was subtracted from the previous balance, while the other balance, **Ckbk Bal**, is the current amount in your checkbook. Only when the displayed check is the last check entered will the two balances be the same. For instance, if there were 88 transactions in the Genesis checkbook, and you were presently viewing record 43, the **Rel Bal** would indicate the balance after check number 43 was subtracted from the previous balance. The **Ckbk Bal** would still indicate the current balance at the <u>end</u> of your checkbook, transaction 88. The checkbook balance only changes when a transaction is added to the Genesis checkbook. The relative balance will change depending on what transaction number is being displayed.

BEGINNING YOUR CHECKBOOK:

Genesis normally powers up displaying the Main Menu and the last transaction entered in your checkbook, however, if this is the first time that you have used Genesis, the screen will display the following message:

BEGINNING BALANCE DATE (MMDDYY) _____

BEGINNING BALANCE $_____

Enter the date that you would like the Beginning Balance associated with. This entry must be six (6) digits, in the form "**MMDDYY**". For example, "July 19, 1988" must be entered as "**071988**".

Press the **[ENTER]** key after inputting the date. You will now be prompted to enter your Beginning Balance. When you have finished entering a dollar amount, press **[ENTER]** to record the information in the Genesis checkbook.

> **NOTE**: If for some reason, you have entered and recorded an incorrect beginning balance, don't despair, it can be corrected. Simply use the **Modify A Check/Transaction** option, **[M]**, on the Maintenance Menu. When you are prompted for a transaction number, enter "**1**" (the beginning balance is always Transaction Number 1). You will have a check format displayed on screen with "BEGINNING BALANCE" entered on the Payee Line. Follow the remainder of the instructions for **Modify A Check/Transaction** (see pg. 3.7) to make the correction.

We have included two methods of calculating your beginning balance. Although Method #2 may be slightly faster to employ, it does lend itself to more opportunity for error than Method #1. The authors recommend that if you anticipate any problem at all, or maintain a rather complicated checkbook, you use Method #1.

> **NOTE:** Version 1.0 does not allow a transaction amount to exceed $9999.99. The Beginning Balance, a check that you write, or deposit that you make, may not excced this amount. If necessary, you can enter two transactions that will total in excess of $9999.99.

NOTE: Being an obviously idealistic program, Genesis does not allow you to enter a negative Beginning Balance. However, if the user is a true American that believes in such things as capitalism, plastic credit and finance charges, there is some slight possibility that he may also have a need to start off with a negative Beginning Balance. If this is the case, enter $0.00 as the Beginning Balance (Transaction Number 1) and write the next transaction (Transaction Number 2) for the actual negative balance. Genesis will think that this is a check and will subtract it from the Beginning Balance of $0.00, resulting in a balance that will be your negative Beginning Balance. (Signature Software certainly hopes that if you are one of these individuals, you didn't pay us with a check).

METHOD #1

Find the first uncleared check or deposit in your checkbook. The balance in your checkbook just prior to that first uncleared check will be your Beginning Balance. Enter that amount at the Beginning Balance prompt and press **[ENTER]**. The Beginning Balance will be recorded and displayed in a Check/Transaction format as Transaction Number 1.

Enter each check or transaction from that point forward by using **New Check/Transaction**, **[F1]**, as per the instructions on pages 2.2. Place a "D" as the first digit in the check number field for each deposit or other transaction that is designed to increase the dollar amount of the checkbook. As you enter and record transactions, make note of each transaction that has already cleared the bank, as their status will have to be changed later.

As you record each transaction by pressing the **[F2]** key, compare the **Ckbk Bal** on the screen display to the original paper register balance at that entry. They should match. This is the advantage to method #1, you can continually monitor the balances.

When all checks, deposits, fees, and all other entries that you had in your checkbook have been entered into the Genesis Checkbook you will need to go back and change the cleared status of the transactions that have cleared the bank.

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Use **View A Check/Transaction**, **[F4]** (see pg. 2.5), to recall Transaction Number 1, as that is the first transaction that must be cleared. Press **[F8]** to switch to the Maintenance Menu and simply press **[C]** to change the cleared status of the transaction.

Return to the Main Menu, **[F8]**, and use **[F4]** again to recall the next transaction to be cleared. Repeat the procedure to change the status.

Continue this process until all cleared checks have been marked correctly. When this process is complete, your Genesis Checkbook is ready.

QUICK STEPS:

1. Locate the first uncleared check or deposit in your checkbook.
2. Enter, as the Beginning Balance, the balance in your paper checkbook that is just before that first uncleared check. Press the **[ENTER]** key.
3. Use **[F1]** to enter, and **[F2]** to record, each check or other transaction, from the Beginning Balance forward.
4. Use **[F4]** to recall the Transaction Number 1. Use **[F8]** to switch to the Maintenance Menu and press **[C]** to change the cleared status of the transaction.
5. Use **[F8]** to switch to return to the Main Menu and **[F4]** to recall the next transaction that must be cleared. Use **[F8]** to switch to the Maintenance Menu and press **[C]** to change the cleared status.
6. Repeat Step #5 until all cleared checks have been correctly marked.

METHOD #2

The beginning balance for Genesis is your ending checkbook balance, plus (+) the checks still outstanding (checks that have not cleared the bank since your last statement), minus (-) deposits still outstanding.

The following worksheet may be of help when calculating your beginning balance:

Balance at the end of your checkbook   **$**
Outstanding checks (checks not yet cleared)   **$ +_____**
                                          SUBTOTAL   **$**
Deposits still outstanding   **$ -_____**
            GENESIS BEGINNING BALANCE   **$**

In addition to the beginning balance, the first time that you use this program, you will have to enter, as separate transactions, each of these checks and deposits that you have written and that have not yet cleared the bank. Transactions may be checks, deposits, bank charges, interest earnings, automatic teller machine withdrawals, or even corrections. Refer to **New Check/Transaction**, for instructions on entering transactions (see pg. 2.2).

QUICK STEPS:

1.   Enter beginning balance and press the **[ENTER]** key.
2.   Use **[F1]** to enter each outstanding check, then **[F2]** to record it.
3.   Use **[F1]** to enter each outstanding deposit, then **[F2]** to record it. (Remember to place a "**D**" as the first digit of the check number for all deposits).

