

* Program.: HELP.PRG
* Author..: Stephen Kurasch
* Date....: June 10, 1985
* Notice..: Copyright 1985, Ashton-Tate
* Notes...: Help screens called from CBMENU.PRG

CLEAR

```
*-----*  
*                                           *  
*   Programming Note:  The following section is discussed in *  
*   Chapter 6 of "Programming in dBASE III PLUS"           *  
*                                           *  
*-----*
```

TEXT

Welcome to the Checkbook Management System. This system is designed to keep track of your deposits, your withdrawals, your checks, balancing your checkbook and printing reports of several combinations. Below are listed the menu selections and a description.

(A) ENTER CHECKS
This selection will allow the user to enter in checks. The special features of this entry are checking for duplicate check numbers, checking for a valid date, not allowing a blank check, making sure that a positive, non-zero amount exists, and categorizing the check into nine user-defined tax deductible fields (if needed).

(B) ENTER DEPOSITS
This selection is for entering a deposit slip. The special features of this entry include keeping track of the individual deposits as well as the entire bank deposit. It checks for positive non-zero amounts and an entry for deducting a cash withdrawal.

ENDTEXT

WAIT SPACE(25)+"Press any key to continue "

CLEAR

TEXT

(C) ENTER CASH WITHDRAWALS

This selection is for those who make a direct cash withdrawal from the bank, either from a teller or an automatic teller. Nothing really special here, but used by many.

(D) ENTER CLEARED DEPOSITS

This selection allows you to clear the deposits that are listed on the bank statement. Special features include setting up of columns if more than 10 outstanding deposits.

(E) ENTER CANCELED CHECKS

This selection allows you to cancel off the checks you received with your bank statement. It checks to make sure if the check has already been canceled or if the check is on file.

ENDTEXT

WAIT SPACE(25)+"Press any key to continue "

CLEAR

TEXT

(F) ENTER CLEARED CASH WITHDRAWALS

This selection is set up exactly like ENTER CLEARED DEPOSITS, except this is for cash withdrawals. This is needed because one never knows what cash withdrawals were entered after the bank statement was received.

(G) BANK RECONCILIATION

This selection is a bank reconciliation. We start by entering the ending bank statement balance. Internally, the computer will add back the deposits in transit, subtract the uncanceled checks, and then subtract the outstanding cash withdrawals to get us the true cash balance. If there is still a difference between the true cash balance and the balance in the checkbook, we must deduct from our records any charges that the bank has charged us. This includes check service charges or collection fees. We must add to our records any amount that the bank has credited to our account. This includes interest earned, or if any of us are lucky enough, have a bank collect a note due for us.

ENDTEXT

WAIT SPACE(25)+"Press any key to continue "

