

THE ACCOUNTANT™

Simplified Small Business Accounting
for the

COMMODORE C-128®

Reference Manual

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2605

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INTRODUCTION

WELCOME TO THE WORLD OF SIMPLIFIED COMPUTER BOOKKEEPING. THE HARDWARE NECESSARY TO MAKE FULL USE OF *THE ACCOUNTANT* IS AS FOLLOWS:

- A) COMMODORE C-128 OR C-128D COMPUTER
- B) COMMODORE 1571 DISK DRIVE SET FOR DEVICE #8. (1541 WILL NOT WORK)
- C) ANY 80 COLUMN MONITOR (COLOR IS NOT NECESSARY)
- D) ANY 80 COLUMN PRINTER

THIS MANUAL ASSUMES THAT THE USER HAS A FULL UNDERSTANDING OF THE OPERATION OF THE ABOVE MENTIONED EQUIPMENT. SPECIFIC INSTRUCTIONS FOR THE HARDWARE CAN BE FOUND IN THE HANDBOOKS WHICH ACCOMPANY EACH PIECE.

THE ACCOUNTANT IS A VERY SIMPLIFIED BOOKKEEPING SYSTEM. I WOULD, HOWEVER, BE REMISS IF I FAILED TO SAY THAT SOME FAMILIARITY WITH ACCOUNTING TERMINOLOGY IS EXTREMELY HELPFUL. THIS MANUAL HAS BEEN PROVIDED AS A COMPLETE REFERENCE GUIDE TO ALL THE SECTIONS ENCOUNTERED IN THE PROGRAM.

EVERY EFFORT HAS BEEN MADE TO MAKE THIS MANUAL EASY TO FOLLOW AND UNDERSTAND. I SINCERELY HOPE THE TIME HAS NOT BEEN WASTED.

THE ACCOUNTANT DISKETTE CAN BE FOUND IN A POCKET AT THE FRONT OF THIS BOOK. PLEASE NOTICE THAT BREAKING THE SEAL ON THIS DISKETTE ACKNOWLEDGES THE REGISTERED OWNER'S ACCEPTANCE OF THE LICENSE AGREEMENT ON THE FOLLOWING PAGE. ALSO, DON'T FORGET TO REGISTER YOUR OWNERSHIP WITH KFS SOFTWARE, INC. FOR \$14.95 ALL UPDATE CLUB MEMBERS WILL RECEIVE NECESSARY UPDATES OF THIS MANUAL *AUTOMATICALLY & FREE OF CHARGE!!* ALSO, UPDATED DISKS WILL BE AVAILABLE FROM TIME, FOR A HANDLING CHARGE OF \$2.95.

HAVE FUN COMPUTING

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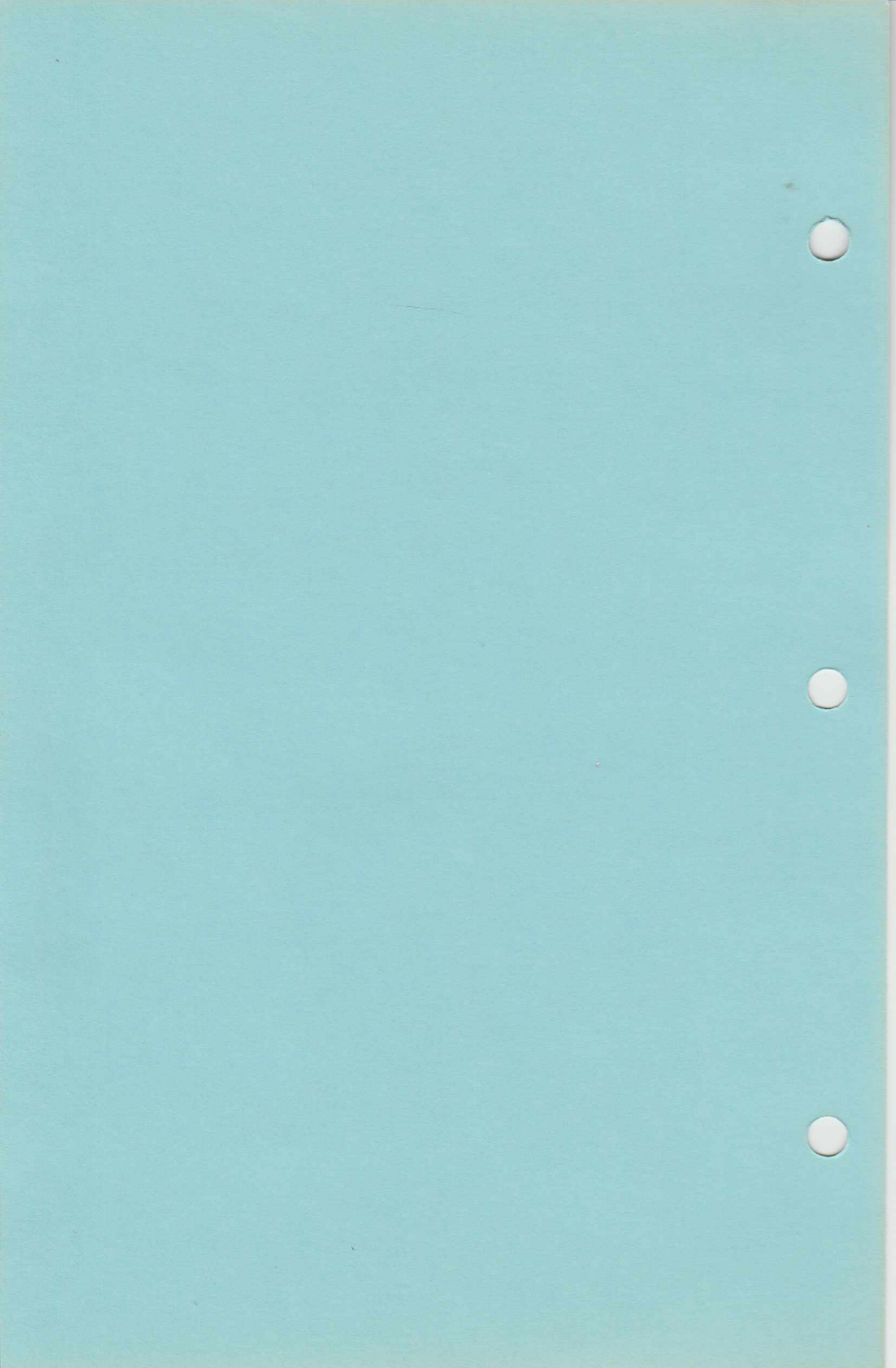
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GENERAL INFORMATION

THE ACCOUNTANT HAS THE FOLLOWING PARAMATERS:

GENERAL LEDGER:

200 GENERAL LEDGER ACCOUNTS - GROUPED
NUMERICALLY AS FOLLOWS:

- 1 THRU 19 - CURRENT ASSETS
- 20 THRU 39 - FIXED ASSETS
- 40 THRU 49 - OTHER ASSETS
- 50 THRU 69 - CURRENT LIABILITIES
- 70 THRU 89 - LONG-TERM LIABILITIES
- 90 THRU 99 - CAPITAL & NET WORTH
- 101 THRU 109 - SALES & REVENUES (*)
- 110 THRU 119 - COST OF REVENUES (*)
- 120 THRU 129 - INDIRECT COSTS (*)
- 130 THRU 139 - SELLING EXPENSES (*)
- 140 THRU 189 - GEN & ADMIN EXPENSES (*)
- 190 THRU 199 - OTHER INCOME & EXPENSE

A GENERAL PURPOSE CHART-OF-ACCOUNTS IS
INCLUDED IN THE SYSTEM WHEN PURCHASED.

200 CHECKS MAY BE POSTED PER MONTH.

400 G/L CHECK CLASSIFICATIONS.

30 GENERAL JOURNAL ENTRIES PER MONTH WITH
UP TO 15 G/L ACCOUNTS POSTED PER ENTRY.

PAYROLL:

100 EMPLOYEES MAXIMUM ON FILE.

ACCOUNTS RECEIVABLE:

100 CUSTOMERS MAXIMUM.

300 INVOICES OUTSTANDING.

ACCOUNTS PAYABLE:

100 VENDORS MAXIMUM.

300 INVOICES OUTSTANDING.

(*) INCOME & EXPENSE GROUP TITLES CAN BE
RESET DURING PROGRAM SETUP.

