

Cashbook Accounts

Running under CP/M 2.2

Soft 07014

Published by Amsoft, a division of

Amstrad Consumer Electronics plc

Brentwood House

169 Kings Road

Brentwood

Essex

All rights reserved

First edition 1985

Reproduction or translation of any part of this publication without the prior written permission of the copyright owner is unlawful. Amstrad and Saxon Computing reserve the right to amend or alter the specification without notice. While every effort has been made to verify that this complex software works as described, it is not possible to test any program of this complexity under all possible conditions. Therefore the program is supplied 'as is' without any warranty of any kind, either express or implied.

CP/M is a trade mark of Digital Research Inc.

AMSDOS, AMSTRAD, AMSOFT are trade marks of Amstrad Consumer Electronics plc.

Contents

Page

1.01	Introduction	1.1
1.02	Overview of this manual	1.1
2.01	Read this first!!	2.1
2.02	How the system fits into your weekly schedule	2.3
2.03	Types of accounting data	2.4
2.04	Notes on VAT calculations	2.4
2.05	Switching on	2.4
2.10	Setting up the system for your business	2.5
2.11	Defining VAT Rates	2.5
2.12	Defining Categories	2.6
2.13	Defining Suppliers	2.7
2.14	Defining Banks	2.8
2.15	Defining Variables	2.9
2.16	Changing the Password	2.10
2.17	Changing the system during use	2.10
2.21	Displaying the system setup	2.10
2.31	Initialising a new year	2.11
2.41	Entering a week's Trading Data	2.11
2.42	Entering Payments	2.12
2.43	Entering Lodgements	2.13
2.44	Entering Variables	2.14
2.45	Entering Takings & Miscellaneous	2.15
2.51	Producing a weekly Trading Analysis	2.15
2.61	Producing a VAT Analysis	2.16
2.71	Producing a Cashflow Analysis	2.16
3.01	The Amstown village shop	3.1
3.11	Defining VAT Rates	3.1
3.12	Defining Categories	3.1
3.13	Defining Suppliers	3.2
3.14	Define Banks	3.3
3.15	Define Variables	3.3
3.21	Display system setup	3.4
3.31	Initialising a new year	3.4
3.41	Entering a weeks Trading Data	3.4
3.42	Entering Payments	3.4
3.43	Entering Lodgements	3.6
3.44	Entering Variables	3.6
3.45	Entering Takings & Miscellaneous	3.6
3.51	Producing a weekly Trading Analysis	3.7
3.61	Producing a VAT Analysis	3.7
3.71	Producing a Cashflow Analysis	3.7

Appendices

Appendix A	Sample system description
Appendix B	Sample weekly Trading Analysis
Appendix C	Sample VAT Analysis
Appendix D	Sample Cashflow Analysis
Appendix E	Making security copies

1.01 Introduction

AMSOFT'S cashbook accounts system has been specially written to ease the weekly bookkeeping tasks of a small retail business. Much of the work necessary to record the cashflow of the business is performed automatically by the cashbook accounts system. The system was developed in a small retail newsagent and general store over a period of two years and has been strongly influenced by the requirements of the patron.

1.02 Overview of this manual

This manual is divided into two sections as described below:

Chapter 2 - A step by step guide of how to set up and use the system.

Chapter 3 - A case study of the system in use.

It is strongly advised that the user should read through chapter 2 of the manual first and then consult chapter 3 before using the system with real information. The section numbers in chapters 2 and 3 are arranged so that the example in 3.xy refers to the instructions in 2.xy.

2.01 Read this first !!

Following is a list of useful information which you should first read and then use later as a glossary.

(i) Describing the keyboard

If a character or word is enclosed in square brackets ('[', ']') then the key which has the enclosed character/word embossed on it is being referred to. eg. 'Press **[ENTER]**' means press the big blue enter key.

(ii) Function keys

When using the system a series of labels may appear across the bottom of the screen. Each label consists of a number followed by a brief description in reverse field. The number refers to the function key which invokes the function specified by the description. To press function key 1 simply hold down the **[CTRL]** key and press number key 1. (NOT the one on the separate numeric keypad.) Function keys 2 to 7 are pressed in the same way using number keys 2 to 7. In the text function keys are referred to as '**[fn]**' where n is the number of the function key.

(iii) Screen editing

All data is entered on a 'screen'. This is a box containing a series of prompts. You can move the entry cursor (a large blob) around the screen by using the arrow keys. To accept what you have entered on the screen press **[f7]** (you will only be allowed to do this once you have entered all the required information). You may abort the screen (i.e. the system will forget any information you have entered or any changes you have made on the current screen) at ANY TIME by pressing **[f1]**.

(iv) Numeric data entry

When the entry cursor is positioned by a prompt for numeric entry (usually an amount of money) type in the amount without the decimal point as with an electronic cash register (i.e. 100.00 is entered as 10000). The **[DEL]** key may be used to delete the last numeral entered. The entry should be ended by pressing **[ENTER]**.

(v) Text data entry

When the entry cursor is positioned by a prompt for text entry just type in text. If the text you enter is too short or too long the computer will beep. Finish the entry by pressing **[ENTER]**.

(vi) Using menus

A menu is a list of options, from which you choose the one you would like to use. To select an option press the number key corresponding to the option description. The option you have chosen will now be displayed in reverse field. To confirm your choice press **[ENTER]** else press a different number key. To exit a menu and return to the previous menu press **[ESC]** followed by **[ENTER]**.

(vii) Removing the diskette during use

******* D O N ' T *******

Do not under any circumstances remove the diskette when the system is in use.

(viii) Backups

You should NEVER use the distribution disc, a working copy should be made and the original disc stored in a safe place. See Appendix E for details of how to do this.

After every session with the cashbook accounts make a backup copy of the working disc with the CP/M utilities DISCCOPY (if you only have one disc drive) or COPYDISC (if you have two).

DATA ON A DAMAGED DISC CANNOT BE RECOVERED.

2.02 How the system fits into your weekly schedule

On purchase of the system you should:

- (i) Read chapter 2 of the manual referring to chapter 3 for examples.
- (ii) Look through chapter 3.
- (iii) Have a 'play' with the system. The system is setup as in the example in chapter 3. Make a working copy of the Cashbook Diskette (see Appendix E for details of how to do this) and then experiment with the system. You cannot do any harm and the best way to learn how to use a computer system is to experiment (it can even be fun!).
- (iv) Once you have mastered the system, you should delete all the categories, suppliers, banks and variables of the example. Then define your: (a) VAT rates, (b) categories, (c) suppliers, (d) banks, (e) variables.

