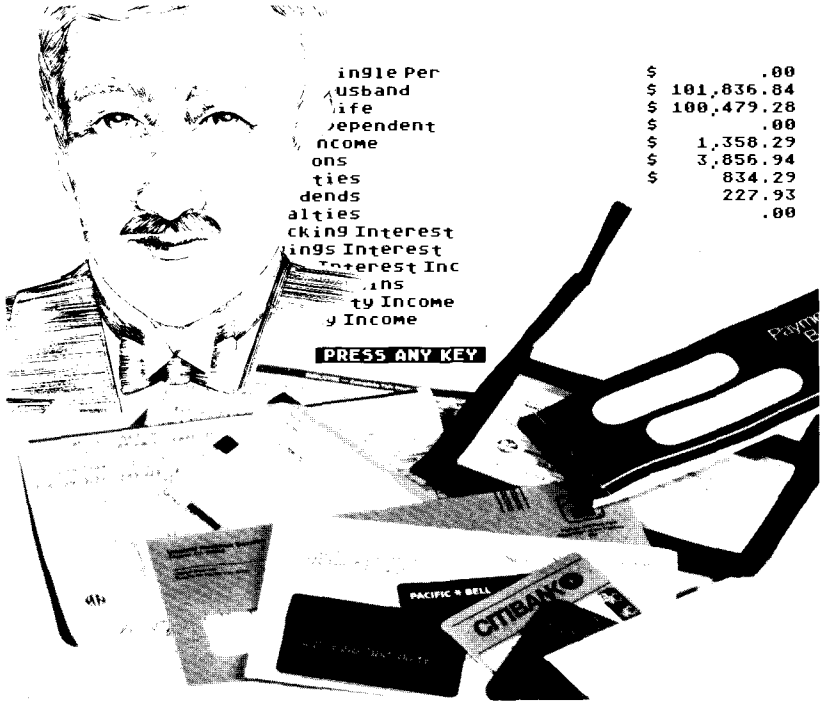


Silent Butler™

A Bookkeeping Program



Owner's Manual

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INTRODUCTION

Welcome to Silent Butler. This home bookkeeping program manages your checking and savings accounts, pays your bills, keeps your tax records, and maintains an appointment book. Gone are the headaches of balancing your checkbook and reconciling it with your monthly bank statement—Silent Butler performs these tasks automatically.

Here are the services Silent Butler offers:

- Sets up records for your savings and checking accounts.
- Keeps track of your appointments.
- Keeps your checkbooks balanced.
- Reconciles your checkbook balance with your monthly bank statements.
- Collects all your bills.
- Pays those bills on time with printed checks (if you have a printer and Checkholder™).
- Maintains income and tax records.
- Keeps a file for each of your accounts to be paid.

What is Silent Butler?

Silent Butler is divided into 18 services. Each service performs one set of related tasks. For example, the Checking Accounts service lets you record checks and deposits in as many as three checking accounts.

To use Silent Butler, simply answer the questions that appear on the screen. Each screen asks one question. Silent Butler takes you step by step through each task. Don't worry if you make a mistake or change your mind about a response. In each service, Silent Butler asks questions that let you delete or change information you entered.

The services themselves are collected into two large groups: Bookmark One and Bookmark Two. Bookmark One contains the services you use every day to maintain your accounts and records. Bookmark Two contains services, such as the Tax Summary, you'll use less regularly.

Jump Feature

Silent Butler always takes you through the services in order. After you've used Silent Butler, you'll want to select particular services and go right to them. The Jump feature displays a menu and lets you select individual services. Using Jump, you can skip through the program as you like.

How to Use This Manual

Getting Started shows you how to start up Silent Butler, end your session, back up your disks, and use the Checkholder. It also introduces you to common screen prompts and your responses.

Bookmark One—Daily Routine introduces you to the nine services in Bookmark One.