IF IT'S SNOWING:

Genesis powers up in a fast screen update mode that lends a little more speed to screen display changes. Some users, depending on computer configuration, may experience a snow-like effect during display updates.

If this is happening to you, and you find it distracting, the **Fast Screen Update** option on the Utility Menu will relieve the problem.

[ESC] _THE [ESC] KEY_:

Depressing the **[ESC]** key will immediately abort any operation that you are doing and return you to the current menu display. If, for instance, you were in the middle of writing a check and for one reason or another decided not to finish, the **[ESC]** key would allow you to interrupt writing the check and return you to the Main Menu, ready to execute a different function.

Pressing the **[ESC]** key a second time will bring up the previous menu screen. For instance, if you had just escaped from performing a search and were now at the Maintenance Menu, a second **[ESC]** would return you to the Main Menu.

[HOME] _THE [HOME] KEY_:

Depressing the **[HOME]** key will immediately abort any operation that you are doing, from anyplace within Genesis, and return you to the Main Menu display.

_1.13_

CHAPTER TWO
Main Program

_____

MAIN MENU SCREEN

```
***************************************************************
*  _____          *
*  !       John Q. Checkwriter            #001  ! *
*  !       Mary J. Checkwriter               ! *
*  !                          19___  ! *
*  !                             ! *
*  !Payee _____    $_____  ! *
*  !                             ! *
*  !  _____  ! *
*  !                             ! *
*  !  _____          _____ ! *
*  !                             ! *
*  !_____! *
*                           *
* Trans# __of__  Clr [_]  Tax [_]  Rel Bal _____  Ckbk Bal _____ *
*                           *
* ------------------------------------------------------- *
*                           *
* [F1] New Check/Trans        [F7]    Print Check       *
* [F2] Record Check/Trans      [F8]    Next Menu         *
* [F3] Use Default Trans       [Pg U/D]  Browse Register -/+   *
* [F4] View Transaction        [Crs U/D] Prev/Next Transaction *
* [F5] Increment Date          [Ctrl N]  Change Maker's Name   *
* [F6] Select Recurring Check  [END]    Quit Genesis       *
*                           *
*                           *
***************************************************************
```

MAIN MENU

[F1] ----- New Check/Transaction
[F2] ----- Record Check/Transaction in Checkbook
[F3] ----- Use Default Transaction
[F4] ----- View A Check/Transaction
[F5] ----- Increment Date
[F6] ----- Select A Recurring Check/Transaction
[F7] ----- Print Current Check
[F8] ----- Next Menu
[Pg Up] ----- Browse Checkbook Backward
[Pg Dn] ----- Browse Checkbook Forward
[Crs Up] ----- Previous Check/Transaction
[Crs Dn] ----- Next Check/Transaction
[Ctrl N] ----- Change Maker's Name
[End]   ----- Quit Genesis

[F1]   *NEW CHECK/TRANSACTION*:

Selecting **[F1]** will produce a blank Check/Transaction screen in the Input Mode with an incremented check number, ready for information entry. You will be prompted to input each field of the check/transaction with the pertinent information.

Checks, and fees charged by the bank, are automatically subtracted from the balance when each transaction is recorded into the Genesis Checkbook. Fees are entered in the same manner as a check, but deposits or interest earnings are a special type of transaction. Interest and deposits are <u>added</u> to the balance, as opposed to a "normal" transaction, such as a check, which is subtracted from the balance. To accomplish this Genesis reads the check number, if the first digit is a "**D**", the amount of that transaction is automatically added to the balance instead of subtracted from it. Therefore it is important that when entering deposits or interest earnings, you input a "**D**" as the first digit of the check number, such as "**D203**." An actual number is not necessary, but the "**D**" <u>is</u>, however, most people like to reference a deposit with a specific check number, just as some checkbooks have it written on a specific check stub.

2.2

HINT: If you input the payee as "**Deposit**", Genesis will automatically place a "**D**" in front of the check number.

HINT: The easiest way to add a deposit is to make "**Deposit**" part of the Recurring Check File (see pg. 2.6). The next time you need to make a deposit, simply press **[F6]** to view the Recurring Check File, and choose the number corresponding to "**Deposit**". You will notice that a "**D**" has been automatically placed in front of the current check number.

Please note that the date input must be six (6) digits, in the form of "**MMDDYY**". For example, "July 19, 1988" must be entered as "**071988**". When the **[ENTER]** key is pressed after inputting the date in this form, Genesis will convert the entry into "July 19, 1988" as the cursor moves to the Payee Line.

For your convenience, when entering the Numeral Amount field, it will not be necessary to input the decimal point or zeros (.00) if the amount is an even number. Genesis will include this for you when you press the **[ENTER]** key. For example, entering a "**5**" and pressing **[ENTER]** will result in an input of "5.00". Additionally, the Guarantee Amount will automatically be written on the appropriate line without further input from you.

After you have entered information into each field, you must use the **[F2]** key to record this check/transaction in the Genesis Checkbook. The number of transaction and the current balance will be automatically updated.

QUICK STEPS

1.   Press **[F1]** to produce a new blank check.
2.   Input the check number if the default number is not satisfactory (Don't forget the "**D**" for deposits). Press **[ENTER]**.
3.   Input the date as "**MMDDYY**." Press **[ENTER]**.
4.   Input the payee's name. Press **[ENTER]**.
5.   Input the amount of the check. Press **[ENTER]**.
6.   Input a memo if you like.
7.   If a change has to be made, press the **[ENTER]** key until the cursor is in the field that is to be corrected.
8.   If the check is now as you want it to be, press **[F2]**.
9.   Select the appropriate response to the "Tax Deductible" prompt. Your check has been recorded into the checkbook.

[F2]   ***RECORD CHECK/TRANSACTION IN CHECKBOOK****:*

Once you have finished entering information into the check, or other transaction currently displayed on the screen, and it is exactly as wanted, you are ready to record the check/transaction into the checkbook. Press the **[F2]** key.