Once setup the system should be used as follows:

- (i) At the beginning of a year use the 'Initialise A New Year' option to prepare for the new year.
- (ii) Each week use the 'Weekly Data Capture' option to enter payments, lodgements, variables, takings and miscellaneous. Then use the 'Weekly Analysis' option to check that the cash summary balances. If not check that you have entered the data correctly and make any necessary changes. ALWAYS MAKE A BACKUP COPY (use DISCCOPY or COPYDISC on your CP/M system diskette).
- (iii) When required use the 'VAT Analysis' option to provide the information required to fill in your VAT returns.
- (iv) At the end of your trading year use the 'Weekly Trading Analysis' option to produce a trading report for each week, the 'VAT Analysis' option to produce VAT reports for each VAT period and the 'Cashflow Analysis' option to produce a cashflow report for the year. This information should then be sent to your accountant for verification etc. REMEMBER always keep a copy of each previous year's diskette when starting a new year as the Inland Revenue/Customs & Excise can ask to inspect your books for all previous years.

2.03 Types of accounting data

Below is a brief description of the data which is required by the *cashbook accounts* system to record your cashflow. This data is considered on a weekly basis. Do not worry about details yet as these will be introduced later.

TAKINGS - these are the daily takings of your business.

PAYMENTS - these are amounts of money (cash/cheque/direct debit) that you pay out. Each payment falls into a **CATEGORY** which describes the purpose of the payment (goods for resale, staff wages etc.) and any applicable VAT rate.

LODGEMENTS - these are amounts of money deposited in a bank account.

VARIABLES - these are amounts of money which may vary from week to week, either entering or leaving your business. e.g. If a sub-post office is attached to your business, at the end of each week any overs or unders in the post office balance must be accounted for in your books. This is a **VARIABLE** amount.

OWN GOODS CONSUMPTION - this is the value of goods removed from the business by the patron for his own use.

CASH IN HAND - this is the actual currency left in your business at the end of a week.

2.04 Note on VAT calculations

NOTE THAT THIS SYSTEM CALCULATES VAT ON SCHEME 'D'.

2.05 Switching on

To start a session with cashbook accounts follow the procedure listed below.

Make sure that your AMSTRAD CPC micro-computer, DISC DRIVE and PRINTER are all plugged in and switched off.

Turn on the printer.

Turn on the disc drive.

Turn on the computer.

Place the working copy of your *cashbook accounts* disc in the disc drive (drive A if you have 2 drives).

Type | CPM [ENTER].

After about 10 seconds the prompt 'ENTER PASSWORD' will appear in the middle of the screen. Now type in the password. On purchase of the system this is 'AMSOFT' (You may change this later). When you type a letter a '*' will appear on the screen. Finish off the password with [ENTER]. If you type the password in incorrectly then the computer will bleep and wait for you to re-type the password. After three attempts the system will close down.

When the password is accepted then the 'Main' menu, titled 'MAIN OPTIONS', will appear on the screen.

2.10 Setting up the system for your business

Before you can use the system for bookkeeping it is necessary to set up lists of suppliers and define VAT rates etc. The following section describes this process.

From the 'Main' menu select the 'Setup System' option. You will now be presented with the 'Setup System' menu.

2.11 Defining VAT Rates

From the 'Setup System' menu select the 'VAT Rates' option. You will now be presented with a screen showing three vertical lists titled 'Rate Symbol', 'Type' and 'Rate'. The rate symbol is a letter in the range A to J. This is used to refer to the VAT rate once it has been defined. The Type has three forms:

- (a) NULL i.e. the VAT rate is undefined and cannot be used;
- (b) RESALE i.e. the VAT rate is applied to items purchased for resale in your business;
- (c) EXPENSES i.e. the VAT rate is applied to items purchased for use within your business (this includes staff wages and water rates etc). The Rate is the rate as a percentage.

To define new VAT rates or change existing ones press [f6] (enter) or press [f1] (abort) to return to the menu.

Move the flashing entry cursor to the 'Type' prompt for the rate you wish to define and enter the initial letter of the VAT type (N, R or E). The entry cursor will now move to the corresponding Rate prompt. Enter the percentage rate. The above process is repeated until you have defined all necessary rates. You may now either accept or abort the screen by pressing [f7] or [f1].

To return to the menu press **[f1]**.

NOTE: it is not advisable to change VAT rates once some or all of a years accounting information has been entered into the system as this may yield unpredictable results.

2.12 Defining Categories

A category consists of 3 items of information and is used to describe the purpose of a PAYMENT. These items are: (a) a KEY which is a 3 character code used to identify the category (each category must have a unique key); (b) a DESCRIPTION which is a description of the category and may be up to 20 characters long; (c) a VAT rate which is the applicable VAT rate and is identified by the 'Rate Symbol' for the applicable rate defined in 2.11. From the 'Setup System' menu select the 'Categories' option. You will now be presented with the 'Categories' menu. 3 actions may now be performed:

(a) Add Categories: (i.e. create new categories)

From the 'Categories' menu select the 'Add Categories' option. You will now be presented with a screen containing prompts for 'KEY', 'DESCRIPTION', 'RATE SYMBOL' and a reminder of the VAT rates you defined previously. To add a category press **[f6]** (enter). Move the entry cursor to each prompt in turn and enter the information as required. Note that a 'Rate Symbol' may not be used if it refers to a null rate. Once you have finished you may either accept the category by pressing **[f7]** or abort the entry by pressing **[f1]**. The above process may be repeated until you have defined all required categories. (Up to 22 different categories are allowed.)

To return to the menu press **[f1]**.

(b) Edit Categories:

From the 'Categories' menu select the 'Edit Categories' option. You will now be presented with a screen as in (a). Press **[f6]** (edit) and the entry cursor will appear by the 'KEY' prompt. Enter the key of the category you wish to edit. The category will appear on the screen. You may move the entry cursor around the screen and change the category definition as required. To accept the modified category definition press **[f7]** or abort the modifications by pressing **[f1]**.

The above process may be repeated until all required modifications have been made.

To return to the menu press **[f1]**.

(c) Delete Categories:

From the 'Categories' menu select the 'Delete Categories' option. You will now be presented with a screen as in (a). Press [f6] (delete) and the entry cursor will appear by the 'KEY' prompt. Enter the key of the category you wish to delete. The category definition will be displayed on the screen. You will be asked if you are sure that you wish to delete. If you reply negatively then the category will not be deleted. The above process may be repeated until all deletions have been made.