STEP BY STEP

THE FOLLOWING IS A CHECKLIST FOR PROCESSING ONE MONTH OF BOOKKEEPING. THE DETAILS FOR FOLLOWING EACH PROCEDURE ARE FOUND IN ITS APPROPRIATE SECTION.

- 1) CHECK THE BEGINNING GENERAL LEDGER BALANCES FOR ACCURACY.
- 2) POST PAYROLL, AS IT IS PAID, THROUGHOUT THE MONTH. TRY TO KEEP THE PAYROLL RECORDS CURRENT.
- 3) DURING THE MONTH, OR AT THE END, POST ALL THE CHECKS TO THE CHECK REGISTER.
- 4) TOTAL THE CHECKS AND PRINT THE CHECK REGISTER. COMPARE REGISTER TOTAL WITH YOUR TOTAL. MAKE ANY CORRECTIONS.
- 5) POST SALES AND CASH RECEIPTS THROUGH THE GENERAL JOURNAL.
- 6) POST OTHER ADJUSTING ENTRIES.
- 7) REVIEW ALL PAYROLL RECORDS. MAKE ANY NECESSARY CORRECTIONS.
- 8) PRINT FINANCIAL STATEMENTS & REVIEW.
- 9) PRINT GENERAL JOURNAL & REVIEW.
- 10) PRINT GENERAL LEDGER DETAIL & REVIEW.
- 11) MAKE "HISTORY" COPY (OPTIONAL).
- 12) UPDATE G/L BEGINNING BALANCES FOR MONTH OR YEAR-END.
- 13) CLEAR CHECK REGISTER.
- 14) CLEAR GENERAL JOURNAL.
- 15) PRINT & CLEAR MONTHLY PAYROLL JOURNAL AND QUARTERLY REPORT (IF APPROPRIATE)

INPUT FIELDS

MENU SELECTION: SIMPLY HIT THE DESIRED LETTER OR NUMBER TO EXECUTE THE APPROPRIATE PROGRAM SECTION. Do *NOT* HIT <RETURN> WHEN FINISHED.

FLASHING CURSOR FIELD: WHEN INPUTING IN A FIELD WHERE THE FLASHING CURSOR MARKS YOUR INPUT, REMEMBER NEVER TO USE THE UP/DOWN CURSOR KEYS OR BACKUP OVER THE QUESTION MARK (?). TO CORRECT A MISTAKE USE THE LEFT OR RIGHT CURSOR KEYS TO MOVE OVER AND CORRECT THE ERROR(S). ALSO, NEVER USE COMMAS, COLONS, OR SEMI-COLONS, AND ALWAYS USE A MINUS (-) SIGN TO SEPARATE NUMBERS ON DATES (NN-NN-NN). HIT <RETURN> WHEN READY.

UNDERLINED FIELDS: SIMPLY INPUT ANY NECESSARY DATA ON THE LINE. INPUT IS LIMITED TO THE LENGTH OF THE LINE, AND ONLY APPROPRIATE CHARACTERS WILL BE ACCEPTED (NO COMMAS, COLONS OR SEMI-COLONS). USE THE 'BACKSPACE' ARROW (UPPER LEFT OF THE KEYBOARD) TO CORRECT ANY MISTAKES. HITTING <ESC> DURING THIS TYPE OF INPUT WILL TAKE YOU TO MASTER MENU. HIT <RETURN> WHEN INPUT IS READY.

HIGHLIGHTED INPUT FIELDS: THESE FIELDS ARE VERY FLEXIBLE, ALLOWING YOU TO MOVE WITHIN THE FIELD USING THE RIGHT/LEFT CURSOR KEYS, AND BETWEEN FIELDS USING THE UP/DOWN CURSOR KEYS. HITTING <CLR/HOME> WILL CLEAR THE FIELD FROM THE CURRENT POSITION TO THE END. YOU MAY ALSO USE THE <INST/DEL> KEY TO DELETE OR INSERT. HITTING <ESC> IS INTERPRETED AS A COMPLETION OF INPUT.

"VERIFICATION NECESSARY": THIS STATEMENT WILL APPEAR PERIODICALLY FOR SAFETY. IF EVERYTHING IS IN ORDER THEN HIT "Y" TO CONTINUE PROCESSING. HIT "N" TO RETURN TO PREVIOUS MENU.

"RESET PRINTER - ADJUST PAPER & RETURN": SIMPLY FOLLOW THE INSTRUCTIONS. IF YOU WISH TO RETURN TO THE PREVIOUS MENU HIT "B".

GETTING STARTED

THE ACCOUNTANT DISK IS LOCATED IN THE POCKET IN THE FRONT OF THIS MANUAL. PLEASE READ THE LICENSE AGREEMENT (FOLLOWING THE TITLE PAGE) BEFORE USING THIS SOFTWARE.

THE PROGRAM DISK IS A DOUBLE-SIDED FORMAT AND WILL NOT WORK ON THE 1541 DISK DRIVE. IF YOU HAVE A 1581 DISK DRIVE (3.5 INCH) YOU CAN OBTAIN A 1581 VERSION DISK FROM KFS OR COPY OVER ALL THE FILES ON THE 5.25 INCH DISK USING THE PROGRAM TITLED "FILECOPY" FOUND ON THE UTILITY DISK YOU RECEIVED WITH THE 1581 DRIVE. DO NOT USE THE UNI-COPY PROGRAM BECAUSE IT WILL NOT COPY ACCURATELY.

PRIOR TO RUNNING THE MASTER DISK, MAKE A COPY USING ONE OF THE BACKUP ROUTINES AVAILABLE UNDER SELECTION NUMBER 5 FROM THE PROGRAM MENU. ALL PROGRAMS AND DATA ARE ON THE SAME DISK! THE AUTHOR SUGGESTS THAT YOU USE ONE OF THESE EXTRA COPIES TO "PLAY" WITH UNTIL YOU ARE COMFORTABLE WITH THE PROGRAM.

THIS DISK IS NOT COPY-PROTECTED. WE ARE SURE THAT YOU ARE PROBABLY A VERY HONEST PERSON AND WOULD NEVER INTENTIONALLY COMMIT A CRIME. BUT REMEMBER, GIVING A COPY OF THIS PROGRAM TO A FRIEND IS A CRIME AND MAY BE A FELONY IN YOUR STATE.

TO RUN THE PROGRAM, SIMPLY INSERT THE DISK AND TURN ON, OR RESET, THE COMPUTER. WITHIN SECONDS THE PROGRAM MENU WILL APPEAR. IF IT DOESN'T, THEN TRY RESETTING THE COMPUTER. IF YOU STILL HAVE PROBLEMS, CALL THE KFS HELP LINE: (813) 584-2355

THE NEXT FEW PAGES WILL AQUAINT YOU WITH THE UTILITY PROGRAMS OFFERED ON THE PROGRAM MENU. THE FOLLOWING FOUR SECTIONS OF THIS

COMPANY DATA SETUP

TO SET UP YOUR COMPANY'S DATA, PRIOR TO RUNNING *THE ACCOUNTANT*, SIMPLY MAKE THIS SELECTION FROM THE PROGRAM MENU.

THE SYSTEM WILL RESPOND WITH:

BOOTING: COMPANY SETUP. . .

AFTER THE PROGRAM HAS LOADED AND RUN, THE SYSTEM WILL PROCEED TO ASK YOU INFORMATION ABOUT YOUR COMPANY AS FOLLOWS:

COMPANY NAME: ENTER YOUR COMPANY NAME, ONE LINE ONLY, UP TO 30 CHARACTERS.

MAILING ADDRESS: ENTER YOUR MAILING ADDRESS, UP TO 25 CHARACTERS.

CITY: ENTER YOUR CITY FOR THE ABOVE ADDRESS, UP TO 15 CHARACTERS.

STATE: ENTER THE STATE ABBREVIATION FOR THE ABOVE CITY, 5 CHARACTERS MAXIMUM.

ZIP CODE: ENTER YOUR 10-DIGIT ZIP CODE.

PHONE: ENTER YOUR PHONE NUMBER FOLLOWING THE STANDARD FORMAT: (A/C) NNN-NNNN

FEDERAL EMPLOYER ID NUMBER: ENTER YOUR 9 DIGIT ID NUMBER SPLIT BY A HYPHEN. FOR EXAMPLE: 59-1234567.

