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

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   /PPRRECAP~AGQ
/XMPRM~   /XMPRM~

1BALBAR   2BALLINE
Daily Balance Bar Graph   Daily Balance Line Graph
/GNUDAYBAR~Q   /GNUDAYLINE~Q
/XMGRM~   /XMGRM~

/WTC/WIR~{END}{LEFT}{RIGHT}
/XLEnter Description ~~
{END}{RIGHT}{UP}{END}{LEFT}/C~{DOWN}~/XG\T~

1-IN-A   2-IN-N

/DSDCASHIN~PKEY1~A~G   /DSDCASHIN~PKEY2~D~G

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   /PPRALL~AGQ   /PPOS{BS}{BS}{BS}{BS}\015~MR132~QQ
/XMPRM~   /XMPRM~   /XMPRM~

3INPIE   4OUTPIE   5DEBTPIE
Cash Inflow Pie Chart   Cash Outflow Pie Chart   Debt Payments Pie Chart
/GNUINPIE~Q   /GNUOUTPIE~Q   /GNUDEBTPIE~Q
/XMGRM~   /XMGRM~   /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

================================	==================	===============	====	======
				NAME
--				----
		3351.61290322581		\0
		-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		/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				

		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							
				4000					
		1000		750					
	0	4000	0	4750	0	0	0	0	0
	300								
		350							
			400						
				1450					
							600		
					500				
						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

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

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

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   /XCSUB2~
    like printing, sorting, graphing, and moving around the   /XCSUB3~
    worksheet. They are all located within the Macro Reference   /XCSUB4~
    section shown above.   /XCSUB5~
                                                                  /XCSUB6~
    Press RETURN.   /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.

                              1BALBAR

      Press RETURN.   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}{RIGH
{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}/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}/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

===

===
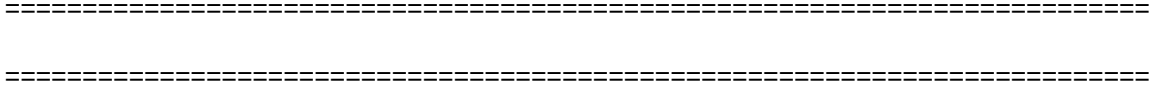
                                                                    5

```
/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
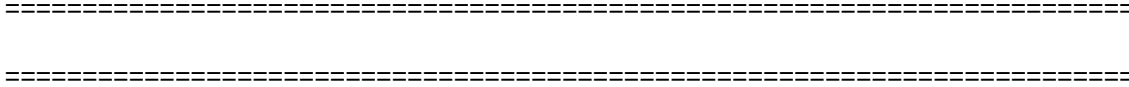
/XCSUB6~
/XG\Y~

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