Bookmark Two—Additional Tasks introduces you to the nine services in Bookmark Two.

Jump Feature shows you how to display the Jump menu and go directly to the service of your choice.

ATARI Printers explains how to load the Checkholder into each of the Atari printer models. Be sure to follow the instructions included here before you try to print checks.

Equipment You Need to Run Silent Butler

To run Silent Butler, you need the following equipment:

- Atari Computer minimum 64K RAM
- 1050™ Disk Drive
- TV or monitor
- Silent Butler Program disk
- Silent Butler Record disk
- One blank, formatted disk.

To print checks, you also need:

- Checkholder
- ATARI 825™, 1025™, 1027™, XMM801™, XTM201™, XTC201™, or XDM121™ Printer (or any compatible printer).

GETTING STARTED

Starting Up

Follow these steps to load Silent Butler into your ATARI Computer System:

1. Turn on your TV or Monitor, then your disk drive.
2. Insert the Silent Butler program disk into your disk drive and turn on your computer. The “loading” screen, showing a picture of a butler, appears. When the disk is loaded, Silent Butler chimes.
3. Remove the program disk from your disk drive and insert the record disk. The Silent Butler title screen appears.
4. Press any key to begin the program.

Entering Today’s Date

Whenever you start up Silent Butler, you are asked to enter today’s date. At the title screen, press any key three times. The screen asks if it is still 1985. If it is, type **[Y]**. If not, type **[N]** and type the current year. The next screen asks for the month. Type the number of the current month and press **[Return]**. Next, you are asked for the current day of the month. Type the number of the day and press **[Return]**. Then type **[Y]** to confirm the date.

The Bookmark One screen appears. You are ready to begin using the services.

Welcome to Silent Butler’s Services

You have reached the Bookmark One screen. Starting from this screen, Silent Butler takes you through each service in Bookmark One. When you finish, Silent Butler takes you through the services in Bookmark Two. The services are listed in the Table of Contents in the chapters, “Bookmark One—Daily Routine” and “Bookmark Two—Additional Tasks.”

For each service, Silent Butler asks you a sequence of questions. Answer the questions just as you did to enter today’s date. Some questions ask you to press the **[Return]** key to confirm information. Many questions require you to type the **[Y]** key (for yes) or **[NO]** key (for no). Others ask that you type information such as the name of your bank.

Before you begin to enter information, go through all the services in the program and get acquainted with them.

To survey the whole program, press any key at the Bookmark One screen. Then type **[N]** when Silent Butler asks whether you want to enter information in each service. You will quickly pass from one service to the next.

To see the questions asked within an individual service, type **[Y]** in response to the first question in that service. You'll see the next question. Then type **[N]** to subsequent questions until you reach the next service. Silent Butler will show you all the questions and you'll know exactly what information you need to provide for that service. If a question cannot be answered with **[Y]** or **[N]**, enter the information, such as your savings account balance, to the best of your knowledge. Don't worry if you make a mistake. In each service, questions appear which let you delete what you've entered.

Editing Your Entries

Often Silent Butler will ask if you'd like to remove an entry. Suppose you press **[Y]** and then change your mind. Before you answer the next question, "Which entry?" simply press the **[0]** or **[Esc]** key instead of an entry number. Silent Butler will continue to the next question without deleting the entry.

To learn how to skip from service to service, see the chapter called Jump Feature.

Dollar Amount Adjustment

When you enter dollar amounts, Silent Butler can adjust them for you. If you enter 15, Silent Butler will make it \$15. If you enter 29.9, it will become \$29.90. You can also use commas. For example: 1,234.50.

Leaving Silent Butler

You can quickly exit Silent Butler from anywhere in the program (after you've reached the Bookmark One screen). First, wait until a main question appears. A main question may be the start of any service or a request, for example, to print special summaries. Then type the number **[0]**. The Retire to Quarters screen appears. Turn off your computer. Note: Once you do so, you must go back to step 2 of Starting Up to use the program again.