STATE REPORTING NUMBER: ENTER YOUR STATE PAYROLL REPORTING NUMBER. GENERALLY THIS WILL BE FOR UNEMPLOYMENT COMPENSATION.

THE NEXT SECTION WILL ALLOW YOU TO ENTER THE INCOME AND EXPENSE GROUP TITLES USED ON THE FINANCIAL STATEMENTS. IF YOU ARE NOT SURE WHAT TITLES YOU WISH, HIT <RETURN> TO

NEXT, THE SCREEN WILL CLEAR AND THE SYSTEM WILL ASK YOU FOR YOUR GROSS PAY G/L EXPENSE CLASSIFICATIONS. IF YOU ARE PERFORMING AN INITIAL SETUP, YOU MAY WISH TO SKIP THIS SECTION UNTIL YOU HAVE COMPLETED SETTING UP THE GENERAL LEDGER AND PAYROLL SECTIONS. TO SKIP OVER THIS PART SIMPLY HIT <RETURN> TO CONTINUE TO THE NEXT SECTION.

WHEN YOU ARE READY TO SETUP YOUR PAYROLL EXPENSE CLASSIFICATIONS, SIMPLY RERUN THE "COMPANY DATA SETUP" ROUTINE SKIPPING THE PREVIOUS SECTIONS. WHEN YOU REACH PART 3, SIMPLY ENTER THE CLASSIFICATIONS YOU HAVE APPLIED TO YOUR EMPLOYEES. THESE CLASSES MUST COORDINATE WITH THE EMPLOYEE CLASSIFICATION NUMBERS ASSIGNED IN THE EMPLOYEE DATA SECTION. THEN ENTER THE APPLICABLE GENERAL LEDGER NUMBERS ON THE FOLLOWING LINE.

THE FOURTH SECTION IS FOR SETTING UP THE GENERAL LEDGER NUMBERS USED FOR THE PAYROLL DEDUCTIONS. THE WITHHOLDING TAX G/L NUMBERS SHOULD BE IN THE RANGE FROM 50 THRU 69 (CURRENT LIABILITIES), THE "OTHER DEDUCTIONS" G/L NUMBER CAN BE FROM 1 THRU 199 AND THE BANK CHECKING ACCOUNT G/L NUMBER SHOULD BE FROM 1 THRU 19. YOU MAY ENTER THE "DEFAULT" G/L NUMBERS BY HITTING <RETURN>.

THE LAST SECTION IS A MENU OF SEVERAL COMMON TYPES OF PRINTERS USED WITH COMMODORE COMPUTERS. IF YOURS IS LISTED SIMPLY HIT THE NUMBER FOR YOUR PRINTER FROM THE MENU. THE MENU SELECTION FOR "DAISY-WHEEL" PRINTERS CLEARS ALL PRINTER COMMANDS AND SETS UP THE PROGRAM FOR "STRAIGHT" PRINTING. YOU MAY ALSO CHOOSE THE LAST SELECTION AND SETUP YOUR OWN PERSONAL PRINTER FILE. ALSO, YOUR PRINTER (OR INTERFACE) SHOULD BE SET FOR AUTOMATIC LINE FEED AFTER CARRIAGE RETURN.

DISK FILE UTILITY

THIS ROUTINE IS INCLUDED AS A LAST RESORT ONLY. IF YOU HAVE MADE PROPER BACKUPS OF YOUR DISK AND DON'T TRY TO "PLAY GAMES" WITH THE SYSTEM PROCEDURES, YOU SHOULD NEVER HAVE TO UTILIZE THIS ROUTINE.

AS THE DISK FILE UTILITY MENU INDICATES, THIS ROUTINE WILL ALLOW YOU TO CREATE THE FILES NECESSARY TO RUN *THE ACCOUNTANT*. THIS UTILITY WILL ALSO "REBUILD" ANY CORRUPTED DATA FILES ON YOUR VERSION 2.0 DISK. SIMPLY HIT THE MENU SELECTION FOR THE PROGRAM SECTION WHICH HAS BEEN CORRUPTED.

SELECTION #6, WILL CREATE AN ENTIRELY NEW DISK FROM SCRATCH (DATA FILES ONLY).

THE PAYROLL FILES SELECTION WILL CREATE FEDERAL TAX TABLES AND OTHER TAX DATA FOR THE TAXABLE YEAR 1987. THE TABLES MAY NEED TO BE CHANGED FOR FOLLOWING YEARS.

SETUP NOTES

AMORTIZATION

SELECTION NUMBER 4 FROM THE PROGRAM MENU IS A UTILITY PROGRAM WITH TWO FUNCTIONS:

(1) DISPLAY AND/OR PRINT A TABLE OF MONTHLY LOAN PAYMENTS FOR A RANGE OF 10 INTEREST RATES AND 7 PAYMENT PERIODS.

(2) PRINT LOAN AMORTIZATION SCHEDULES.

AFTER SELECTING THE AMORTIZATION ROUTINE FROM THE PROGRAM MENU, THREE OPTIONS WILL APPEAR ON THE SCREEN. OPTION #1 WILL PRINT A TABLE OF SEVENTY MONTHLY MORTGAGE PAYMENTS BASED ON A RANGE OF TEN INTEREST RATES AND SEVEN AMORTIZATION PERIODS. THE SYSTEM WILL ASK YOU FOR A PRINCIPAL AMOUNT, STARTING RATE AND INCREMENT BETWEEN RATES. THEN A PRESELECTED SET OF SEVEN AMORTIZATION PERIODS WILL APPEAR WHICH YOU MAY CHANGE. HIT RETURN TO ENTER THE PERIODS AND THE TABLE WILL APPEAR.

IF YOU TO PRINT THE SCHEDULE, HIT "P" AFTER THE TABLE DISPLAY STOPS. HITING ANY OTHER KEY WILL RETURN YOU TO THE PRINCIPAL AMOUNT INPUT. ENTER "0" TO RETURN TO THE THREE-PART MENU.

THE SECOND SELECTION FROM THE AMORTIZATION PROGRAM MENU WILL PRINT A LOAN AMORTIZATION SCHEDULE AFTER YOU ENTER THE LOAN INFORMATION.

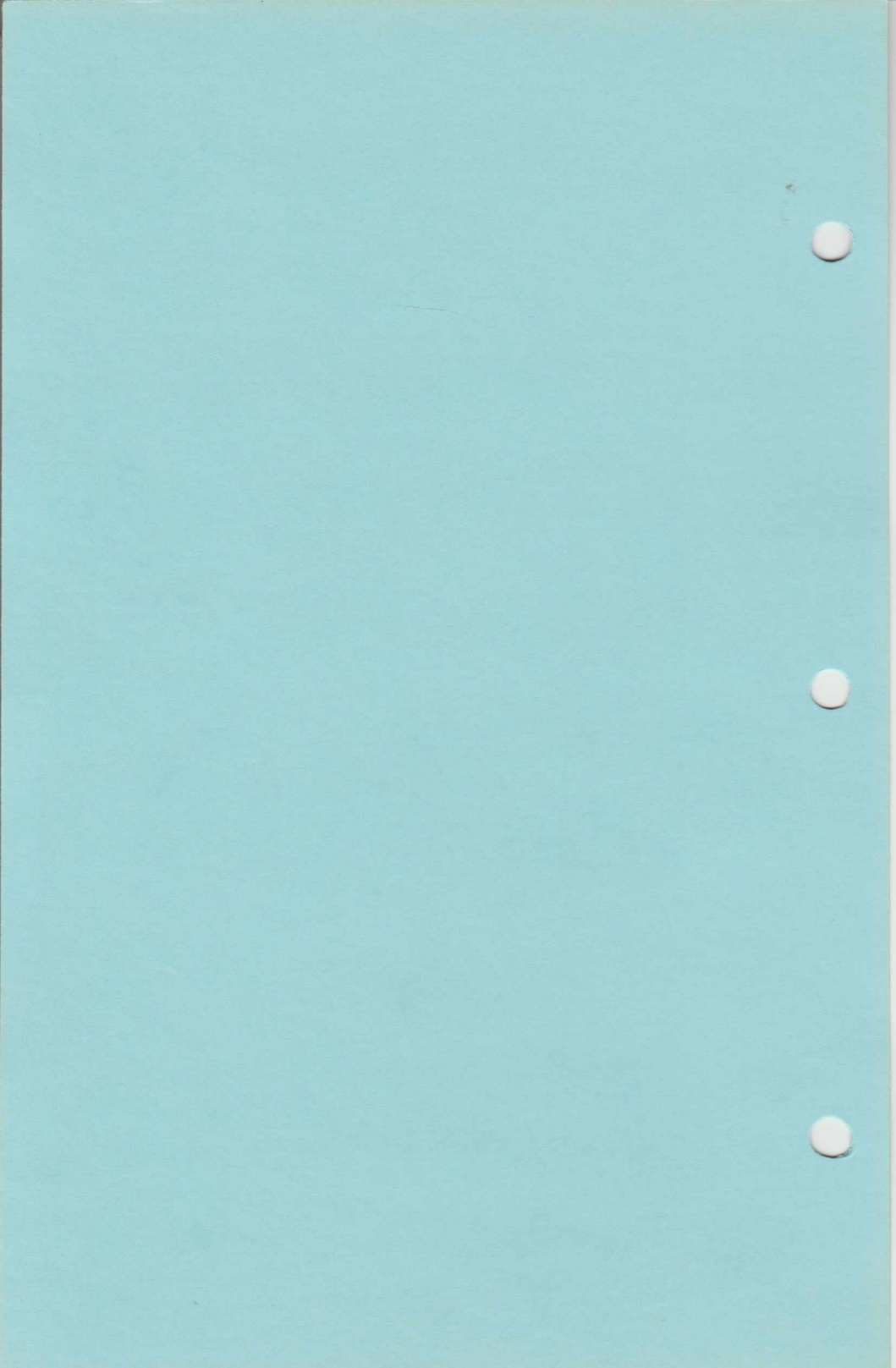
USE THE THIRD MENU SELECTION TO RETURN TO THE DISK'S PROGRAM MENU.