Once you depress the **[F2]** key, you will be asked if this check is tax deductible. The default answer is "**N**" for no, which may be chosen by just pressing the **[ENTER]** key. If the check is tax deductible, press "**Y**". The balance is now automatically updated and the check is recorded in the Genesis Checkbook. If changes are necessary after the **[F2]** key has been pressed and the transaction has been recorded, you must use **[M]**, ***Modify A Check/Transaction***, from the Check Maintenance Menu (see pg. 3.7).

[F3] ***USE DEFAULT CHECK/TRANSACTION****:*

Selecting **[F3]** will place Genesis into the input mode, cursor flashing over the check number field, which will have been incremented. **[F3]** will not provide a blank transaction as **[F1]** does, but allow you to use the transaction on screen as a model for a new check. The screen transaction may be the one that appears upon power up, or a check previously recalled by use of the **[F4]** or **[Crs U/D]** keys.

The currently displayed information in each field is the default answer. You may change the default answers by simply typing over them, or by using left/right cursor keys to move the cursor over the character that is to be changed. If you do not need to change a field, you may choose the default answer by simply pressing the **[ENTER]** key.

When you are finished inputting information, press **[F2]** to record the new transaction in the Genesis Checkbook.

[F4] **_VIEW A CHECK/TRANSACTION_**:

If you wish to view a specific checkbook entry, select **[F4]** and enter the transaction number. Your selection will be displayed on the screen. For example, if Transaction Number 247 is currently displayed and you wanted to view Transaction Number 1, you could back up one transaction at a time from 247 to Transaction Number 1 by using the **[Crs Up]** key (see pg. 2.9), but it is much faster, if you know the transaction number, select **[F4]**, and then type "**1**" and press the **[ENTER]** key. Transaction Number 1 will be displayed on the screen immediately.

[F5] **_INCREMENT DATE_**:

Select **[F5]** to increment the currently displayed date by one day. For example, if the date on the displayed check or transaction is "July 17, 1988", selecting **[F5]** will change the date to "July 18, 1988".

NOTE: This feature was added for convenience when writing checks with sequential dates. Any date, however, may be entered in the Date field in the "**MMDDYY**" format.

2.5

[F6] ***SELECT A RECURRING CHECK/TRANSACTION***:

If you write many of the same checks over and over each month, such as the electric bill, phone bill, water bill, car payment, insurance payment, etc., you may wish to use the Recurring Check feature of Genesis.

Pressing **[F6]** will display the list of recurring checks (and other transactions) that you have previously created by using **Add To Recurring Check/Transaction List**, **[A]**, from the Checkbook Maintenance Menu. You may select a check/transaction by entering the corresponding number and pressing the **[ENTER]** key. An incorrect entry will return you to the Main Menu. Your selected transaction will then be displayed and may be used as a model for a new transaction. Pressing the **[F3]** key will put the check into the input mode with a new check number. Changes, such as amount, date, memo, and the like, may be made in the same manner as per the instructions for **[F3]**, ***Use Default Check/Transaction*** (see pg. 2.4). The new transaction is then recorded in the Genesis Checkbook by using **[F2], *Record Check/Transaction In Checkbook***.

QUICK STEPS:

1.   Press **[F6]**.
2.   Enter the number of your selection and press **[ENTER]**.
3.   Press **[F3]**.
4.   Make necessary changes (as per instructions in ***Use Default Check/Transaction***, pg. 2.4).
5.   Record the transaction by pressing **[F2]** and then indicating the tax status.

[F7] ***PRINT CURRENT CHECK***:

If you want to print your checks, rather than write them by hand, Genesis will allow you to print on ordinary checks. <u>There is no need to purchase special checks.</u> However, to assure that Genesis, your printer, and your particular style of check all get along together, it will first be necessary to run the Check Configuration Program. This is a relatively simple task, and can be accomplished from the Utilities Menu, Item **[C]** (see pg. 4.5).

Once the check configuration is completed, simply insert a regular check into the printer, align the left side of the check at the "0" margin mark and press **[F7]** to print the currently displayed check.

> **NOTE**: On pre-printed checks the first two digits of the year (19) are already printed on the check. Therefore, even though the screen display may reflect the date as "November 14, 1988", when the check is printed, Genesis automatically deletes the "19". In our example, the date will be printed as "November 14, 88".

> **NOTE**: When the **Print Current Check** option is used, the Genesis Program will disable the paper-out function of most IBM and Epson compatible printers. This will allow the user to print single checks without the printer going off line because the check is too short to keep the paper sensor switch depressed. Although the paper-out light (if your printer is so equipped) will signal that you are out of paper, the printer will still be functional. When you exit Genesis, your printer's paper-out sensing will be restored.

[F8]   _**NEXT MENU**_:

Pressing **[F8]** will display the next menu, in this case, the Checkbook Maintenance Menu.

[Pg Up] _**BROWSE REGISTER BACKWARD**_:

Pressing the **[Pg Up]** key will allow the user to browse through the Genesis checkbook register starting with the last entry (highest transaction number) and working backward toward the first entry.

Transactions will be displayed on the screen in groups of six (6). After each series of six transactions have been displayed you will be asked to press any key to display the next six records, or "**Q**" to quit, in which case you will be returned to the main Menu.

[Pg Dn] _**BROWSE REGISTER FORWARD**_:

This is almost identical to **Browse Checkbook Backward**, except that the records are viewed in forward mode. If you wish, a starting transaction number may be inputed, or the default number "**1**" may be chosen by pressing the **[ENTER]** key. As in **[Pg Up]**, transactions are displayed in groups of six. When the user is finished browsing, or has reached the end of the checkbook, he may press "**Q**" to return to the Main Menu.

[Crs Up] *__PREVIOUS CHECK/TRANSACTION__*:

      Pressing the **[Crs Up]** key will allow you to move through the Genesis Checkbook one transaction at a time. For instance, if there are 114 transactions in the checkbook and you are currently viewing Transaction Number 99, pressing the **[Crs Up]** key will change the screen display from Transaction Number 99 to Transaction Number 98.

[Crs Dn] *__NEXT CHECK/TRANSACTION__*:

      This command is similar to the ***Previous Check/Transaction*** command, however, it will display the next transaction. For instance, if there are 114 transactions in the checkbook and you are currently viewing Transaction Number 99, pressing the **[Crs Dn]** key will change the screen display from Transaction Number 99 to Transaction Number 100.