To return to the menu press [f1].

NOTE: The category for staff wages must have the key 'WAG'.

2.13 Defining Suppliers

A supplier is someone to whom payments are made. This includes cash and carries, HM Customs & Excise and Staff Wages. A supplier consists of 2 items of information which are: (a) a KEY which is a 3 character code used to identify the supplier (each supplier must have a unique key); (b) a DESCRIPTION which is a description of the supplier and may be up to 30 characters long.

From the 'Setup System' menu select the 'Suppliers' option. You will now be presented by the 'Suppliers' menu. 3 actions may now be performed:

(a) Add Suppliers: (i.e. create new suppliers)

From the 'Suppliers' menu select the 'Add Suppliers' option. You will now be presented with a screen containing prompt for 'KEY' and 'DESCRIPTION'. To add a supplier press [f6] (enter). Move the entry cursor to each prompt in turn and enter the required information. Once you have finished you may either accept the supplier by pressing [f7] or abort the entry by pressing [f1]. The above process may be repeated until you have defined all required suppliers (you may have up to 75 different suppliers).

To return to the menu press [f1].

(b) Edit Suppliers:

From the 'Suppliers' menu select the 'Edit Suppliers' option. You will now be presented with a screen as in (a). Press [f6] (edit) and the entry cursor will appear by the 'KEY' prompt. Enter the key of the supplier you wish to edit. The supplier will appear on the screen. You may move the entry cursor around the screen and change the supplier definition as required. To accept the modified supplier press [f7] or to abort the changes press [f1]. The above process may be repeated until all required changes have been made.

To return to the menu press [f1].

(c) Delete Suppliers:

From the 'Suppliers' menu select the 'Delete Suppliers' option. You will now be presented with a screen as in (a). Press **[f6]** (delete) and the entry cursor will appear by the 'KEY' prompt. Enter the key of the supplier you wish to delete. The supplier definition will be displayed on the screen. You will be asked if you are sure that you wish to delete. If you answer negatively then the supplier will not be deleted. The above process may be repeated until all required suppliers have been deleted.

To return to the menu press **[f1]**.

2.14 Defining Banks

A bank consists of 2 items of information. These items are: (a) a KEY which is a 3 character code used to identify the bank (each bank must have a unique key); (b) a DESCRIPTION which is a description of the bank and may contain up to 30 characters.

From the 'Setup System' menu select the 'Banks' option. You will now be presented with the 'Banks' menu. 3 actions may now be performed:

(a) Add Banks: (i.e. create new banks)

From the 'Banks' menu select the 'Add Banks' option. You will now be presented with a screen containing prompt for 'KEY' and 'DESCRIPTION'. To add a bank press **[f6]** (enter). Move the entry cursor to each prompt in turn and enter the required information. Once you have finished you may either accept the bank by pressing **[f7]** or abort the entry by pressing **[f1]**. The above process may be repeated until you have defined all required banks (you may have up to 8 different banks).

To return to the menu press **[f1]**.

(b) Edit Banks:

From the 'Banks' menu select the 'Edit Banks' option. You will now be presented with a screen as in (a). Press **[f6]** (edit) and the entry cursor will appear by the 'KEY' prompt. Enter the key of the Banks you wish to edit. The bank will appear on the screen. You may move the entry cursor around the screen and change the bank definition as required. To accept the modified bank press **[f7]** or to abort the changes press **[f1]**. The above process may be repeated until all required changes have been made.

To return to the menu press **[f1]**.

(c) Delete Banks:

From the 'Banks' menu select the 'Delete Banks' option. You will now be presented with a screen as in (a). Press **[f6]** (delete) and the entry cursor will appear by the 'KEY' prompt. Enter the key of the bank you wish to delete. The bank definition will be displayed on the screen. You will be asked if you are sure that you wish to delete. If you answer negatively then the bank will not be deleted. The above process may be repeated until all required banks have been deleted.

To return to the menu press **[f1]**.

2.15 Defining Variables

A variable consists of 2 items of information. These items are: (a) a KEY which is a 3 character code used to identify the variable (each variable must have a unique key); (b) a DESCRIPTION which is a description of the variable and may contain up to 30 characters. From the 'Setup System' menu select the 'Variables' option. You will now be presented with the 'Variables' menu. 3 actions may now be performed:

(a) Add Variables: (i.e. create new variables)

From the 'Variables' menu select the 'Add Variables' option. You will now be presented with a screen containing prompt for 'KEY' and 'DESCRIPTION'. To add a variable press **[f6]** (enter). Move the entry cursor to each prompt in turn and enter the required information. Once you have finished you may either accept the variable by pressing **[f7]** or abort the entry by pressing **[f1]**. The above process may be repeated until you have defined all required variables (you may have up to 8 different variables).

To return to the menu press **[f1]**.

(b) Edit Variables:

From the 'Variables' menu select the 'Edit Variables' option. You will now be presented with a screen as in (a). Press **[f6]** (edit) and the entry cursor will appear by the 'KEY' prompt. Enter the key of the variable you wish to edit. The variable will appear on the screen. You may move the entry cursor around the screen and change the variable definition as required. To accept the modified variable press **[f7]** or to abort the changes press **[f1]**. The above process may be repeated until all required changes have been made.

To return to the menu press **[f1]**.

(c) Delete Variables:

From the 'Variables' menu select the 'Delete Variables' option. You will now be presented with a screen as in (a). Press **[f6]** (delete) and the entry cursor will appear by the 'KEY' prompt. Enter the key of the variable you wish to delete. The variable definition will be displayed on the screen. You will be asked if you are sure that you wish to delete. If you answer negatively then the variable will not be deleted. The above process may be repeated until all required variables have been deleted.

To return to the menu press **[f1]**.

2.16 Changing the Password

On purchase the password (see 2.05) is 'AMSOFT'. To change the password proceed as follows: From the 'Setup System' menu select the 'Password' option. You will now be presented with a screen containing a prompt for a password. Enter a new password. To accept the new password press **[f7]** or to abort the new password press **[f1]**.

2.17 Changing the system during use

New categories etc. may be added or existing ones changed during a year, however it is NOT advisable to delete them during a year. Do it at the end or beginning. If you should perform a deletion the system will remember the details of the definition until the start of a new year, although you will not be able to use the definition. Do NOT delete VAT rates mid year. This could cause chaos.