IN CASE YOU NEED HELP

WE AT KFS SOFTWARE ARE STRIVING TO BE THE BEST AND FRIENDLIEST AT SATISFYING OUR CUSTOMERS. BUT, TO BE ABLE TO FAIRLY SERVE ALL OUR CUSTOMERS WE MUST ASK YOU TO BE SURE TO REGISTER YOUR OWNERSHIP. CUSTOMER SUPPORT IS AVAILABLE FOR 30 DAYS WITHOUT PROOF OF OWNERSHIP, BUT WE RESERVE THE RIGHT TO DENY SERVICE TO ANYONE REFUSING TO REGISTER THEIR OWNERSHIP AFTER THIS PERIOD.

KFS HELP LINE:

(916) 824-2944
10:00AM TO 4:00PM
Pacific Time
MONDAY THRU FRIDAY



GENERAL LEDGER

OVERVIEW

THE GENERAL LEDGER IS THE HEART AND SOUL OF ANY ACCOUNTING SYSTEM. IT CONTAINS ALL THE ACCOUNTS YOU WILL BE POSTING TO DURING THE MONTH. GENERALLY SPEAKING, *THE ACCOUNTANT* IS SETUP IN A MONTHLY ACCOUNTING CYCLE, MEANING THAT THE GENERAL LEDGER SHOULD BE "CLOSED OUT" (OR UPDATED) AT THE END OF EACH MONTH'S POSTING. THIS WILL BE DISCUSSED IN THE GENERAL LEDGER UPDATE SECTION.

EVERY ACCOUNT IN THE GENERAL LEDGER HAS A BEGINNING BALANCE. THIS BALANCE WILL BE EITHER A DEBIT (+) BALANCE, A CREDIT (-) BALANCE, OR A ZERO BALANCE. THE TOTAL OF THESE BALANCES MUST ALWAYS BE ZERO. THIS IS REFERED TO AS "BEING IN BALANCE".

FORTUNATELY, *THE ACCOUNTANT* CONTAINS A SELF-BALANCING SET OF ACCOUNTS. ALTHOUGH IT CAN BE DONE, IT IS VERY DIFFICULT TO THROW THIS GENERAL LEDGER "OUT OF BALANCE". YOU WILL BE SHOWN LATER HOW TO CORRECT THIS.

IN THE LEDGER, CERTAIN TYPES OF ACCOUNTS "NORMALLY" HAVE DEBIT BALANCES AND CERTAIN TYPES "NORMALLY" HAVE CREDIT BALANCES. THE FOLLOWING TABLE GIVES YOU THE "NORMAL" BALANCE TYPES FOR THE GENERAL LEDGER:

<u>ACCOUNT TYPE</u>	<u>LEDGER NUMBER</u>	<u>NORMAL BAL</u>
ASSETS	1 THRU 49	DEBIT
LIABILITIES	50 THRU 89	CREDIT
CAPITAL	90 THRU 99	CREDIT
SALES	101 THRU 109	CREDIT
COST/SALES	110 THRU 119	DEBIT
INDIRECT COST	120 THRU 129	DEBIT
SELL. EXP.	130 THRU 139	DEBIT
GEN & ADMIN	140 THRU 189	DEBIT
OTHER INCOME	190 THRU 194	CREDIT
OTHER EXPENSE	195 THRU 199	DEBIT

INITIAL SETUP

THE ACCOUNTANT, SYSTEM INCLUDES A MASTER DISK WHICH IS FORMATTED FOR THE 1571 DISK DRIVE. THE MASTER DISK WILL NOT RUN ON THE 1541 DISK DRIVE. REMEMBER TO MAKE A COUPLE OF COPIES OF YOUR MASTER DISK PRIOR TO USING ANY OF THE PROGRAMS ON THIS DISK. AFTER RUNNING THE "COMPANY DATA SETUP" ROUTINE YOU ARE READY TO SET UP YOUR GENERAL LEDGER.

FIRST, INSERT THE DISK INTO THE DISK DRIVE AND EITHER TURN THE COMPUTER OFF AND ON OR PRESS THE RESET BUTTON. THE PROGRAM MENU WILL AUTOMATICALLY BOOT WITH A SELECTION OF THE VARIOUS PROGRAMS AVAILABLE

AFTER SELECTING #1 FOR THE ACCOUNTANT, THE TITLE SCREEN & COPYRIGHT WILL APPEAR WITH THE FOLLOWING STATEMENT: LOADING DATA - PLEASE WAIT.

WAIT ABOUT 1 & 1/2 TO 2 MINUTES FOR THE MASTER MENU TO APPEAR. IF A DOS ERROR APPEARS OR IF NOTHING HAPPENS FOR 4-5 MINUTES, TRY AGAIN. IF THE MASTER MENU FAILS TO APPEAR, IT WILL BE NECESSARY TO CALL THE KFS HELP LINE.

AFTER REACHING THE MASTER MENU, YOU'RE OFF AND RUNNING. FIRST, HIT "G" FOR THE GENERAL LEDGER SECTION. NEXT HIT "P" FOR THE PRINTOUTS & REPORTS MENU. SELECTION #2 WILL PRINT A LISTING OF THE MASTER CHART OF ACCOUNTS INCLUDED WITH THE PROGRAM. AFTER PRINTING HAS FINISHED, RETURN TO THE GENERAL LEDGER MENU BY HITTING ANY KEY.

MASTER DISK DEFINED:

THE TERM: "MASTER DISK" (OR "MASTER DATA DISK") AS USED IN THIS MANUAL REFERS TO THE DISK YOU ARE CURRENTLY PERFORMING YOUR BOOKKEEPING ON. HOPEFULLY, THIS IS A COPY OF THE DISK INCLUDED WITH YOUR PACKAGE.

CHART-OF-ACCOUNTS

AT THIS POINT, YOU MAY WISH TO ASK A PUBLIC ACCOUNTANT OR C.P.A. TO RECOMMEND THE APPROPRIATE CHART-OF-ACCOUNTS FOR YOUR SPECIFIC BUSINESS. IF YOUR BOOKKEEPING IS DONE OUTSIDE YOUR COMPANY REQUEST YOUR CURRENT CHART-OF-ACCOUNTS AND TRIAL BALANCE.

CHANGING ACCOUNT TITLES

TO CHANGE AN ACCOUNT TITLE SIMPLY PROCEED TO THE FILE MAINTENANCE SECTION BY HITING "F" FROM THE GENERAL LEDGER MENU. SELECTION #1 WILL BRING UP THE G/L CHART-OF-ACCOUNTS CHANGE SECTION.