[Ctrl N] *__CHANGE MAKER'S NAME__*:

      Genesis assumes that the maker's signature that will appear on the bottom of a check when it is signed is the first name that appears in the check heading. It will therefore place this name in the area for the maker's signature when the check is recorded in the checkbook. This does not mean that the name will print out when the ***Print Check***, **[F7]**, feature is used, it will not. Your check will, of course, have to be signed by yourself or another account holder. The inputed maker's signature does, however, serve to note who wrote the check, if that becomes necessary.

      By selecting **[Ctrl N]** the default maker's name is replaced with the second name that appears in the heading, if there is one. If only one name is displayed, **[Ctrl N]** will toggle between that name and a blank line.

[END] *QUIT GENESIS*:

Pressing the **[END]** key will terminate the current session of Genesis. The user will be prompted with "Exit Genesis? (Y/N)". If "**Y**" is pressed, all files will be automatically closed and the screen will return to the DOS prompt. Any other key will allow you to continue this session of Genesis.

WARNING! Never exit Genesis by removing the disk and turning off the computer without first using the **[END]** key. The **[END]** key will close any open files and keep them from being damaged when the program is terminated.

CHAPTER THREE
Checkbook Maintenance

_____

CHECKBOOK MAINTENANCE MENU SCREEN

```
*****************************************************************
*  _____             *
*  !        John Q. Checkwriter              #001  ! *
*  !        Mary J. Checkwriter                    ! *
*  !                            _____19____  ! *
*  !                                      ! *
*  !Payee _____  $_____  ! *
*  !                                      ! *
*  !  _____  ! *
*  !                                      ! *
*  !_____        _____! *
*  !                            ! *
*  !_____! *
*                              *
* Trans# __of__  Clr [_] Tax [_]  Rel Bal _____  Ckbk Bal _____  *
*                              *
* ----------------------------------------------------------- *
*                              *
* [B]  Balance Checkbook       [P]   Print Check Register    *
* [C]  Change Cleared Status    [R]   Modify Check/Trans      *
* [D]  Delete Check/Trans       [S]   Search                 *
* [A]  Add To Recurring List    [U]   Update Balance          *
* [E]  Erase From Recur List    [F8]  Next Menu               *
* [H]  Change Check Heading      [END] Quit Genesis           *
*                              *
*                              *
*****************************************************************
```

CHECKBOOK MAINTENANCE MENU

[B] ----- **B**alance Checkbook
[C] ----- Change **C**leared Status
[D] ----- **D**elete A Check/Transaction
[A] ----- **A**dd To Recurring Check/Transaction List
[E] ----- **E**rase From Recurring Check/Transaction List
[H] ----- Change Checker **H**eading
[P] ----- **P**rint Check Register
[R] ----- **M**odify A Check/Transaction
[S] ----- **S**earch
[U] ----- **U**pdate Balance
[F8] ----- Next Menu
[END] ----- Quit Genesis

[B] BALANCE CHECKBOOK:

Genesis makes short work of checkbook reconciliation. This normally frustrating monthly chore that most of us dread, is accomplished quite easily and quickly.

Start by locating any interest and all fees that appear on the bank statement. These must be entered in the Genesis Checkbook. Enter each as a transaction, but if it is a positive amount, such as interest earned, make sure the check number begins with the letter "**D**". If you make the payee "**Deposit**", Genesis automatically puts a "**D**" in front of the check number. You can then enter "**Interest Earned**", or an appropriate notation, in the memo field.

> **REMINDER**: Make sure all fee and interest transactions listed on your bank statement have been recorded in the Genesis Checkbook, and then cleared by going to the Maintenance Menu, **[F8]**, and using the **Change Cleared Status** option, **[C]**. Clearing these transactions as they are entered will save time during balancing.

When you have finished entering fees, interest, etc., to the Genesis checkbook, you are ready to start the balance routine. Press **[B]**, **Balance Checkbook**. You will now be prompted for the ending balance, which may be found on your bank statement. Enter this amount and press the **[ENTER]** key.

Genesis will now search the checkbook for checks or other transactions that have not cleared the bank previously. As it locates uncleared transactions, Genesis will ask if they have now cleared the bank. Select "**Y**" for yes or "**N**" for no. Once all items on your bank statement have been marked "**Y**" for cleared, you can select "**E**" to end the search routine rather than press "**N**" for each of the remaining outstanding checks. This is the reason that interest and fee transactions should be cleared as they are entered. Otherwise you would have to "**N**" your way to get to these transactions as they would be the last ones recorded in the checkbook.

Once this search routine has finished, or you have pressed "**E**" to end this routine, Genesis will advise you if your checkbook is in balance. If it does not balance, you will be shown the difference as a positive or negative dollar amount.

If you did not balance and you would like step-by-step help in locating and correcting the error(s), refer to Appendix A.

QUICK STEPS

1.   Locate any fee or interest that appears on your bank statement.
2.   Enter each fee or interest earning as a new transaction using **[F1]** (or from the recurring check list if so organized). Do not forget to use a "**D**" in the check number of an interest transaction. Press **[F2]** to record each transaction.
3.   Clear each new fee or interest transaction by using option **[C]**, ***Change Cleared Status***, from the Maintenance Menu.
4.   Press **[B]**, ***Balance Checkbook***.
5.   Input the bank statement's ending balance and press **[ENTER]**.
6.   Clear each check or other transaction that is found on the bank statement.
7.   Press "**E**" to end the clear check routine.
8.   If Genesis reports that you are in balance, you are finished.
9.   If you are not in balance and need assistance in locating the problem, refer to Appendix A.

[C] *CHANGE CLEARED STATUS:*

By selecting **[C]**, you can change the cleared status of any check or transaction currently displayed on the screen.

[D] *DELETE A CHECK/TRANSACTION:*

If you added a transaction to the Genesis checkbook and later decided that it should be removed, select **[D]**. You will be asked:

Which Transaction To Delete?

Enter the number of the transaction that is to be deleted and press the **[ENTER]** key. You will then be asked to confirm the deletion.

NOTE: Do not forget to run the *Update Balance* routine (which see) after using *Delete A Check/Transaction*.