Backing Up Your Record Disk

From time to time you should make a back-up copy of your record disk. If the original is damaged, you can restore your records from the back-up. Store the back-up disk in a safe place.

To make a back-up of the record disk, turn on your monitor and disk drive. Insert the Silent Butler Program disk into your drive and turn on your computer. When Silent Butler chimes, press **[Control][B]**. The

screen prompts you to remove the program disk and replace it with the record disk. Do so now. Then follow the remaining screen prompts to make your back-up copy. When the back-up is complete, remove the back-up record disk. Then follow steps 1 through 4 at the beginning of this chapter to restart Silent Butler.

Making a New Record Disk

Silent Butler comes equipped with one record disk. That will suffice for one year. After a year passes, you'll need a new record disk.

To make a new record disk, turn on your monitor and disk drive. Insert the Silent Butler Program disk into your drive and turn on your computer. When Silent Butler chimes, press [**Control**][**N**]. Silent Butler prompts you to remove the program disk and insert a blank diskette. Do so now. When the new disk is completed, Silent Butler chimes. Remove the new record disk and restart the program to begin using Silent Butler.

Using The Checkholder and Printer

If you have a Checkholder and a printer connected to your computer system, Silent Butler can print out your checks from your main checking account. If you do not have a printer, Silent Butler will display the "printed" checks on the screen. You will write out the actual checks yourself.

To use your Checkholder and printer to print checks, follow these steps:

- Make sure all your checks are 6" x 2 3/4".
- Slip the checks into the holder slots. Instructions are on the Checkholder itself.
- To see how to load the Checkholder into your printer, check the last chapter in this manual, entitled "ATARI Printers."
- For smooth Checkholder advance during printing, leave the printer's plastic lid open. Don't allow the Checkholder to catch on any object near the printer.
- Never pull the Checkholder backward through the printer.
- When using printers with friction feed, put the friction lock lever in the "Locked On" position.
- Before you begin printing, be sure to refer to the Change of Computer Printer service in the program. Silent Butler needs to be told what printer you're using. If you choose "Other Compatible Printer," Silent Butler will assume your printer is set for Pica print (10 CPI) and will set line spacing at 6 lines per inch (6 LPI). These are the standard settings for most printers.
- Practice several times before you use real checks. Make sure the checks are lined up correctly.

For specific information about individual ATARI Printers, see the last chapter, "ATARI Printers."

BOOKMARK ONE — DAILY ROUTINE

The Bookmark One screen asks you to begin the services included in your daily routine. Bookmark One is the first half of Silent Butler. In it you:

- Set up and update your checking and savings accounts
- List and pay your bills
- Create a reminder list
- Create account lists
- Create tax expense forms

Change in Savings or Checking Accounts

This service asks you to set up and update your checking and savings accounts. You must provide the following information: account number, banking institution, and starting balance. You can set up three checking accounts: your main account, Account B, and Account C. The main account is the only one for which Silent Butler will automatically pay bills and print checks. With the other two accounts, you must enter each check you write. Silent Butler automatically adjusts the balances of all three accounts. You can also set up three savings accounts; A, B, and C.

In this service, you can change an account number, the bank name, and your beginning balance. When the screen asks if there are changes, press [Y]. Then enter the new information in response to the screen prompts.

Birthdays/Anniversaries/Reminders

In this service you can enter notes and reminders — anything from a relative's birthday to next week's luncheon appointment. You can store up to 78 reminders altogether. Enter them on a weekly, monthly or yearly basis. Delete the outdated ones to make room for new ones. You can update this service at any time.

Fixed Bills

This service manages the bills, such as car or mortgage payments, that fall due on the same day and in the same amount each month. Silent Butler stores and keeps track of these bills. It automatically transfers them to Current Bills so they can be paid on time each month. In the Current Bills service, Silent Butler displays these bills one month ahead so you can review your upcoming payments.