TWO INPUT FIELDS WILL APPEAR. THE FIRST IS FOR THE THE GENERAL LEDGER NUMBER (G/L#) OF THE ACCOUNT YOU WISH TO CHANGE. INPUT MUST BE IN THE RANGE FROM 1-200. ANY INPUT OUTSIDE THIS RANGE WILL RETURN YOU TO THE FILE MAINTENANCE MENU. TO RETURN TO THE G/L MENU SIMPLY HIT THE RETURN KEY.

THE SECOND INPUT FIELD, IS FOR INPUT OF THE DESCRIPTION YOU WISH TO USE FOR THE G/L# INPUTED IN THE FIRST FIELD AND ALLOWS FOR A MAXIMUM OF 25 CHARACTERS.

TO ELIMINATE AN ACCOUNT FROM THE C/A ENTER THE FOLLOWING DESCRIPTION (EXACTLY!):

*** INVALID G/L NUMBER **

ACCOUNT GROUPINGS

G/L#s 1 THRU 19 - CURRENT ASSETS

ALL ASSET ACCOUNTS OF AN OPERATING OR LIQUID NATURE; SUCH AS CASH, RECEIVABLES, INVENTORIES & MARKETABLE SECURITIES. ACCOUNT #3 IS AUTOMATICALLY SET AS THE CHECKING ACCOUNT FOR THE CHECK REGISTER. THE TOTAL OF ALL CHECKS POSTED WILL BE CREDITED (-) TO THIS ACCOUNT.

G/L#s 20 THRU 39 - FIXED ASSETS

ALL ACCOUNT BALANCES OF REAL OR TANGIBLE PROPERTY SUCH AS LAND, BUILDINGS & EQUIPMENT. ALSO INCLUDED ARE ONE OR MORE ACCOUNTS FOR ACCUMULATED DEPRECIATION WHICH WILL ALWAYS HAVE CREDIT (-) BALANCES.

G/L#s 40 THRU 49 - OTHER ASSETS

MISCELLANEOUS ASSET ACCOUNTS, FOR EXAMPLE UTILITY DEPOSITS & AMORTIZABLE ORGANIZATION EXPENSES.

G/L#s 50 THRU 69 - CURRENT LIABILITIES

LIABILITY ACCOUNTS WHERE THE BALANCE IS DUE IN A YEAR OR LESS, FOR EXAMPLE VENDOR ACCOUNTS PAYABLE, TAXES PAYABLE, & SHORT-TERM FINANCING.

G/L#s 70 THRU 89 - LONG-TERM LIABILITIES

LIABILITY ACCOUNTS WHERE THE PRINCIPAL IS DUE IN MORE THAN A YEAR, FOR EXAMPLE THE LONG-TERM PORTION OF MORTGAGES AND NOTES PAYABLE.

G/L#s 90 THRU 99 - CAPITAL

THE CAPITAL ACCOUNTS. USE PARTNER AND OWNER ACCOUNTS ACCORDING TO THE TYPE OF BUSINESS ORGANIZATION YOU HAVE. IF YOUR COMPANY IS INCORPORATED USE THE COMMON STOCK AND PAID-IN CAPITAL ACCOUNTS. ELIMINATE ANY ACCOUNTS WHICH DO NOT FIT YOUR ORGANIZATION.

ACCOUNTS #98 FOR RETAINED EARNINGS AND #99 FOR ADJUSTMENTS TO RETAINED EARNINGS ARE FIXED ACCOUNTS AND MUST BE USED BY EVERYONE.

G/L#S 101 THRU 109 - REVENUES (*)

ALL SALES AND OTHER REVENUE ACCOUNTS. INCLUDE AN ACCOUNT FOR REFUNDS AND RETURNS. CHANGE MASTER C/A TITLES TO SPECIFY THE TYPES OF INCOME REALIZED IN YOUR BUSINESS.

G/L#S 110 THRU 119 - COST OF REVENUES (*)

ALL DIRECT COSTS ASSOCIATED WITH THE PRODUCTION OF REVENUES, FOR EXAMPLE PURCHASES, DIRECT LABOR, ETC.

G/L#S 120 THRU 129 - INDIRECT COSTS (*)

ALL VARIABLE OVERHEAD EXPENSES, FOR EXAMPLE DELIVERY EXPENSES, EQUIPMENT DEPRECIATION AND VEHICLE EXPENSES.

G/L#S 130 THRU 139 - SELLING EXPENSES (*)

ALL SELLING AND PROMOTIONAL EXPENSES, FOR EXAMPLE ADVERTISING, COMMISSIONS AND TRAVEL & ENTERTAINMENT.

G/L#S 140 THRU 189 - GEN & ADMINISTRATIVE (*)

ALL GENERAL OVERHEAD EXPENSES. THE MASTER C/A CONTAINS A FAIRLY STANDARD LISTING. ANY UNUSED NUMBERS MAY BE USED FOR ACCOUNTS OF YOUR OWN CHOOSING.

G/L#S 190 THRU 194 - OTHER INCOME

NON-OPERATING INCOME, FOR EXAMPLE INTEREST, DIVIDENDS & RENTAL INCOME.

G/L#S 195 THRU 199 - OTHER EXPENSES

NON-OPERATING EXPENSES FOR EXAMPLE INTEREST, PENALTIES & CONTRIBUTIONS.

NOTE: THESE CLASIFICATION GROUPINGS ARE FIXED. I.E. SALES MUST BE POSTED TO AN ACCOUNT NUMBER BETWEEN 101 AND 109. THIS PROCEDURE IS A MAJOR STEP IN SIMPLIFYING THE MONTHLY BOOKKEEPING PROCESS.

(*) THE ACTUAL TITLES FOR INCOME & EXPENSE CATAGORIES CAN BE CHANGED IN THE PROGRAM SETUP ROUTINE.

SETUP BEGINNING BALANCES

TO SETUP THE BEGINNING BALANCES IN THE GENERAL LEDGER, YOU MUST START WITH A TRIAL BALANCE. THE TRIAL BALANCE IS A LIST OF ALL ACCOUNTS WITH THEIR RESPECTIVE BALANCES. THIS LIST MUST TOTAL ZERO.

IF YOU DO NOT HAVE A TRIAL BALANCE, OR ARE JUST STARTING A NEW BUSINESS, A COUPLE OF HOURS SPENT WITH A COMPETENT ACCOUNTANT WILL SAVE MANY HOURS OF HASSLE DOWN THE ROAD.

WHEN YOU ARE COMFORTABLE WITH YOUR TRIAL BALANCE AND C/A, USE THE FOLLOWING PROCEDURE TO ESTABLISH THE BEGINNING BALANCES IN YOUR GENERAL LEDGER ACCOUNTS:

1) PROCEED TO THE FILE MAINTENANCE SECTION OF THE LEDGER BY HITTING "F" FROM THE GENERAL LEDGER MENU. SELECTION #2 WILL ENTER THE G/L BEGINNING BALANCE SECTION.

2) ENTER THE G/L# YOU WISH SETUP. THE SYSTEM WILL GIVE YOU THE CURRENT ACCOUNT BALANCE AND ASK YOU FOR THE CORRECT BALANCE.

3) NOW ENTER THE CORRECT BALANCE USING A MINUS (-) FOR CREDIT BALANCES. NO ENTRY AT ALL (HITTING THE RETURN) WILL LEAVE THE BALANCE UNCHANGED. THE SYSTEM WILL AUTOMATICALLY KEEP YOU INFORMED OF THE TOTAL OF THE G/L ACCOUNTS.

4) WHENEVER THE G/L ACCOUNTS TOTAL ZERO THE SYSTEM WILL ASK IF YOU WISH TO UPDATE OR RETURN TO MENU. IF YOU HAVE COMPLETED SETTING UP THE ACCOUNTS HIT "U" FOR UPDATE. THIS WILL UPDATE THE DATA DISK AND MUST BE DONE TO PRESERVE THE BALANCES. THE SYSTEM WILL NOT ALLOW YOU TO EXIT TO THE MENU UNLESS THE GENERAL LEDGER IS IN BALANCE.

IF YOU ARE NOT FINISHED WITH THE SETUP, SIMPLY HIT RETURN TO THE MENU FOLLOWED BY A #2 TO START OVER THIS SECTION.