[A] *ADD TO RECURRING CHECK/TRANSACTION LIST:*

Any currently displayed check or other transaction may be added to the Recurring Check File by simply pressing the **[A]** key. If the Recurring Check File is full (14 recurring checks or transactions in v1.0), a check or transaction will have to be deleted before one may be added. Refer to the *Erase From Recurring Check/Transaction List* instructions which follow, if this is the case.

A different check other than that currently on display may be selected for induction by use of the **[F4]**, **[Crs Dn]**, or **[Crs Up]** keys.

[E] *ERASE FROM RECURRING CHECK/TRANSACTION LIST*:

The **[E]** key allows you to erase (delete) a check or transaction from the Recurring Check File. After pressing the **[E]** key, the current list of recurring checks will be displayed. You will then be asked to input the number of the Recurring Check/Transaction to be deleted. After entering the correct number and pressing the **[ENTER]** key, the selected check will be erased from the Recurring Check List.

NOTE: This will not have any effect on any of the transactions or balances recorded in the Genesis Checkbook.

[H] *CHANGE CHECK HEADING*:

Selecting **[H]** allows you to change the names in the heading at the top of the check. You will be prompted with:

What Name Do You Want Displayed On The Top Line?

Type in your choice, press **[ENTER]**, and you will be prompted with:

What Name Do You Want Displayed On The Next Line?

Again type in your choice and press the **[ENTER]** key. You will now be asked:

Any Corrections? Y/N

Selecting "**N**" will change the heading and save the changes to disk for future use, while "**Y**" will start the renaming process over.

NOTE: These names are not printed when you print your checks on a printer, they are for screen display only.

[P] _PRINT REGISTER_:

If you would like a printed copy of your checkbook register, select the **[P]** key. If your printer is IBM or Epson compatible and capable of producing condensed print, your register will be printed in a reduced size, similar to the size normally associated with a register kept by hand.

You will be asked:

<div align="center">

Starting Transaction Number ___

</div>

Input the transaction number to start from. You will then be asked:

<div align="center">

Ending Transaction Number ___

</div>

Input the last transaction number that you want the register to print. Usually this will be the last transaction number in the Genesis Checkbook. You will then be asked if you want to print:

<div align="center">

Tax Deductible Checks Only? (N/Y)

</div>

Selecting "**Y**" will cause Genesis to search the checkbook and select for printing those transactions marked Tax Deductible. After responding with either "**Y**" or "**N**", the register begin printing.

The following illustration is an example of the printed register:

```
CK#   CLR   DATE/T#   PAYEE/MEMO              AMT/BAL
1063  N    050888    FOOD MART                50.00
      173          GROCERIES        195.04
1064  Y    050988    BURPO GAS                62.04
      174          GAS CREDIT CARD  133.00
1065  N    051088    JOHN WILLIAMS            25.00
      175          HAPPY BIRTHDAY   108.00
D1065 N    051088    DEPOSIT        +  891.50
      176          PAYCHECK         999.50
1066  Y    051288    SMALLTOWN UTILITIES      75.48
      177          WATER & SEWER    924.02
```

<div align="right">

_3.6_

</div>

[M] *MODIFY A CHECK/TRANSACTION*:

If, for some reason, you need to go back to a previously entered transaction and make a change, select **Modify A Check/Transaction**, **[M]**.

You will be asked which transaction you wish to modify. Select the appropriate number. The default transaction number is that of the check currently displayed.

Genesis will display the transaction to be changed and ask you to input the new information. The old information will be the default answers. Make the necessary changes by typing over the old entries. If a field does not need to be changed, simply press the **[ENTER]** key while in that field and Genesis will accept the default answer. After all the fields have been entered, Genesis will resave the transaction with the new data and then return you to the Main Menu.

> **NOTE**: If you have made a change in the amount of a transaction (or in rare cases, added a "**D**" to the beginning of a check number), you must use **[U]**, *Update Balance* (see pg. 3.8). For example, if after receiving your bank statement you notice that check number 225, which you had entered in the Genesis checkbook as $50.00, was actually written for $50.25. If you just changed the amount from $50.00 to $50.25 by using **Modify A Check/Transaction**, all the relative balances from transaction number 225 to number 247 would be off by $.25. **Update Balance** will make the necessary balance corrections.

[S] _SEARCH_:

Selecting **[S]** from the Checkbook Maintenance Menu will allow the user to perform a search by Payee. At the prompt, input the Payee name and press **[ENTER]**. You will not need to input the entire name for the routine to work. Genesis will search the beginning of each Payee field for the letters that you have entered. It will then return all transactions which have those letters starting the Payee field. For example:

Payee: Fran**************************

"Fran" would return "Francis Jones", "Frank Williams", Francine George", etc.

[U] _UPDATE BALANCE_:

If you have changed the amount of one of the checks already recorded in the Genesis Checkbook, you will have to update the subsequent balances by selecting **[U]** from the File Maintenance Menu. You will be prompted with:

Update From Which Transaction Number? ____

Enter the transaction number that was modified. If you have changed transaction number 17, enter "**17**" and press the **[ENTER]** key. The balances will be automatically updated from transaction number 17 to the end of the file.

[F8] *NEXT MENU*:

Pressing **[F8]** will display the next menu, in this case, the Utility Menu.

[END] *QUIT GENESIS*:

Pressing the **[END]** key will terminate the current session of Genesis. The user will be prompted with "Exit Genesis? (Y/N)". If "**Y**" is pressed, all files will be automatically closed and the screen will return to the DOS prompt. Any other key will allow you to continue this session of Genesis.

WARNING! Never exit Genesis by removing the disk and turning off the computer without first using the **[END]** key. The **[END]** key will close any open files and keep them from being damaged when the program is terminated.

3.9

CHAPTER FOUR
Utilities

_____

[F]   ----- **F**ast Screen Update
[P]   ----- **P**rint Grid
[C]   ----- **C**heck Configuration
[G]   ----- Dos **G**ateway
[D]   ----- **D**irectory
[F8] ----- Next Menu
[END] ----- Quit Genesis

[F] _FAST SCREEN UPDATE_:

Genesis powers up in an optional fast screen update mode. On occasion, some users may experience a snow-like effect while the program updates screen displays. If this occurs and you find it annoying, the **Fast Screen Update** option will allow you to change the screen updates to a slower mode which should alleviate the problem.