Fixed Bills allows you to delete a bill if you make an error.

As you enter information, the following message appears on the screen:

Due to the irregular nature of Tax Expenses associated with Fixed Bills, may I ask you to add the exact total amount of any Tax Expense (as totalled in the appropriate year end statement you receive) to the Tax Summary Totals I prepare for you.

Don't worry about this now. You'll learn more about it when you see the Tax Expense Chart in the Checking Accounts and Other Bills services.

Savings Accounts

In this service you record all savings account transactions: deposits, withdrawals, and interest paid in each account. You can enter a note with each deposit and withdrawal. You can classify deposits and withdrawals as income, expense, transfer of funds, or other cost.

You may store up to the following numbers of entries annually in each account:

Savings Account A	231
Savings Account B	182
Savings Account C	168

Checking Accounts

Checking Accounts lets you record and view all transactions in each of your checking accounts. This service resembles your check register. Each check is listed along with the new account balance. For checking accounts B and C, you must enter each check and amount and write the check yourself. But once you enter that amount, Silent Butler automatically calculates your balance.

Silent Butler automatically enters into your main checking account the checks needed to pay your fixed bills. When fixed bills fall due, Silent Butler transfers them to Current Bills. In the Current Bills service, you instruct Silent Butler to pay them. When Silent Butler pays the bills and prints the checks, they are automatically deducted from your main checking account. You'll see those fixed bill transactions in the Checking Accounts service.

Note: You can also manually enter occasional checks into your main checking account, just as you do for Accounts B and C.

Checking Accounts also includes the Income Category and Expense Category lists. When you make a deposit, Silent Butler asks for the income category it belongs to. Categories include husband or wife salary, interest, etc. Similarly, for each check you write, Silent Butler asks if it is a tax-deductible expense. Expense categories include

medical, child care, home mortgage interest, etc. Silent Butler keeps track of all your entries in each category. At the end of the year, you'll have a complete breakdown of your expenses and sources of income.

Tax Summary, in Bookmark Two, displays your entries in all the categories in the Income and Expense lists. The lists use the 60 standard Internal Revenue Service Income and Expense Categories. Thus, at the end of the year, your categories will match the items requested on Form 1040 and its Supplemental Schedules.

You may store up to the following numbers of entries annually for each checking account:

Main	1330
B	637
C	315

Other Bills

In this service, you list all the other bills you want automatically paid from your main checking account. These should include bills that fall due every month but vary in amount—for example, utilities and Mastercard. Silent Butler creates an account for each new firm or person to whom you pay a bill. The Other Bills accounts are listed in an Account Directory. If you need to pay a second bill to an account already recorded, Silent Butler displays your Account Directory. To pay the bill, simply enter the number, displayed on the screen, that corresponds to the current account.

As in Checking Accounts, Silent Butler asks if this bill is a tax expense. If you say yes, the screen displays the Expense Category list. Choose a number from that list best describing your expense—medical, office supplies, travel, etc.

Current Reminders

This service displays the current reminders listed in Birthdays/Anniversaries/Reminders. You can also print out your list of reminders.

Current Bills

This service actually pays your bills. If you give Silent Butler the go-ahead, the program collects your bills, Fixed and Other, and displays them. Current Bills can store up to 60 bills at one time.

You can delete bills, decide which ones to pay, and see a preliminary balance before Silent Butler actually pays them.

After first asking if you want to remove any bills permanently, Silent Butler asks if you want to pay all the displayed bills. To pay only of those bills, type **[N]**. Choose the bills you want to pay. The others remain in Current Bills until you delete them or pay them.

After you choose which bills are to be paid, make sure your printer is turned on and your checks and the Checkholder are in place. Be sure you have selected the correct printer in the Change of Computer Printer service. (This service appears when you first use Silent Butler.) When you type **[P]** at the appropriate prompt, Silent Butler prints your checks.

