
PERSONAL FINANCIAL MANAGEMENT SYSTEM™

QUICK REFERENCE CARD

This is your ATARI® Quick Reference Card (Q-Card™) for the Personal Financial Management System™. Store this Q-Card near your computer so it will be available when you use your personal finance program.

The SYSTEM Menu

This is your starting and finishing point each time you work with your Personal Financial Management System. You access any module with which you want to work from the System Menu. Also, you **must** exit from the program through the System Menu.

The MAIN Menu

This is the first menu you see when you enter a module. From it you select the functions you want to perform. You also exit from a module through its Main Menu.

KEYWORDS

The keyword, shown in inverse video on the television screen, indicates the function you may want to perform. When making your selection, it is not always necessary to type the entire keyword. You only need to type enough of the keyword selection to make it unique from the other choices. For instance, selecting the module CHECKBOOK BALANCER requires you to type in only **BA** (you do not need to type BALANCER). Refer to the *Personal Financial Management System™ Instruction Manual* for additional information on keyword entries.

ERROR Messages

Errors are indicated by the sound of a low tone through your television speaker and a message at the bottom of the television screen.

FUNCTION KEYS

Key

RETURN

START

OPTION

SELECT

CAPS LOWR

SYSTEM RESET

Function

Pressing **RETURN** tells the computer to accept and enter the data you typed.

The **START** key returns you to the Main Menu of the module in which you are working.

The **OPTION** key lets you bypass certain entries when you are in the EDIT format.

SELECT lets you search for data while you are in the Budget Analyzer and Budget Forecaster modules.

Pressing the **CAPS LOWR** key by itself puts the system into lowercase mode. Pressing the **CAPS LOWR** key with the **SHIFT** key puts the system into the uppercase mode.

The SYSTEM RESET key should not be used. When you press this key, anything on the screen you have not entered by pressing **RETURN** will be lost. The system will return to the beginning of the program and redisplay the System Menu if a Program diskette is in the drive.

MODULES		
Name	Format	Function
CREATE	FIRST	Prepares the first Data Diskette.
	NEXT	Prepares all other Data Diskettes after the first.
	BACKUP	Lets you make copies of your Data Diskettes.
RECORD KEEPER	ENTER	Enter transactions into data files. DO NOT use this format to enter budget data. See <i>Budget Manager</i> .
	EDIT	Modify transactions entered into data files.
	PRINT	Print information in data files to a printer or to the screen.
CHECKBOOK BALANCER	CHECKS	Clear checks from your files as they are cleared on your bank statement.
	DEPOSITS	Clear deposits from your files as they are cleared on your bank statement.
	AUTO	Clears automatic deductions from your files as they are cleared on your bank statements.
	SEE	Lets you review your statement balances and checkbook balances.
	OTHER	Lets you refer to information on another Data Diskette.
BUDGET MANAGER	ADD	Lets you add budget categories and sub-categories to your data files.
	MODIFY	Lets you modify budget categories and budget types.
	PLAN	Lets you plan your budget goals.
	LIST	Lets you list to a printer or to the screen your budget categories, types, and goals.
	COPY	Lets you copy the <i>current</i> budget information onto the <i>old</i> Data Diskette.

BUDGET ANALYZER	SINGLE	Compares a single month's expenses against your established goals.
	MULTIPLE	Compares multiple months' expenses against your established goals.
	PERCENT	Analyzes expenses in percentiles in relation to the budget category, your income, and total expenses.
BUDGET FORECASTER	AVERAGE	Averages your previous expenses and spending habits and projects them into the months ahead.
	TREND	A trend is established of your expenses and spending habits, then forecasted into the months ahead.
	SEASON	Takes your expenses and spending habits for a seasonal period and forecasting them into the months ahead on a seasonal basis.

EXITING THE PERSONAL FINANCIAL MANAGEMENT PROGRAM

It is **IMPERATIVE** you follow exiting procedures when you are through working with your Personal Financial Management System.

1. Type **EXIT** to return to the System Menu from the Main Menu of the module you are in.
2. Type **EXIT** again to exit the program. A message prompt saying **END OF PERSONAL FINANCIAL MANAGEMENT SYSTEM-YOU MAY NOW TURN OFF THE MACHINE** appears.
3. Take the diskette out of the disk drive and place it in its white protective sleeve. Store in a safe place. Turn off your system.

HELP

For specific directions if a problem occurs with your Personal Financial Management System or your ATARI 800™ Personal Computer System, please refer to Section 10 of the manual.