2.21 Displaying the system setup

From the 'Main' menu select the 'Display System Setup' option. After a short pause while sorting takes place you will be asked whether you wish to obtain a printout or just a screen display. Press **[f1]** or **[f2]** accordingly. A description of the way the system has been set up will now either be printed on your printer or displayed on the screen (see Appendix A for an example).

During printing if you press **[f1]** (abort) then the printing will be suspended. If you now press **[f2]** (continue) then printing will continue. However, if you press **[f1]** (abort) then printing will be aborted completely.

Once printing has been completed (or aborted) then you will be asked if you wish to return to the menu or repeat the printing. Press **[f1]** or **[f2]** respectively.

2.31 Initialising a new year

This must be done before any accounting information is entered for a year. The purpose of initialisation is to clear any previously stored accounting information (NOT setup system information), record the date the year starts on and record initial cash in hand.

From the 'Main' menu select the 'Initialise A New Year' option. You will now be presented with a screen containing prompts for 'YEAR', 'MONTH', 'DAY' and 'CASH IN HAND'. Move the entry cursor to each prompt in turn and enter the required information. Note that the date is the END of the first week of trading in the new year. When you have finished press **[f7]** to accept the date and cash in hand or press **[f1]** to abort the initialisation.

If you accepted then you will be asked if you are sure. If you reply positively then the initialisation will take place.

2.41 Entering a week's Trading Data

Each week the information describing the week's trading must be entered. This may be done all in one session at the end of the week or in small sessions during the week. Neither method has any major pros or cons so the choice is purely personal.

From the 'Main' menu select the 'Weekly Data Capture' option. The latest week that data has been entered for will be displayed and below this a prompt for the week you wish to enter data for. Note the WEEK NUMBER should be entered. i.e. the first week of the year is number 1, the second week is number 2 and so on until week number 52 (or in some cases week 53). Enter the week number. After a pause for loading data from diskette you will be presented with the 'Weekly Data Capture' menu.

2.42 Entering Payments

A payment consists of 5 items of information. These are: (a) A supplier key (i.e. to whom the payment is being made) (b) payment type (i.e. bank transaction [cheque/direct debit] or cash) which is entered as 'B' for bank or 'C' for cash; (c) if the type of payment was bank then a bank key (of the bank involved); (d) the total amount of the payment; (e) a list (up to 5) of category keys and sub-amounts (i.e. if the total payment was 100.00 this may be split: between 5 different categories).

From the 'Weekly Data Capture' menu select the 'Payments' option. You will now be presented with the 'Payments' menu. 3 actions may now be performed:

(a) Add Payments: (i.e. create new payments)

From the 'Payments' menu select the 'Add Payments' option. You will now be presented with a screen displaying prompts for 'SUPPLIER KEY', 'TYPE OF PAYMENT', 'BANK KEY', 'TOTAL AMOUNT', 'CATEGORY KEY', 'AMOUNT' and in the top left hand corner a SERIAL number (this is automatically generated by the computer and used to identify the payment later). To add a payment press [f6] (enter). Move the entry cursor to each prompt in turn and enter the required information. Once you have finished you may accept the payment by pressing [f7] or abort the entry by pressing [f1]. The above process may be repeated until all required payments have been added (you may have up to 30 payments in one week).

To return to the menu press [f1].

(b) Edit Payments:

From the 'Payments' menu select the 'Edit Payments' option. You will now be presented with a screen as in (a). You can step forward through the list of payments (in serial number order) by pressing [f6], backwards by pressing [f5], or select a specific serial number by pressing [f3]. When the payment you wish to edit is displayed on the screen press [f7]. You may now move the entry cursor around the screen and change the payment as required. Once you have finished you may accept the changes by pressing [f7] or abort the changes by pressing [f1]. The above process may be repeated until all required changes have been made.

To return to the menu press [f1].

(c) Delete Payments:

From the 'Payments' menu select the 'Delete Payments' option. You will now be presented with a screen as in (a). To delete a payment press [f6] (delete). The entry cursor will appear by the SERIAL prompt. Enter the serial of the payment you wish to delete. The payment will be displayed and you will be asked if you are sure that you wish to delete. If you answer positively then the payment will be deleted. Note that when a payment is deleted its position in the list is filled by moving all

payments in front of it backwards. This process may be repeated until all deletions have been made.

To return to the menu press **[f1]**.

2.43 Entering Lodgements

A lodgement consists of 2 items of information. These are: (a) a bank key (that is the bank to which the lodgement is being made); (b) an amount (a referred cheque may be dealt with by entering a negative lodgement i.e. precede the amount with a '-' sign).

From the 'Weekly Data Capture' menu select the 'Lodgements' option. You will now be presented with the 'Lodgements' menu. 3 actions may be performed:

(a) Add Lodgements (i.e. create new lodgements)

From the 'Lodgements' menu select the 'Add Lodgements' option. You will now be presented with a screen displaying prompts for 'BANK KEY', 'AMOUNT' and in the top left hand corner a SERIAL number (this is automatically generated by the computer and used to identify the lodgement later). To add a lodgement press **[f6]** (enter). Move the entry cursor to each prompt in turn and enter the required information. Once you have finished you may accept the lodgement by pressing **[f7]** or abort the entry by pressing **[f1]**. The above process may be repeated until all required lodgements have been added (you may have up to 9 lodgements in one week).

To return to the menu press **[f1]**.

(b) Edit Lodgements:

From the 'Lodgements' menu select the 'Edit Lodgements' option. You will now be presented with a screen as in (a). You can step forward through the list of lodgements (in serial number order) by pressing **[f6]**, backwards by pressing **[f5]**, or select a specific serial number by pressing **[f3]**. When the lodgement you wish to edit is displayed on the screen press **[f7]**. You may now move the entry cursor around the screen and change the lodgement as required. Once you have finished you may accept the changes by pressing **[f7]** or abort the changes by pressing **[f1]**. The above process may be repeated until all required changes have been made.

To return to the menu press **[f1]**.

(c) Delete Lodgements:

From the 'Lodgements' menu select the 'Delete Lodgements' option. You will now be presented with a screen as in (a). To delete a lodgement press **[f6]** (delete). The entry cursor will appear by the SERIAL prompt. Enter the serial of the lodgement you wish to delete. The lodgement will be displayed and you will be ask if you are

sure that you wish to delete. If you answer positively then the lodgement will be deleted. Note that when a lodgement is deleted its position in the list is filled by moving all lodgements in front of it backwards. This process may be repeated until all deletions have been made.