After the checks are paid, Silent Butler automatically updates all the affected accounts.

Paying Bills Without a Printer

If you don't have a printer, you can still use Silent Butler. First, be sure you have gone through the Change of Computer Printer service. (This service appears when you first use Silent Butler.) Change of Computer Printer displays a list of printers. Choose the "No printer connected" option.

Now, when you're back in Current Bills, follow all the screen prompts as though you were going to print out your checks. Instead of printing, Silent Butler displays each check on the screen and says, "Copy this check." Silent Butler assumes you will do so and considers that check paid.

After the checks are paid, Silent Butler automatically updates all the affected accounts.

Review One

Review One takes you back to the start of Bookmark One and steps you through the services. It lets you finish any task you might have forgotten.

BOOKMARK TWO — ADDITIONAL TASKS

Bookmark Two contains Silent Butler's second set of services. You probably won't use these services every day, but they do perform essential bookkeeping tasks. In Bookmark Two, you can:

- Reconcile your checkbook balance with your bank statement
- View and print your savings and checking account statements
- Display all your tax-related income and expense entries for the year
- Print summaries of your account transactions and your tax categories
- Set up Silent Butler to use a new printer.

Reconcile Checkbooks

This service lets you reconcile your checkbook balances with the account statements you receive from the bank. You can reconcile any of the three checking accounts.

First, Silent Butler asks if your checking account is up-to-date. If it isn't, you can enter your recent transactions. Next, Silent Butler displays each outstanding check and deposit—all activity since the last time you reconciled your checkbook. You then tell Silent Butler if each displayed transaction appeared in the bank statement. Finally, you enter the bank statement's ending balance. Silent Butler automatically compares your checkbook balance to the bank's balance, taking into account the remaining outstanding checks.

If there is a discrepancy, Silent Butler asks if you want to post it or return later. If you post the discrepancy, Silent Butler enters it into your checking account like any other debit or credit. When you look at your checkbook activity in Checking Account Review, you'll see:

REC - CREDIT

or:

REC - CHARGE

depending on whether the bank's balance was higher or lower than yours.

Savings Account Review

This service displays your savings account statements. You can also print them out. To add or delete a transaction, you must return to Savings Accounts in Bookmark One.

Checking Account Review

This service displays your checking account statements. You can also print them out. To add or delete a transaction, you must return to Checking Accounts in Bookmark One.

Account Review

Silent Butler assigns a number to each account, such as Macy's or Edison Electric, to which you pay bills. If you pay more than one bill to a particular account, that account receives only one account number.

This service lists each account and its number. To see a statement of all activities for a certain account, press the corresponding number. You'll see the account name and all transactions completed in the account.

Tax Summary

Remember the Income Category and Expense Category lists? You'll find those lists in this service. The lists show all the sums in all the categories you've entered up to now. Silent Butler keeps the lists up-to-date, so whenever you want you can see what you've earned in each Income Category and spent in each Expense Category.

Print Special Summaries

This service lets you print out all transactions in your checking and savings accounts, all transactions in your billing accounts, and an itemized Expense Category list that shows all your entries in each category. In the Expense Category Summary, you cannot print out single categories such as medical expenses. Each summary prints out a complete Expense Category list.

Change of Computer Printer

In this service, you tell Silent Butler what kind of printer you use. The service displays a list of ATARI printers. The list includes two additional options: "Any other compatible printer" and "No printer connected." If you do not have a printer, be sure to select the "No printer connected" option.

When you use Silent Butler for the first time, this section automatically appears at the start of your session. Specify your printer or select "No printer connected." Then continue through the services in Bookmarks One and Two.

If you change printers later on, be sure to select your new printer in this service.

Review Two

Review Two takes you back to the start of Bookmark Two and steps you through the services. It lets you finish any task you might have forgotten.

Retire to Quarters (Finish)

This service marks the end your Silent Butler session. It is your exit screen. Remove your record disk from your disk drive and turn off your computer.