Pressing **[F]** will display the message:

Fast Screen Update? Y/N

The default answer is "**Y**." Pressing "**N**" and then the **[ENTER]** key will place Genesis into the slow mode. Some screen update speed will be sacrificed in this mode. Once this has been done, the information will be automatically saved and future sessions will power up in slow mode.

[P] _PRINT GRID_:

Because of the many sizes, formats, and check styles available to checking account customers, you must have Genesis get acquainted with the check that you will be using. To make this a reasonably easy task, we have provided you with a simple method to facilitate the process.

From the Utility Menu, select item **[P]**, **Print Grid**. This will suspend the Genesis main program temporarily and load a short program called "MATRIX.EXE". You will be asked:

Is your printer running in IBM or EPSON mode? (I/E)

Select the appropriate answer and a grid similar to a piece of graph paper will appear on your monitor.

_4.2_

If your printer is not already turned on, with paper in place, do so now. If you have it available, a thinner paper such as 16# or 20# stock is preferable. When the printer is ready, press any key on the keyboard. Three grids, each similar to the one your screen and the illustration that follows, will be produced by the printer. The program will then return you to the Genesis Utility Menu.

GRID NUMBER 1

```
        Columns
      1       2       3       4
     12345678901234567890123456789012345678901234567890...
R     3 +   +   +   +   +   +   +   +   +   +
o     4 +   +   +   +   +   +   +   +   +   +
w     5+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
s     6 +   +   +   +   +   +   +   +   +   +
      7 +   +   +   +   +   +   +   +   +   +
      8 +   +   +   +   +   +   +   +   +   +
      9 +   +   +   +   +   +   +   +   +   +
     10++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+
     11 +   +   +   +   +   +   +   +   +   +
     12 +   +   +   +   +   +   +   +   +   +
     13 +   +   +   +   +   +   +   +   +   +
     14 +   +   +   +   +   +   +   +   +   +
     15+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+
     16 +   +   +   +   +   +   +   +   +   +
     17 +   +   +   +   +   +   +   +   +   +
     18 +   +   +   +   +   +   +   +   +   +
     19 +   +   +   +   +   +   +   +   +   +
     20+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
+
     21 +   +   +   +   +   +   +   +   +   +
     22 +   +   +   +   +   +   +   +   +   +
```

Remove this gridded sheet of paper from the printer. You will notice that the top of each grid is numbered across from 1 to 79 and the left side of each grid is numbered down from 2 to 22. At each intersection of numbers divisible by 5 there is a plus (+) sign. These plus signs will make grid coordinate locations easier to find.

Each of the three grids has slightly different line spacing.

Place one of your checks over the top grid. The left edge of your check should be flush with the left edge of the grid sheet. The top edge of the check should align with the <u>top</u> edge of the column numbers.

4.3

NOTE: If the paper that you used to produce the grid is too heavy, you may have to hold both the check and grid up to a light source such as a window.

Make note of the coordinates at which the last two digits of the Year, Payee, Numeral Amount, Guarantee Amount, and Memo are to start printing from. These should be noted as a column number and a row number. You will need these coordinates to configure your check to the program so that it will be print correctly. The points at which the coordinates should be read have been noted in the illustration below with a "**@**".

```
 _____
!      John Q. Checkwriter           #001 !
!      Mary J. Checkwriter                 !
!                        _____19@___  !
!Payee @_____   $@_____  !
!                                            !
! @_____  !
!                                     !
! @_____           _____ !
!                                     !
!_____!
```

NOTE: You will not need coordinates for the month portion of the check date, Genesis automatically calculates those.

If you are not able to grid one of your checks correctly using Grid 1, it will likely be because one or more of the check information lines does not exactly align with a row coordinate. Do not panic, one of the other two grids will do the trick.

Make note of the grid number of the grid that you used to get your final check coordinates.

NOTE: If the middle, bottom, or both middle and bottom grids did not print, or printed incoherently on your grid sheet, your printer may not be totally compatible with the print functions of Genesis. You will still be able to print your checks, however, as the top grid will still produce acceptable, although slightly compromised, results. Most printers, especially those that are IBM or Epson compatible, will produce all three grids.

4.4

[C] _CHECK CONFIGURATION_:

Select **[C]** to provide Genesis with the Grid Number and starting coordinates for the last two digits of the Year, Payee, Numeral Amount, Guarantee Amount, and Memo entries on you personal check.

> **NOTE**: To accomplish this portion of Genesis, you must have already ascertained the correct grid coordinates for your checks by using the **Print Grid** selection, **[P]**, from the Utility Menu. If you have not already done this, do so now.

After pressing **[C]** you will be asked:

Is your printer running in IBM or EPSON mode? (I/E)

Select the appropriate answer, you will then be asked the following questions:

Grid Number? 2   __

Year Row? 1 __	**Year Column? 47 __**
Payee Row? 4 __	**Payee Column? 10 __**
Num Amt Row? 4 __	**Num Amt Column? 47 __**
Guar Amt Row? 17 __	**Guar Amt Column? 1 __**
Memo Row? 13 __	**Memo Column? 6 __**

You will notice a coordinate number after each input question. This is not a default number, but indicates the current coordinate setting for that check area. If this is the first time that you have used **Check Configuration**, you will notice that there are coordinates already installed. These were included as starting points for those individuals who might have difficulty with the **Print Grid** utility.

Enter the coordinates for each check area and press the **[ENTER]** key.When you have finished entering the last coordinate, you will be asked:

Are The Above Entries Correct? Y/N

If you have made an error during the entry of any of the coordinates, choosing "**N**" will start the selection process over.

Selecting "**Y**" will save your answers to disk where they will be used by Genesis whenever it prints a check. You will now be asked:

Do You Want To Print A Test Sample? Y/N

Choosing "**N**" will return you to the Utility Menu. Selecting "**Y**" will cause Genesis to print a sample check using the grid and coordinate information that you supplied. The screen will display the message:

Press Any Key To Start Printing

Make sure that your printer is on line, and that a sheet of paper is in place with the left and top edges at the same position that a check would be placed in. Pressing any key will print the test check and return you to the Genesis Utility Menu.