To return to the menu press **[f1]**.

2.44 Entering Variables

A variable consists of 2 items of information. These are: (a) a variable key (that is the variable being referred to); (b) an amount (this amount is positive if it refers to money entering your business or negative if it refers to money leaving your business). From the 'Weekly Data Capture' menu select the 'Variables' option. You will now be presented with the 'Variables' menu. 3 actions may be performed:

(a) Add Variables (i.e. create new variables)

From the 'Variables' menu select the 'Add Variables' option. You will now be presented with a screen displaying prompts for 'VARIABLE KEY', 'AMOUNT' and in the top left hand corner a SERIAL number (this is automatically generated by the computer and used to identify the variable later). To add a variable press **[f6]** (enter). Move the entry cursor to each prompt in turn and enter the required information. Once you have finished you may accept the variable by pressing **[f7]** or abort the entry by pressing **[f1]**. The above process may be repeated until all required variables have been added (you may have up to 8 variables in one week).

To return to the menu press **[f1]**.

(b) Edit Variables:

From the 'Variables' menu select the 'Edit Variables' option. You will now be presented with a screen as in (a). You can step forward through the list of variables (in serial number order) by pressing **[f6]**, backwards by pressing **[f5]**, or select a specific serial number by pressing **[f3]**. When the variable you wish to edit is displayed on the screen press **[f7]**. You may now move the entry cursor around the screen and change the variable as required. Once you have finished you may accept the changes by pressing **[f7]** or abort the changes by pressing **[f1]**. The above process may be repeated until all required changes have been made.

To return to the menu press **[f1]**.

(c) Delete Variables:

From the 'Variables' menu select the 'Delete Variables' option. It will now be presented with a screen as in (a). To delete a variable press **[f6]** (delete). The entry cursor will appear by the SERIAL prompt. Enter the serial of the variable you wish

to delete. The variable will be displayed and you will be asked if you are sure that you wish to delete. If you answer positively then the variable will be deleted. Note that when a variable is deleted its position in the list is filled by moving all variables in front of it backwards. This process may be repeated until all deletions have been made.

To return to the menu press **[f1]**.

2.45 Entering Takings & Miscellaneous

From the 'Weekly Data Capture' menu select the 'Takings & Misc.' option. You will be presented with a screen with prompts for each day of the week, 'OWN GOODS CONSUMPTION' and 'CASH IN HAND'. Press **[f6]** (enter). Move the entry cursor to each prompt in turn and enter the required information. Once you have finished you may press **[f7]** to accept the entry or press **[f1]** to abort the entry.

To return to the menu press **[f1]**.

2.51 Producing a weekly Trading Analysis

This is a report which details a week's trading (see Appendix B for an example). From the 'Main' menu select the 'Weekly Trading Analysis' option. The latest week that data has been entered for will be displayed and below this a prompt for the week you would like the analysis for. Note that the week NUMBER should be entered. Enter the week number. After a pause for calculation of subtotals you will be asked whether you wish to obtain a printout or just a screen display. Press **[f1]** or **[f2]** accordingly. The report will be now either be printed on your printer or displayed on the screen.

During printing if you press **[f1]** (abort) then the printing will be suspended. If you now press **[f2]** (continue) then printing will continue. However if you press **[f1]** (abort) then printing will be aborted completely.

Once printing has been completed (or aborted) then you will be asked if you wish to return to the menu or repeat the printing. Press **[f1]** or **[f2]** respectively.

2.61 Producing a VAT Analysis

This is a report which details VAT over a specified period (see Appendix C for an example). From the 'main' menu select the 'VAT Analysis' option. The latest week that data has been entered for will be displayed along with prompts for the start and finish week of the VAT period. Note week NUMBERS must be entered. Enter the start and finish week number of the period you would like the report for. After a pause for calculation of subtotals you will be asked whether you wish to obtain a printout or just a screen display. Press **[f1]** or **[f2]** accordingly. The report will be now either be printed on your printer or displayed on the screen.

During printing if you press **[f1]** (abort) then the printing will be suspended. If you now press **[f2]** (continue) then printing will continue. However if you press **[f1]** (abort) then printing will be aborted completely.

Once printing has been completed (or aborted) then you will be asked if you wish to return to the menu or repeat the printing. Press **[f1]** or **[f2]** respectively.

2.71 Producing a Cashflow Analysis

This is a report which details cashflow over a specified period (see Appendix D for an example). From the 'Main' menu select the 'Cashflow Analysis' option. The latest week that data has been entered for will be displayed along with prompts for the start and finish week of the VAT period. Note week NUMBERS must be entered. Enter the start and finish week number of the period you would like the report for. After a pause for calculation of subtotals you will be asked whether you wish to obtain a printout or just a screen display. Press **[f1]** or **[f2]** accordingly. The report will be now either be printed on your printer or displayed on the screen.

During printing if you press **[f1]** (abort) then the printing will be suspended. If you now press **[f2]** (continue) then printing will continue. However if you press **[f1]** (abort) then printing will be aborted completely.

Once printing has been completed (or aborted) then you will be asked if you wish to return to the menu or repeat the printing. Press **[f1]** or **[f2]** respectively.

3.01 The Amstown village shop

The following chapter is a case study of a small village shop. This shop supplies the village of Amstown in Pole county with general provisions. Attached to the shop is a sub-post office.

3.11 Defining VAT Rates

At the time of this case study the standard VAT rate was 15%. Hence the following VAT rates have to be defined:

- RESALE 0% (i.e. resale goods with no VAT)
- RESALE 15% (i.e. resale goods with VAT)
- EXPENSES 0% (i.e. expenses goods with no VAT)
- EXPENSES 15% (i.e. expenses goods with VAT)

When these VAT rates have been correctly entered the 'Define VAT Rates' screen should look like figure 3.11.

RATE SYMBOL	TYPE	RATE
A	R (RESALE)	0.00%
B	R (RESALE)	15.00%
C	E (EXPENSES)	0.00%
D	E (EXPENSES)	15.00%
E	N (NULL)	0.00%
F	N (NULL)	0.00%
G	N (NULL)	0.00%
H	N (NULL)	0.00%
I	N (NULL)	0.00%
J	N (NULL)	0.00%

Figure 3.11

3.12 Defining Categories

The following categories are required:

- RESALE ZERO - for resale goods with no VAT (i.e. resale 0%)
- RESALE Vatable - for resale goods with VAT (i.e. resale 15%)
- EXPENSES ZERO - for expenses goods with no VAT (i.e. expenses 0%)

EXPENSES VATABLE - for expenses goods with VAT (i.e. expenses 15%)

RATES - for rate payments (VAT is expense 0%)

WAGES - for wages payments (VAT is expenses 0%)

MOTOR EXPENSES - for petrol & car servicing (VAT rate is expenses 15%)

After correct entry of the first listed category the 'Add category' screen should appear like figure 3.12. (The key is purely arbitrary.)