JUMP FEATURE

Once you're familiar with Silent Butler, you'll probably want to move quickly from service to service. You'll want to select particular services rather than go through all of them in order. The Jump feature lets you do just that.

To use the Jump feature, wait until a main question appears. A main question may be the start of a service or a question like:

May I be of service by gathering the appropriate information and printing one of my SPECIAL SUMMARIES?

Let's say you're in Bookmark Two and you want to go to Account Review. Look at the Jump feature lists, below, to see which number to press. Since you're already in Bookmark Two, simply press [6].

Now suppose you want to go to Fixed Bills in Bookmark One. Easy! Press [1]. This takes you to Bookmark One. Then press [3]. To return to a Bookmark Two service, press [9].

If you're currently in Bookmark Two, press [1] to go to Bookmark One.

If you're currently in Bookmark One, press [9] to go to Bookmark Two.

Jump Feature Lists

To display the Jump feature lists on the screen, press [Select]. Only the Bookmark One list appears when you're in Bookmark One. Only the Bookmark Two list appears when you're in Bookmark Two.

Bookmark One Services

- [1] Change In Savings & Checking
- [2] Birthdays/ Annivers/ Reminders
- [3] Fixed Bills
- [4] Savings Accounts
- [5] Checking Accounts
- [6] Other Bills
- [7] Current Reminders
- [8] Current Bills
- [9] Bookmark Two
- [0] Finish (Retire to Quarters)

Bookmark Two Services

- [1] Bookmark One
- [2] Checking Accounts
- [3] Reconcile Checkbooks
- [4] Savings Account Review
- [5] Checking Account Review
- [6] Account Review
- [7] Tax Summary
- [8] Print Special Summaries
- [9] Change of Computer Printer
- [0] Finish

ATARI PRINTERS

To learn how to load the Checkholder into your ATARI printer, read the section that applies to your printer model. Sections for each ATARI printer appear on the following pages.

ATARI 825

To load the Checkholder, push the Paper Roller Release Lever backwards into the released position. Then use the Tractor Pins to slide the Checkholder into your printer. Next, pull the Paper Roller Release Lever forward to secure the friction feed. To print checks, set the Head Release Lever to position 2. During printing, be sure that the Checkholder doesn't loop around and feed back into your printer.

ATARI 1025

To load the Checkholder, pull the Paper Lock Release Lever forward into the released position. Then use the Tractor Pins to slide the Checkholder into your printer. Next, push the Paper Lock Release Lever backwards to secure the friction feed. Leave the Separator Bar up during the printing process so it doesn't catch on the checks. During printing, be sure that the metal Paper Guide Wire doesn't catch on the Checkholder.

ATARI 1027

You must trim the size of the Checkholder so it will fit into the printer. Using a pair of scissors, carefully cut along the dotted line which runs through the middle of the boxed check numbers just to the left of the check area. This will remove about one inch from the Checkholder.

To load the Checkholder, push the Paper Lock Release Lever backwards and slide the loaded Checkholder into your printer, aligning it all the way to the far left side. Then pull the Paper Lock Release Lever forward to secure the friction feed. During printing, the Checkholder should remain in line with the far left side of the printer.

ATARI XMM801

Simply follow the instructions printed on the Checkholder.

ATARI XTM201 and XTC201

You must trim the size of the Checkholder so it will fit into the printer. Using a pair of scissors, carefully cut along the dotted line which runs through the middle of the boxed check numbers just to the left of the check areas. This will remove about one inch from the Checkholder.

To load the Checkholder, push the Paper Lock Release Lever to the Release position and slide the loaded Checkholder into your printer, aligning it with the far left side. Then pull the Paper Lock Release Lever back to secure the friction feed. During printing, the Checkholder should remain in line with the far left side of the printer.

ATARI XDM121

Simply follow the instructions printed on the Checkholder.



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