Remove the sample from the printer, place one of your checks over this sample, making sure that the left and top edges of the paper and check are in alignment. In this manner you can ascertain if the superimposed printing would have been at the correct places on a real check. It may be necessary to hold the check and test sample up to a light source to see the superimposed printing clearly.

Should you wish to change coordinates because you've changed check styles, or simply to "tweak" the coordinates to make your printed check appearance better, simply run **Check Configuration** from the Utility Menu once again and enter new coordinates. Your new coordinates will be saved and will replace the old ones.

> **NOTE**: Generally speaking, increasing the row number will move the printed material down and increasing the column number will shift the printed material to the right. For example, a row coordinate of "**5**" and column coordinate of "**40**" will print one line down and two characters right of row coordinate "**4**" and column coordinate "**38**."

4.6

[G] _DOS GATEWAY_:

Selecting **[G]** will temporarily suspend Genesis and return you to DOS. You will see your normal DOS prompt and be able to execute most DOS commands. This will make functions, such as formatting a disk, convenient by not having to exit the Genesis program.

When you are ready to return to Genesis, type "**EXIT**" at the DOS prompt and press the **[ENTER]** key. You will be returned to the Genesis Utility Menu.

> **NOTE:** The MS-DOS file "Command.Com" must be in the path for the **_Dos Gateway_** to function correctly. If you are operating from a hard drive, or from a floppy disk with the system files on a hard drive, you need do nothing more. If you booted from a floppy system disk, you must copy "Command.Com" to the Genesis Program/Data Disk in order to use **_Dos Gateway_**.

[D] _DIRECTORY:_

Selecting **[D]** will allow the user to view the contents of the current disk, or subdirectory if a hard drive is being employed. This is useful to determine what files are present and how much disk space is still available.

[F8]   _NEXT MENU_:

Pressing **[F8]** will display the next menu, in this case, the Main Menu.

4.7

[END] *QUIT GENESIS*:

Pressing the **[END]** key will terminate the current session of Genesis. The user will be prompted with "Exit Genesis? (Y/N)". If "**Y**" is pressed, all files will be automatically closed and the screen will return to the DOS prompt. Any other key will allow you to continue this session of Genesis.

> **WARNING!** Never exit Genesis by removing the disk and turning off the computer without first using the **[END]** key. The **[END]** key will close any open files and keep them from being damaged when the program is terminated.

APPENDIX - A
OUT OF BALANCE ASSISTANCE

_____

The correct method of using the Assistance Routines that follow is to start with **ERROR TYPE #1** and continue through each successive Error Type until you have found and corrected the mistake(s) in the suggested manner.

You should be aware that there may be more than one error in your checkbook, and that after finding one mistake and making the appropriate correction, your checkbook may still be out of balance.

ERROR TYPE #1: CHECK AMOUNT ERROR

An error was made when writing (entering) the amount of a check, deposit, fee or interest earning.

1.	Starting with the first check or transaction on the bank statement, use one of the **Browse Register** routines (see pg. 2.8) to compare the bank statement amounts with the checkbook amounts. If you find a discrepancy, make a correction by one of the methods outlined under **Amount Correction** Methods beginning with pg. A-6 of this appendix.

2.	If a discrepancy is not found, proceed to Error Type #2. If a correction was made, proceed to step 3 below.

3.	Press **[B]** to try balancing.

4.	Select "**E**" at the "Y/N/E" prompt.

5.	If your checkbook balances, you are finished.

ERROR TYPE #2: INCORRECT CLEARED STATUS

A check or other transaction has been marked as cleared that is not clear, or vice-versa.

1.   Select **[P]**, _**Print Register**_, and answer "**N**" to the Tax Deduction question.

2.   Enter the transaction number of the first check/transaction that was written after the last time you balanced your checkbook.

3.   Using the printed register make sure that each check or other transaction that appears on the bank statement has been marked as cleared. Specifically look for a transaction that is the same amount as the amount that you are out of balance.

4.   Search for a transaction that has been cleared in Genesis, but does not appear on the bank statement. Again look for a transaction that is the same amount as the amount that you are out of balance.

5.   If an inconsistency appears while doing numbers 3 and 4 of this section, display that transaction on the screen (using **[F4]** from the main menu) and change the check cleared status by using **[C]**, _**Change Cleared Status**_, from the Maintenance Menu.

6.   If no check cleared inconsistency is found, proceed to Error Type #3. If a correction was made, continue to step #7 below.

7.   Press **[B]** to try balancing.

8.   Select "**E**" at the "Y/N/E" prompt.

9.   If your checkbook balances, you are finished.

NOTE: One of the _**Browse Checkbook**_ routines may be substituted for printing the register in Step 1, if you like.

ERROR TYPE #3: MISSING "D" IN DEPOSIT

A "**D**" was not placed in front of the check number when a deposit, interest earned, or other transactions intended to increase the dollar amount of the checkbook, was recorded.

1.   Select **[P]**, ***Print Register***, and answer "**N**" to the Tax Deduction question.

2.   Enter the transaction number of the first check/transaction that was written after the last time you balanced your checkbook.

3.   Make sure that each deposit-type transaction has a "**D**" in front of the check number. This search should not be confined to just those deposits listed on the bank statement, but to all deposits entered since the last time you balanced your checkbook. Look for a deposit or transaction that is one-half the amount that you are out of balance.

4.   If you find an omitted "**D**", use the ***Modify A Check/Transaction*** option, **[M]**, from the Maintenance Menu to make the correction. (Refer to those instructions on pg. 3.7). Do not forget to update the balance after using ***Modify A Check/Transaction***. Refer to the section on ***Update Balance***.

5.   If this type of error was not found, proceed to Error Type #4. If a correction was made, continue with step #6.

6.   Press **[B]** to try balancing.

7.   Select "**E**" at the "Y/N/E" prompt.

8.   If your checkbook balances, you are finished.

NOTE: One of the ***Browse Checkbook*** routines may be substituted for printing the register in Step 1, if you like.

ERROR TYPE #4: MODIFICATION WITHOUT BALANCE UPDATE

A modification was made to a transaction using **Modify A Check/Transaction**, **[M]**, but the subsequent checkbook balances were not updated by use of **Update Balance**, **[U]**. There is no easy way of finding this type of error, however the method of correcting it is so simple that it should be employed as a matter of routine any time your checkbook does not balance.