KEY :RSZ		
DESCRIPTION :RESALE ZERO		
RATE SYMBOL	TYPE	RATE
A	RESALE	0.00%
B	RESALE	15.00%
C	EXPENSES	0.00%
D	EXPENSES	15.00%
E	NULL	0.00%
F	NULL	0.00%
G	NULL	0.00%
H	NULL	0.00%
I	NULL	0.00%
J	NULL	0.00%
VAT RATE (SYMBOL) :A 0.00% RESALE		

Figure 3.12

3.13 Defining Suppliers

The Amstown shop deals with the following suppliers:

J. SMITH SUPPLIES - for general groceries (paid by direct debit)

ACME CASH & CARRY - for general groceries

F. BLOGGS CASH & CARRY - for general groceries

PLAYERS CIGARETTES - Players tobacco goods

H. O. WILLS - Embassy tobacco goods

M. J. STATIONARY - business stationary

C. GARDENER FRESH FRUIT - fresh fruit & veg.

L. BON WHOLESALE SWEETS - various fancy goods

STAFF WAGES - staff wages

INLAND REVENUE - income tax

HM CUSTOMS & EXCISE - VAT payments

M. G. MOTORS - petrol & car servicing

AMSTOWN COUNCIL - rate payments
POLE COUNTY WATER BOARD - water rate payments

After correct entry of the first listed supplier the 'Add Supplier' screen should appear like figure 3.13. (The key is purely arbitrary.)

```
KEY :JSM  
DESCRIPTION :J. SMITHSUPPLIES
```

Figure 3.13

3.14 Define Banks

The Amstown shop deals with the following banks:

DECIMAL BANK - business account
GIRO BANK - the post office salary is paid into here

After correct entry of the first listed bank the 'Add Banks' screen should appear as in figure 3.14. (The key is purely arbitrary.)

```
KEY :DEC  
DESCRIPTION :DECIMAL BANK
```

Figure 3.14

3.15 Define Variables

The only variable is that to account for post office overs & unders. After correct entry of the variable the 'Add Variable' should appear as in figure 3.15. (The key is purely arbitrary.)

```
KEY :POS  
DESCRIPTION : POST OFFICE OVERS/UNDERS
```

Figure 3.15

3.21 Display system setup

Once the system has been set up as above the 'Display System Setup' printout should appear as shown in appendix A.

3.31 Initialising a new year

This case study was started in the first calendar week 1984. The date at the end of this week is 7/1/1984. The 'Initialise A New Year' screen should appear as in figure 3.31.

YEAR : 1984	MONTH : 1	DAY : 7	CASH IN HAND : 35.00
-------------	-----------	---------	----------------------

Figure 3.31

3.41 Entering a weeks Trading Data

The case study has been constructed with 51 weeks data. Here only the first week will be considered.

3.42 Entering Payments

The first payment for week 1 is:

J. SMITH SUPPLIES paid by direct debit by Decimal Bank.

The goods purchased fall into the following categories:

RESALE ZERO goods to the value of 100.00

RESALE VATABLE goods to the value of 172.00

EXPENSES ZERO goods to the value of 28.50

After correct entry of the above payment the 'Add Payments' screen should appear as in figure 3.42. (Descriptions are supplied by the computer.)

SERIAL:1
 SUPPLIERKEY:JSM DESCRIPTION:J. SMITH SUPPLIES
 TYPE OF PAYMENT (C/B):B
 BANKKEY:DEC DESCRIPTION:DECIMAL BANK
 TOTAL AMOUNT: £300.50

CATAGORY KEY	DESCRIPTION	AMOUNT
RSZ	RESALE ZERO	£ 100.00
RSV	RESALE VATABLE	£ 172.00
EXZ	EXPENSES ZERO	£ 28.50
		£
		£

Figure 3.42

The second payment of week 1 is:

ACME CASH & CARRY paid by cash

The goods purchased fall into the following categories:

RESALE ZERO goods to the value of £90.00

RESALE VATABLE goods to the value of £75.10

After correct entry of the above payment the 'Add Payments' screen will appear as in figure 3.42a.

SERIAL:2
 SUPPLIERKEY:ACM DESCRIPTION:ACME CASH & CARRY
 TYPE OF PAYMENT (C/B):C
 BANKKEY: DESCRIPTION:
 TOTAL AMOUNT: £165.10

CATAGORY KEY	DESCRIPTION	AMOUNT
RSZ	RESALE ZERO	£ 90.00
RSV	RESALE VATABLE	£ 75.10
		£
		£
		£

Figure 3.42a

3.43 Entering Lodgements

The first lodgement of week 1 is £250.00 into the Decimal Bank. After correct entry of the above lodgement the 'Add Lodgement' screen should appear as in figure 3.43.

```
SERIAL : 1
BANKKEY : DEC DESCRIPTION : DECIMAL BANK
AMOUNT : £ 250.00
```

Figure 3.43

3.44 Entering Variables

On week 1 the Post Office balance was £5.00 under. i.e. £5.00 left the business. After correct entry of the above variable the 'Add Variable' screen should appear as in figure 3.44.

```
SERIAL : 1
VARIABLE KEY : POS DESCRIPTION : POST OFFICE OVERS/UNDERS
AMOUNT : £ -5.00
```

Figure 3.44

3.45 Entering Takings & Miscellaneous

During week 1 the shop takings were:

Sunday	£250.00	Monday	£275.00	Tuesday	£260.50
Wednesday	£221.00	Thursday	£283.10	Friday	£247.00
Saturday	£110.15				

During the week the patrons own goods consumption was 15.00

At the end of the week the cash in hand was 164.40

After correct entry of the above values the 'Takings & Misc.' screen should appear as in figure 3.45.

SUNDAY	: £	250.00
MONDAY	: £	275.50
TUESDAY	: £	260.50
WEDNESDAY	: £	221.00
THURSDAY	: £	283.10
FRIDAY	: £	247.00
SATURDAY	: £	110.15
OWN GOODS CONSUMPTION	: £	15.00
CASH IN HAND	: £	164.40

Figure 3.45

3.51 Producing a weekly Trading Analysis

The trading analysis for week 1 is shown in Appendix B.