OTHER G/L FUNCTIONS

CLOSING-OUT THE GENERAL LEDGER

WHEN POSTING IS COMPLETE AND YOU ARE READY TO CLOSE THE MONTH, HIT "M" (OR "Y") FROM THE GENERAL LEDGER MENU.

IF THE MONTH-END YOU ARE CLOSING-OUT IS ALSO THE YEAR-END USE MENU SELECTION "Y" INSTEAD OF "M". ENTERING A "Y" WILL ADD ALL THE ACCOUNT BALANCES FROM 99 THRU 200 AND CLOSE THE TOTAL (NET INCOME) INTO ACCOUNT #98 - RETAINED EARNINGS. ALL INCOME & EXPENSE ACCOUNTS WILL BE ZEROED!

A "VERIFICATION NECESSARY" INPUT FIELD WILL APPEAR. AT THIS TIME YOU SHOULD INSERT THE NEXT MONTH'S DISK AND HIT "Y". NORMALLY THIS IS THE MASTER DISK, PARTICULARLY IF YOU HAVE BEEN FINISHING THE POSTING ON THE PREVIOUS MONTH'S HISTORY DISK. IN MOST CASES, HOWEVER, THE MASTER DISK WILL ALREADY BE IN THE DISK DRIVE.

WHEN CLOSING-OUT IS COMPLETE ON THE MASTER DISK REMEMBER TO CLEAR THE MONTHLY PAYROLL JOURNAL, THE CHECK REGISTER, AND THE GENERAL JOURNAL.

VERIFYING LEDGER BALANCES

TO VERIFY THE CURRENT STATUS OF ANY GENERAL LEDGER ACCOUNT SIMPLY HIT "V" FROM THE GENERAL LEDGER MENU. THE SYSTEM WILL RESPOND BY ASKING FOR WHICH G/L NUMBER YOU WISH TO VERIFY.

IF YOU ENTER A NUMBER FROM 1 TO 200, THE SYSTEM WILL GIVE YOU THE TITLE OF THE ACCOUNT, THE BEGINNING BALANCE, THE TOTAL CURRENT POSTINGS, AND THE ENDING BALANCE. VERIFY ACCT # 98 IF YOU WISH TO VIEW CURRENT AND Y-T-D PROFIT. HIT <RETURN> FOR THE GENERAL LEDGER MENU.

CHANGING VENDOR BALANCES

IF VOIDED CHECKS OR MISTAKES IN POSTING HAVE CAUSED ERRORS IN THE Y-T-D VENDOR BALANCES, THESE ERRORS CAN BE CORRECTED BY HITTING "F" (FILE MAINTENANCE) FROM THE GENERAL LEDGER MENU AND MAKING SELECTION #3. THEN FOLLOW THE PROMPTS TO CORRECT THE BALANCE.

CHANGING DATA FILES & DISKS

IF, WHILE POSTING, YOU WISH TO GO BACK TO A DIFFERENT MONTH'S HISTORY DISK JUST HIT "F" (FILE MAINTENANCE) FROM THE GENERAL LEDGER MENU AND MAKE SELECTION #4. BE SURE THAT ALL FILES HAVE BEEN UPDATED PRIOR TO PERFORMING THIS FUNCTION BECAUSE THE MEMORY WILL BE CLEARED PRIOR TO RESTORING THE DATA FROM THE NEW DISK.

CORRECTING AN OUT-OF-BALANCE LEDGER

IF BY SOME OBSCURE MEANS, THE LEDGER BECOMES OUT OF BALANCE, PROCEED TO THE FILE MAINTENANCE MENU BY HITTING "F" FROM THE GENERAL LEDGER MENU, THEN SELECTING #2 FOR CHANGING BEGINNING G/L BALANCES.

ENTER G/L# 49 (SUSPENSE) AS THE ONE YOU WISH TO CHANGE. HIT <RETURN> ENTERING ZERO AS THE BALANCE OF #49. THE SYSTEM WILL THEN GIVE YOU THE AMOUNT THE LEDGER IS OUT-OF-BALANCE. THEN SIMPLY ENTER THE OPPOSITE OF THIS NUMBER AS THE NEW BALANCE OF #49.

THIS SHOULD RE-BALANCE THE LEDGER, BUT YOU MUST NOW PRINT A TRIAL BALANCE AND FIGURE OUT WHERE THE ERRORS ARE. THEN CLEAR THE BALANCE IN THE SUSPENSE ACCOUNT AND POST THE AMOUNT(S) TO THE APPROPRIATE ACCOUNT(S).

G/L PRINTOUTS & REPORTS

#1) GENERAL LEDGER DETAIL

THIS REPORT IS A COMPLETE PRINTING OF ALL GENERAL LEDGER ACCOUNTS STARTING WITH THE BEGINNING BALANCE AND DISPLAYING ALL CURRENT MONTH'S POSTINGS, AND THE ENDING BALANCE. WHEN ASKED, INPUT THE NUMERICAL DATE FOR THE LAST DAY OF THE CURRENT MONTH. IF YOU HAVE MADE THIS SELECTION IN ERROR, HIT "B" WHEN THE SYSTEM TELLS YOU TO ADJUST PAPER & RETURN.

#2) CHART OF ACCOUNTS LISTING

THIS IS A CURRENT LISTING OF ALL SETUP ACCOUNTS AND THEIR TITLES. THIS LISTING IS DIVIDED WITH BALANCE SHEET ACCTS ON THE LEFT AND INCOME/EXPENSE ACCTS ON THE RIGHT.

#3) G/L TRIAL BALANCE

THIS SELECTION WILL PRINT A LISTING OF ALL G/L ACCTS WITH THEIR BEGINNING BALANCES, CURRENT POSTINGS, AND ENDING BALANCES. USE THE NUMERICAL DATE FOR THE LAST DAY OF THE CURRENT MONTH.

#4) FINANCIAL STATEMENTS

AFTER MAKING THIS SELECTION THE SYSTEM WILL ASK YOU TO INPUT A HAND-WRITTEN DATE. USE THE CORRECT DATE OF THE FINANCIAL STATEMENTS; USUALLY THE LAST DAY OF THE CURRENT MONTH. FOR EXAMPLE:

SEPTEMBER 31, 1986
(DON'T FORGET THE COMMA)

NEXT, THE SYSTEM WILL ASK YOU TO INPUT THE NUMBER OF MONTHS FOR THE INCOME STATEMENT. FOR EXAMPLE, IF YOUR COMPANY IS ON A CALENDAR YEAR AND THE ABOVE DATE IS CORRECT THEN THE NUMBER OF MONTHS IS: NINE.

NOTICE THAT THE 2ND STATEMENT IS THE STATEMENT OF INCOME AND RETAINED EARNINGS. YOU WILL FIND NET INCOME FOR THE PERIOD AND Y-T-D FOUR LINES UP FROM THE BOTTOM.

CHECK REGISTER

IN THIS SECTION, YOU CAN POST CHECKS, CLEAR THE REGISTER, DISPLAY/CORRECT POSTED CHECKS, UPDATE DISK FILES AND PRINT THE CHECK REGISTER. TO REACH THE CHECK REGISTER MENU SIMPLY HIT "C" FROM THE GENERAL LEDGER MENU.

YOU SHOULD POST AND MAINTAIN THE CHECK REGISTER PERIODICALLY DURING THE MONTH. IT IS NOT RECOMMENDED TO BEGIN POSTING CURRENT MONTH'S CHECKS UNTIL THE GENERAL LEDGER HAS BEEN UPDATED (CLOSED) FOR THE PRECEEDING MONTH BECAUSE VENDOR BALANCES WILL NOT BE CARRIED OVER PROPERLY.

IF YOU ARE NOT CONCERNED WITH THE VENDOR BALANCES, THEN JUST BE SURE TO MAKE A "HISTORY" DISK OF THE PRECEEDING MONTH BEFORE CLEARING THE CHECK REGISTER ON THE CURRENT MONTH'S (MASTER) DATA DISK. ALL IN ALL, IT IS MUCH EASIER TO SIMPLY COMPLETE AND CLOSE EACH MONTH PRIOR TO BEGINNING THE NEXT MONTH'S POSTING.