1. From the Maintenance Menu, select **Update Balance**, **[U]** (see pg. 3.8). At the transaction number prompt, enter the number of the first check/transaction that was written after the last time you balanced your checkbook.

2. Press **[B]** to try balancing.

3. Select "**E**" at the "Y/N/E" prompt.

4. If your checkbook balances, you are finished.

5. If your checkbook is still out of balance and you have tried the procedures for Error Types 1-3, proceed to Error Type #5.

ERROR TYPE #5: INCORRECT BEGINNING BALANCE

If this is the first time you have used **Balance Checkbook**, **[B]**, and the methods outlined in **Error Types 1-4** did not work, then it is likely that you have made an error when calculating the beginning balance.

1.   Use the **Modify A Check/Transaction** option, **[M]**, from the Maintenance Menu to make the correction. When you are prompted for a transaction number, enter "**1**" (the beginning balance is always Transaction Number 1). Change this transaction per the instructions for **Modify A Check/Transaction** (see pg. 3.7), and the instructions in step #2 below.

2.   If the difference between the reconciled amount and the checkbook balance has a minus sign (**-**) in front of it, lower the beginning balance by the amount of the difference. If there is no minus sign in front of the difference, add the difference to the beginning balance.

3.   Use **Update Balance**, **[U]**, from the Maintenance Menu. At the transaction number prompt, enter "**1**" and press the **[ENTER]** key.

4.   Your checkbook is now in balance.

CORRECTION METHOD #1: TRANSACTION MODIFICATION

This type correction is made by using the **Modify A Check/Transaction** option to change the amount of the offending check or other transaction. After selecting **[M]**, enter the Transaction Number of the incorrect check and press **[ENTER]**. As per the instructions for **Modify A Check/Transaction** (see pg. 3.7), change the check amount to the correct figure. After making the correction to the incorrect transaction in this manner and updating the balance, **[U]**, the checkbook will appear as if no error had ever been made. If that was the only error, the checkbook will now be in balance.

CORRECTION METHOD #2: ADJUSTING ENTRY

The Adjusting Entry Method provides the user with an audit trail, showing that an error was made and that a subsequent correction was made. This is usually done when a difference is found in the amount of a check entered into the checkbook and the amount actually written on the check. For example, while balancing your checkbook you discover that check #121, recorded in the Genesis Checkbook as $79.12 was, in fact, written in the amount of $75.12. Assuming that there are no other errors, you will be out of balance by $4.00.

> **NOTE**: If you print your checks using the Genesis **Print Check** option, the type of error cannot occur.

The Adjusting Entry is made by returning to the Main Menu and adding a new transaction that reflects the information concerning the error as well as correcting it. In our example, the new transaction could have on the Payee Line "**Correcting Entry**", and "**$4.00**" in the Numeral Amount area, while the Memo should read "**To Correct Check Number 121**". If the amount was a negative number, you would simply place a "**D**" in the Check Number area. This would, in effect, correct the error in check #121 while providing proof that an error and correction had been made. If this is the method of choice, it will not be necessary to employ the **Update Balance** routine, however, you will have to clear this Adjusting Entry Transaction using **[C]**, **Change Cleared Status**.

METHOD #3: FORCED BALANCE

The Adjusting Entry method can also be used to "force" a balance. While the authors of Genesis do not endorse forcing a balance, some people, and even some businesses, have a policy that allows a small error in the balance to be adjusted by entering a new transaction without ever finding where the error occurred. This is a fast method of balancing an out of balance checkbook, but it is not without risk. On occasion two or more large errors will offset each other and result in just a small total difference. This small amount would be dismissed as insignificant when, in fact, there is a real area for concern within the checkbook.

> **NOTE:** If you "force" balance, you are displaying implicit faith in your bank's ability to accurately process your checks and prepare your statement. This is something most of us just do not have.

APPENDIX - B
GENESIS VERSION 1.0 REGISTRATION FORM

Name: _____

Address: _____

City, State, Zip: _____

Telephone: (_____)_____

Computer type and RAM   Printer make and model

_____   _____

Drives and sizes   Monitor type

_____   _____

Version 1.0 rating (1 = poor, 5 = best)

Ease of learning: _____   Documentation: _____

Ease of Use: _____   Overall Value: _____

What did you like about Genesis v1.0?

_____

_____

_____

What improvements would you make?

_____

_____

_____

I would like to register Genesis v1.0 ($15.00) ____ $_____

Less $2.50 if you filled in the information form   - $_____

SUBTOTAL $_____

Florida State residents add 6% sales tax   + $_____

TOTAL $_____

What size floppy disk?   5.25" _____   3.5" _____

What word processor do you use?

Wordstar 3.3 ___   Word Perf 5.0 ___   Multimate 3.22 ___

Displaywrite ___   Other _____

Mastercard ___   Visa ___   Check or Money Order ___

Credit card # _____   Expiration date _____

Signature _____

Signature Software, Inc.
5243 SouthWest 115th Terrace
Cooper City, Florida   33330
(305) 434-0032

GENESIS SERIES II REGISTRATION FORM

Name: _____

Address: _____

City, State, Zip: _____

Telephone: (_____)_____

Computer type and RAM   Printer make and model
_____   _____

Drives and sizes   Monitor type
_____   _____

Version 1.0 rating (1 = poor, 5 = best)
Ease of learning: _____   Documentation: _____
Ease of Use: _____   Overall Value: _____

What did you like about Genesis v1.0?
_____
_____
_____

What improvements would you make?
_____
_____
_____

I would like to order Genesis: Series II ($44.95) ___ $_____

Less $2.50 if you filled in the information form   - $_____

Less $15.00 if you are a registered v1.x user   - $_____
Genesis v1.x Serial Number _____
                              SUBTOTAL $_____

Florida State residents add 6% sales tax   + $_____

Shipping & Handling   + $ 2.50

                              TOTAL $_____

What size floppy disk?   5.25" _____   3.5" _____

Mastercard ___   Visa ___   Check or Money Order ___

Credit card # _____   Expiration date _____

Signature _____

Signature Software, Inc.
5243 SouthWest 115th Terrace
Cooper City, Florida   33330
(305) 434-0032

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