3.61 Producing a VAT Analysis

The VAT analysis shown in Appendix C is for week 1 to week 12.

3.71 Producing a Cashflow Analysis

The cashflow analysis shown in Appendix D is for week 1 to week 26.

Appendix A

Sample system description

 SYSTEM SETUP

CATEGORY(S)
 =====

KEY	DESCRIPTION	VAT RATE
EXV	EXPENSES VATABLE	15.00% EXPENSES
EXZ	EXPENSES ZERO	.00% EXPENSES
MOT	MOTOR EXPENSES	15.00% EXPENSES
RAT	RATES	.00% EXPENSES
RSV	RESALE VATABLE	15.00% RESALE
RSZ	RESALE ZERO	.00% RESALE
WAG	WAGES	.00% EXPENSES

SUPPLIER(S)
 =====

KEY	DESCRIPTION
ACM	ACME CASH & CARRY
AMS	AMSTOWN COUNCIL
CGA	C. GARDENER FRESH FRUIT
FBL	F. BLOGGS CASH & CARRY
HOW	H. O. WILLS
HMC	HM CUSTOMS & EXCISE
INL	INLAND REVENUE
JSM	J. SMITH SUPPLIES
LBO	L. BON WHOLESALE SWEETS
MGM	M. G. MOTORS
MJS	M. J. STATIONERY LTD.
PLA	PLAYERS CIGARETTES
POL	POLE COUNTY WATER BOARD
STA	STAFF WAGES

BANK(S)
 =====

KEY	DESCRIPTION
DEC	DECIMAL BANK
GIR	GIRO BANK

VARIABLE(S)
 =====

KEY	DESCRIPTION
PDS	POST OFFICE OVERS & UNDERS

VAT RATES
 =====

VAT RATE SYMBOL	RATE(%)	TYPE
A	.00	RESALE
B	15.00	RESALE
C	.00	EXPENSES
D	15.00	EXPENSES

Appendix B

Sample weekly Trading Analysis

 WEEKLY TRADING ANALYSIS FOR WEEK ENDING SAT. 7. 1.1984

TAKINGS

SUNDAY	£	250.00
MONDAY	£	275.00
TUESDAY	£	260.50
WEDNESDAY	£	221.00
THURSDAY	£	283.10
FRIDAY	£	247.00
SATURDAY	£	110.15
THIS WEEKS TOTAL	£	1646.75
BROUGHT FORWARD	£	.00
TOTAL TO DATE	£	1646.75

PAYMENTS

SUPPLIER	PAYMENT TYPE	CATEGORY	AMOUNT (£)	VAT (£)
J. SMITH SUPPLIES	CHEQUE/BANK	RESALE ZERO	100.00	.00
	DECIMAL BANK	RESALE VATABLE	149.57	22.43
		EXPENSES ZERO	28.50	.00
		TOTAL	278.07	22.43
ACME CASH & CARRY	CASH	RESALE ZERO	90.00	.00
		RESALE VATABLE	65.30	9.80
		TOTAL	155.30	9.80
M. J. STATIONERY LTD.	CASH	EXPENSES ZERO	25.75	.00
			.00	.00
		TOTAL	25.75	.00
C. GARDENER FRESH FRUIT	CHEQUE/BANK DECIMAL BANK	RESALE ZERO	97.10	.00
			.00	.00
		TOTAL	97.10	.00
M. G. MOTORS	CHEQUE/BANK DECIMAL BANK	MOTOR EXPENSES	21.74	3.26
			.00	.00
		TOTAL	21.74	3.26
STAFF WAGES	CASH	WAGES	110.00	.00
		TOTAL	110.00	.00
H. O. WILLS	CHEQUE/BANK DECIMAL BANK	RESALE VATABLE	356.74	53.51
			.00	.00
		TOTAL	356.74	53.51
F. BLDGGS CASH & CARRY	CASH	RESALE VATABLE	618.70	92.80
			.00	.00
		TOTAL	618.70	92.80

PAYMENTS SUMMARY

=====

CATEGORY	THIS WEEK (£)	BROUGHT FORWARD (£)	TOTAL TO DATE (£)
RESALE ZERO	287.10	.00	287.10
RESALE VATABLE	1190.31	.00	1190.31
EXPENSES ZERO	54.25	.00	54.25
EXPENSES VATABLE	.00	.00	.00
RATES	.00	.00	.00
WAGES	110.00	.00	110.00
MOTOR EXPENSES	21.74	.00	21.74

VAT SUMMARY

=====

RATE (%) TYPE	THIS WEEK (£)	BROUGHT FORWARD (£)	TOTAL TO DATE (£)
15.00 RESALE	178.54	.00	178.54
15.00 EXPENSES	3.26	.00	3.26

LODGEMENTS

=====

BANK	AMOUNT (£)
DECIMAL BANK	250.00
GIRO BANK	100.00
DECIMAL BANK	150.00

DECIMAL BANK SUMMARY

=====

DESCRIPTION	LODGEMENT (£)	CHEQUES (£)
THIS WEEK	400.00	832.85
BROUGHT FORWARD	.00	.00
TOTAL	400.00	832.85

GIRO BANK SUMMARY

=====

DESCRIPTION	LODGEMENT (£)	CHEQUES (£)
THIS WEEK	100.00	.00
BROUGHT FORWARD	.00	.00
TOTAL	100.00	.00

OWN GOODS CONSUMPTION

=====

THIS WEEK	£	15.00
BROUGHT FORWARD	£	.00
TOTAL TO DATE	£	15.00

CASH SUMMARY

=====

CREDIT (£)	DEBIT (£)
TAKINGS	1646.75 CASH PAYMENTS
BROUGHT FORWARD	35.00 CARRIED FORWARD
	BANK LODGEMENTS
	POST OFFICE OVERS & UNDERS
TOTAL	1681.75 TOTAL