1 - CLEARING THE CHECK REGISTER

SIMPLY HIT "1" FROM THE CHECK REGISTER MENU. THE SYSTEM WILL REPLY WITH:

VERIFICATION NECESSARY

IF YOU HAVE MADE APPROPRIATE BACKUPS AND HISTORY DISKS AND ARE READY TO CLEAR THE CHECK REGISTER, JUST HIT "Y". HITTING "N" WILL RETURN YOU TO THE CHECK REGISTER MENU.

3 - INPUT CHECKS

THE INPUT SECTION PERMITS INPUT OF THREE CHECKS PER SCREEN. AFTER THE THIRD CHECK HAS BEEN POSTED, THE SCREEN WILL RESET. THIS CONFIGURATION HAS BEEN INTENTIONALLY CREATED TO COINCIDE WITH THE STANDARD 3-TO-A-PAGE CHECKBOOK. I.E. IF YOU BEGIN CORRECTLY, EVERYTIME THE SCREEN CLEARS YOU SHOULD BE TURNING A PAGE OF STUBS.

THE FIRST LINE OF INPUT APPEARS SIMILAR TO THE FOLLOWING:

1)	2)	3)	4)
CHK#:1234	DATE:0-0-86	VENDOR?:	AMOUNT?:

1) CHECK#: THE CHECK NUMBERING IS AUTOMATIC. THE ONLY WAY TO ALTER THE CHECK NUMBER IS THROUGH THE STARTING CHECK NUMBER SECTION.

2) DATE: EXCEPT FOR THE FIRST CHECK, THE PREVIOUS CHECK'S DATE WILL CARRY OVER. IF IT REMAINS CORRECT, HIT RETURN. IF NOT, USE THE RIGHT CURSOR TO MOVE OVER THE PORTION(S) OF THE DATE YOU WISH TO CHANGE. NOTE: THIS IS THE ONLY PROPER PLACE YOU CAN RETURN TO THE CHECK REGISTER MENU. TO DO THIS SIMPLY TYPE "BACK" FOR THE DATE. ALWAYS HIT RETURN TO PROCEED.

3) VENDOR?: THIS FIELD ALLOWS FOR AN INPUT OF A 1 OR 2 DIGIT VENDOR NUMBERS FROM 1 TO 99. THIS FIELD SERVES TWO PURPOSES: (A) IF AN ACCOUNTS PAYABLE VENDOR FILE HAS BEEN ESTABLISHED FOR THE VENDOR NUMBER USED, THE VENDOR'S NAME WILL APPEAR AS THE DESCRIPTION ON THE NEXT LINE OF INPUT. THIS CAN HELP SPEEDUP POSTING TREMENDOUSLY, ESPECIALLY FOR FREQUENTLY WRITTEN CHECKS.

(B) THE CHECK AMOUNT POSTED WILL AUTOMATICALLY ACCUMULATE UNDER THIS VENDOR NUMBER FOR AS LONG AS YOU WISH. THESE AMOUNTS ARE CONVENIENT FOR ISSUING 1099 FORMS AT YEAR END.

IF NO VENDOR NUMBER INPUT IS DESIRED,
SIMPLY HIT RETURN TO PROCEED.

4) AMOUNT?: IN THIS FIELD ENTER THE AMOUNT
THE CHECK WAS WRITTEN FOR. MAKE SURE THE
G/L CLASSIFICATIONS TOTAL THE SAME AMOUNT.
ONLY NUMBERS WILL BE ACCEPTED BY THIS
FIELD. HIT RETURN TO PROCEED.

CHECK DESCRIPTION:

NEXT, THE SYSTEM WILL ASK FOR A 30
CHARACTER DESCRIPTION. IF A VENDOR NUMBER
WAS ENTERED THEN THE VENDOR'S NAME SHOULD
APPEAR HERE. YOU CAN ADD MORE DESCRIPTION TO
THE NAME (UP TO 30 CHARACTERS) BY USING THE
RIGHT CURSOR TO MOVE TO THE END OF THE NAME.
IF NO VENDOR NUMBER WAS USED, THEN A 30
CHARACTER UNDERLINE FIELD WILL APPEAR.
SIMPLY TYPE IN THE APPROPRIATE DESCRIPTION.

IF AN ERROR WAS MADE IN THE PREVIOUS
"AMOUNT?" FIELD, SIMPLY ENTER A "C" FOLLOWED
BY 29 SPACES AND THE SYSTEM WILL BACKUP TO
THIS FIELD.

NOTE: AFTER A DESCRIPTION HAS BEEN ENTERED,
THE CHECK IS POSTED TO MEMORY AND CAN
NOT BE REMOVED. TRY TO AVOID USING
THE ESCAPE KEY DURING THE FOLLOWING
G/L CLASSIFICATION INPUTS!!!

NEXT, THE FOLLOWING INPUT FIELDS WILL
APPEAR A MAXIMUM OF SIX TIMES:

G/L#: AMT:

IF THE CHECK IS TO BE CLASSIFIED TO ONLY
ONE G/L ACCOUNT, SIMPLY ENTER THAT G/L# AND
HIT RETURN TWICE. THE SYSTEM WILL
AUTOMATICALLY POST THE NUMBER PREVIOUSLY
ENTERED IN THE "AMOUNT" FIELD.

THE SYSTEM WILL CHECK THE TOTAL CLASSIFICATIONS AFTER EACH INPUT. WHEN THE TOTAL EQUALS THE NUMBER ENTERED IN THE "AMOUNT" FIELD, THEN THE SYSTEM WILL AUTOMATICALLY PROCEED TO THE NEXT CHECK.

IF THE TOTAL DOES NOT EQUAL THE "AMOUNT" FIELD AFTER SIX CLASSIFICATIONS, THE SYSTEM WILL PROVIDE YOU WITH BOTH THE AMOUNT NUMBER AND THE TOTAL CLASSIFICATIONS; THEN THE SYSTEM WILL REPEAT THE CLASSIFICATION SECTION OVER UNTIL ALL IS ENTERED CORRECTLY.

SPECIAL NOTE: THE NUMBER OF CLASSIFICATIONS PER MONTH IS LIMITED TO 400 WHILE THE NUMBER OF CHECKS IS LIMITED TO 200 (AN AVERAGE OF 2 PER CHECK). ALSO, THE NUMBER OF CLASSIFICATIONS PER CHECK IS FIXED ONCE THE SYSTEM HAS PROCEEDED ON TO THE NEXT CHECK INPUT. YOU CANNOT ADD MORE CLASSIFICATIONS IN THE DISPLAY/CORRECT SECTION.

2 - DISPLAY & CORRECT CHECK DATA

IF YOU HAVE MADE AN ERROR DURING THE POSTING OF A CHECK OR WISH TO VERIFY THE POSTING OF A SPECIFIC CHECK, HIT "2" FROM THE CHECK REGISTER MENU. THE SYSTEM WILL RESPOND BY ASKING YOU FOR THE CHECK NUMBER YOU WISH TO DISPLAY. IF YOU MADE THIS SELECTION BY MISTAKE SIMPLY HIT "B" TO RETURN TO THE MENU.

ENTER THE CORRECT CHECK NUMBER YOU WISH TO REVIEW. IF THE CHECK DOES NOT EXIST IN MEMORY, THE SYSTEM WILL RETURN YOU TO THE CHECK REGISTER MENU. IF THE SYSTEM FINDS THE CHECK, IT WILL RESPOND BY CLEARING THE SCREEN, TELLING YOU TO CHANGE ONLY THE INCORRECT DATA, AND DISPLAY THE DATE OF THE CHECK FOLLOWED BY AN INPUT LINE. IF THE DATE IS CORRECT HIT RETURN, OTHERWISE ENTER THE CORRECT DATE AND HIT RETURN.

NEXT, THE SYSTEM WILL DISPLAY THE DESCRIPTION FOR THE SPECIFIED CHECK. FOLLOW THE SAME PROCEDURE USED FOR THE DATE.

FINALLY, THE SYSTEM WILL DISPLAY EACH GENERAL LEDGER CLASSIFICATION AND APPLICABLE AMOUNTS. REMEMBER TO CHANGE ONLY THE INCORRECT NUMBERS AS NEEDED AND HIT RETURN EACH TIME YOU WISH TO PROCEED.

AFTER MAKING CORRECTIONS, YOU MAY WANT TO PERFORM AN UPDATE TO MAKE SURE YOUR CHANGES REMAIN PERMANENT.