Appendix C

Sample VAT Analysis

VAT ANALYSIS FOR PERIOD WEEK ENDING SAT. 7. 1.1984 to SAT.24. 3.1984

GROSS TAKINGS *****

SHOP TAKINGS	£	20838.80
OWN CONSUMPTION	£	168.00
TOTAL	£	21006.80

RESALE PURCHASES *****

.00 % RATE	£	5756.40
15.00 % RATE	£	9545.60
INPUT VAT	£	1431.80

OUTPUT VAT *****

AMOUNT	£	1797.46
--------	---	---------

INPUT VAT *****

RESALE PURCHASES	£	1431.80
EXPENSES	£	86.08
TOTAL	£	1517.88

EXPENSES LESS WAGES *****

AMOUNT	£	3490.92
--------	---	---------

GROSS TAKINGS LESS VAT *****

AMOUNT	£	19209.34
--------	---	----------

TAX TO PAY *****

AMOUNT	£	279.58
--------	---	--------

Appendix D

Sample Cashflow Analysis

 CASHFLOW ANALYSIS FOR PERIOD WEEK ENDING SAT. 7. 1.1984 TO SAT.30. 6.1984

BAR CHART OF TAKINGS

WEEK ENDING	AMOUNT (£)	RELATIVE AMOUNT
SAT. 7. 1.1984	1646.75	*****
SAT. 14. 1.1984	1663.35	*****
SAT. 21. 1.1984	1899.60	*****
SAT. 28. 1.1984	1646.75	*****
SAT. 4. 2.1984	1663.35	*****
SAT. 11. 2.1984	1899.60	*****
SAT. 18. 2.1984	1646.75	*****
SAT. 25. 2.1984	1663.35	*****
SAT. 3. 3.1984	1899.60	*****
SAT. 10. 3.1984	1646.75	*****
SAT. 17. 3.1984	1663.35	*****
SAT. 24. 3.1984	1899.60	*****
SAT. 31. 3.1984	1646.75	*****
SAT. 7. 4.1984	1663.35	*****
SAT. 14. 4.1984	1899.60	*****
SAT. 21. 4.1984	1646.75	*****
SAT. 28. 4.1984	1663.35	*****
SAT. 5. 5.1984	1899.60	*****
SAT. 12. 5.1984	1646.75	*****
SAT. 19. 5.1984	1663.35	*****
SAT. 26. 5.1984	1899.60	*****
SAT. 2. 6.1984	1646.75	*****
SAT. 9. 6.1984	1663.35	*****
SAT. 16. 6.1984	1899.60	*****
SAT. 23. 6.1984	1646.75	*****
SAT. 30. 6.1984	1663.35	*****

DESTINATION OF EXPENDITURE FOR EXPENSES

SUPPLIER	AMOUNT SPENT (£)	% OF TOTAL EXPENDITURE
J. SMITH SUPPLIES	656.50	1.40
ACME CASH & CARRY	.00	.00
F. BLOGGS CASH & CARRY	585.00	1.24
PLAYERS CIGARETTES	.00	.00
H. O. WILLS	.00	.00
M. J. STATIONERY LTD.	231.75	.49
C. GARDENER FRESH FRUIT	.00	.00
L. BON WHOLESALE SWEETS	.00	.00
STAFF WAGES	2860.00	6.08
INLAND REVENUE	.00	.00
HM CUSTOMS & EXCISE	.00	.00
M. G. MOTORS	650.00	1.38
AMSTOWN COUNCIL	2700.00	5.74
POLE COUNTY WATER BOARD	2800.00	5.95

DESTINATION OF EXPENDITURE FOR EXPENSES

=====

SUPPLIER	AMOUNT SPENT (£)	% OF TOTAL EXPENDITURE
=====		
J. SMITH SUPPLIES	656.50	1.40
ACME CASH & CARRY	.00	.00
F. BLOGGS CASH & CARRY	585.00	1.24
PLAYERS CIGARETTES	.00	.00
H. O. WILLS	.00	.00
M. J. STATIONERY LTD.	231.75	.49
C. GARDENER FRESH FRUIT	.00	.00
L. BON WHOLESALE SWEETS	.00	.00
STAFF WAGES	2860.00	6.08
INLAND REVENUE	.00	.00
HM CUSTOMS & EXCISE	.00	.00
M. G. MOTORS	650.00	1.38
AMSTOWN COUNCIL	2700.00	5.74
POLE COUNTY WATER BOARD	2800.00	5.95

DESTINATION OF EXPENDITURE FOR RESALE

=====

SUPPLIER	AMOUNT SPENT (£)	% OF TOTAL EXPENDITURE
=====		
J. SMITH SUPPLIES	5932.50	12.61
ACME CASH & CARRY	5735.90	12.19
F. BLOGGS CASH & CARRY	14393.50	30.59
PLAYERS CIGARETTES	3150.00	6.69
H. O. WILLS	3692.25	7.85
M. J. STATIONERY LTD.	.00	.00
C. GARDENER FRESH FRUIT	2464.90	5.24
L. BON WHOLESALE SWEETS	1200.00	2.55
STAFF WAGES	.00	.00
INLAND REVENUE	.00	.00
HM CUSTOMS & EXCISE	.00	.00
M. G. MOTORS	.00	.00
AMSTOWN COUNCIL	.00	.00
POLE COUNTY WATER BOARD	.00	.00

PAYMENT TOTALS

=====

TOTAL PAYMENTS	£	47052.30
CASH PAYMENTS	£	29822.15
CHEQUE/BANK PAYMENTS	£	17230.15

STATUS OF VARIABLES

=====

VARIABLE	STATE (£)
=====	
POST OFFICE OVERS & UNDERS	-80.00

APPENDIX E

Making Security Copies

You should NEVER use the distribution disc containing *Cashbook Accounts* to run your accounts. Please make a security copy and then put the original disc in a safe place. To do this work through the following procedure:

1. Switch on your DDI-1 disc drive.
2. Switch on your computer.
3. Put your CP/M master disc in the drive.
4. Type `| CPM [ENTER]`
5. Type `FORMAT [ENTER]`
6. When prompted, put the destination disc in the drive and press any key.
7. When complete, put your CP/M master disc back in the drive
8. Type `FILECOPY *.* [ENTER]`
9. Remove the CP/M master disc from the drive.
10. Check the write protect notches on the discs, the SOURCE (copy from) disc should be protected and the TARGET (copy to) disc should not. A disc is NOT protected if the plastic slide is visible and covers the write protect hole.
11. Put the SOURCE disc in the drive.
12. Swap the SOURCE and TARGET discs as directed by the program.

NOTES:

The working copy made in this way is capable of 'booting' CP/M directly without the need to use your CP/M utilities disc first.

If you are backing up data discs, ie. not the distribution disc, the utility programs `DISCCOPY` (if you only have one disc drive) or `COPYDISC` (if you have two) can be used instead.