7 - UPDATE DISK FILES

IMPORTANT: PERIODIC UPDATE OF THE DISK FILES IS A MUST! IF YOU FAIL TO UPDATE AFTER POSTING, ALL YOUR HARD WORK WILL BE LOST AS SOON AS THE COMPUTER IS SHUT DOWN. *REMEMBER: WHEN IN DOUBT - UPDATE!*

5 - STARTING CHECK NUMBER

USE THIS SECTION TO CHANGE THE STARTING CHECK NUMBER OF THE CHECK REGISTER INPUT SECTION. YOU MAY ALSO USE THIS SECTION IF YOU ARE POSTING TWO OR MORE DIFFERENT CHECKING ACCOUNTS TO THE CHECK REGISTER. JUST MAKE SURE THAT EACH CHECKING ACCOUNTS HAS A DIFFERENT NUMBERING SERIES'.

ALSO, IF NECESSARY YOU CAN USE THIS SECTION TO CONTINUE POSTING MORE THAN SIX GENERAL LEDGER CLASSIFICATIONS FOR ONE CHECK. SIMPLY POST PART OF THE CHECK, MAKING SURE THAT THE "AMOUNT" INPUT EQUALS THE TOTAL OF THE 1ST SIX CLASSIFICATIONS. THEN RETURN TO THE MENU, HIT "5" AND RESET THE STARTING CHECK NUMBER TO THE PRIOR CHECK NUMBER BEFORE POSTING THE REMAINDER OF THE CLASSIFICATIONS. THE AUTHOR SUGGESTS THAT YOU DO NOT TRY THIS PROCEDURE UNTIL YOU HAVE BECOME VERY FAMILIAR WITH CHECK REGISTER POSTING.

6 - TOTAL CHECKS

HITTING "6" FROM THE CHECK REGISTER MENU WILL PROVIDE YOU WITH A TOTAL OF ALL CHECKS POSTED TO DATE. THIS IS PARTICULARLY USEFUL WHEN TRYING TO BALANCE TO A PREVIOUSLY HAND-COMPUTED TOTAL OF THE CHECK STUBS. HIT RETURN TO RESET CHECK REGISTER MENU.

4 - PRINT CHECK REGISTER

HITTING "4" FROM THE CHECK REGISTER MENU WILL CAUSE THE SYSTEM TO FIRST ASK YOU FOR THE DATE OF THE PRESENT PRINTING. ENTER THE DATE OF THE LAST POSTED CHECK OR THE END OF THE MONTH, WHICH EVER YOU PREFER.

NEXT, THE SYSTEM WILL TELL YOU TO ADJUST THE PAPER AND RETURN. IT IS NOT A BAD IDEA TO RESET THE PRINTER AT THIS POINT.

HIT RETURN AND WATCH THE CHECK REGISTER DETAIL PRINT OUT.

GENERAL JOURNAL

IN THIS SECTION OF THE GENERAL LEDGER YOU WILL BE ABLE TO POST THE JOURNAL ENTRIES NECESSARY TO CLOSE OUT THE MONTH (OR UPDATE THE GENERAL LEDGER).

THE BASIC JOURNAL ENTRY HAS THE FOLLOWING FORMAT:

<u>G/L TITLE OR #</u>	<u>DEBITS</u>	<u>CREDITS</u>
ACCT # AAA	XXX.XX	
ACCT # BBB		XXX.XX

30 CHARACTER DESCRIPTION

FOR EXAMPLE, A SIMPLE \$100 CASH SALE COULD BE POSTED AS FOLLOWS:

ADJUSTING JOURNAL ENTRY #1 (AJE #1)

<u>G/L TITLE OR #</u>	<u>DEBITS</u>	<u>CREDITS</u>
#2- CASH ON HAND	100.00	
#101- SALES		100.00

DESC: TO POST ONE CASH SALE

THE ACCOUNTANT WILL ALLOW YOU TO POST UP TO 15 ACCOUNTS IN ONE JOURNAL ENTRY WITH A MAXIMUM OF 30 JOURNAL ENTRIES. BUT REMEMBER, THE TOTAL OF DEBITS(+) AND CREDITS(-), FOR ANY SINGLE ENTRY, MUST ALWAYS EQUAL ZERO.

IF YOU USE THE PAYROLL WRITEUP SECTION OF THIS PROGRAM AND POST YOUR WEEKLY PAYROLL BY WAY OF AN UPDATE, THEN JOURNAL ENTRIES FOR EACH WEEK'S PAYROLL BREAKDOWN WILL AUTOMATICALLY BE POSTED ACCORDING TO THE G/L NUMBERS YOU SELECTED IN THE "PROGRAM SETUP" ROUTINE.

STANDARD JOURNAL ENTRIES

ALTHOUGH THERE ARE MANY REGULAR & RECURRING JOURNAL ENTRIES WHICH CAN BE MADE, ONLY 2 TYPES ARE ABSOLUTELY NECESSARY TO CLOSE ANY GIVEN MONTH - 1) SALES & 2) CASH RECEIPTS.

1) SALES

IN ORDER TO POST A SALES ENTRY YOU MUST HAVE A SALES JOURNAL. A "HARD COPY" RECORD OF YOUR SALES (OR OTHER INCOME) IS ESSENTIAL EVEN WITH A COMPUTERIZED ACCOUNTING SYSTEM.

THE NUMBER OF DIFFERENT KINDS OF SALES JOURNALS IS AS LARGE AS THE NUMBER OF DIFFERENT BUSINESSES. THE FOLLOWING SALES JOURNAL IS A VERY SIMPLIFIED EXAMPLE.

ON A PIECE OF RULED PAPER MAKE 6 COLUMNS WITH THE FOLLOWING HEADINGS:

DATE	(A) CASH +<->	(B) ACCTS REC	(C) SALES	(D) CASH PD-OUT	C-P-O G/L#
1/1	\$100		\$100		
1/2		\$200	200		
1/2	<10>			\$10	#170
1/3	280	100	400	20	#178
TOT	\$370	\$300	\$700	\$30	X

AFTER STUDYING THE ABOVE EXAMPLE, YOU WILL NOTICE THE FOLLOWING:

A) TOTAL CASH SALES ARE \$400 BUT THAT \$30 WAS SPENT TO BY SUPPLIES & POSTAGE.

B) COL (A) + COL (B) MUST ALWAYS EQUAL COL (C) - COL (D)

C) G/L ACCOUNT NUMBERS USED ARE TAKEN FROM THE MASTER CHART OF ACCOUNTS PROVIDED ON YOUR DATA DISK.

THE ADJUSTING JOURNAL ENTRY FOR THE PREVIOUS EXAMPLE WOULD BE AS FOLLOWS:

<u>ACCOUNT</u>	<u>DEBITS</u>	<u>CREDITS</u>
#2 - CASH ON HAND	370	
#8 - ACCTS RECEIVABLE	300	
#170 - POSTAGE & PRINTING	10	
#178 - SUPPLIES	20	
#101 - SALES		700

DESC: To POST SALES JOURNAL

NOTE: LISTING DEBITS FIRST AND CREDITS SECOND IS MERELY A FORMALITY AND IS NOT NECESSARY.

USING THE ABOVE EXAMPLE AS A GUIDE YOU CAN CREATE YOUR OWN SALES JOURNAL. REMEMBER THAT EACH LINE OF THE JOURNAL SHOULD BALANCE TO ZERO BY MEANS OF A CONSISTENTLY APPLIED FORMULA.

IF YOU ARE COMPLETELY CONFUSED AT THIS POINT, THE AUTHOR SUGGESTS THAT YOU HAVE A SALES JOURNAL DESIGNED SPECIFICALLY FOR YOU BY A C.P.A. OR OTHER PUBLIC ACCOUNTANT. REMEMBER TO KEEP IT SIMPLE.

2) CASH RECEIPTS & BANK DEPOSITS

IF ALL YOUR BANK DEPOSITS COME FROM CASH SALES, AND YOU DO NOT USE A SALES JOURNAL, THEN SIMPLY MAKE A JOURNAL ENTRY WHICH DEBITS(+) G/L ACCOUNT #3 FOR ALL THE DEPOSITS MADE TO THE BANK AND CREDITS(-) SALES G/L ACCOUNT #101 (NO SALES ENTRY IS NECESSARY).

BUT, AS IS TRUE IN MOST CASES, I'M SURE YOUR BUSINESS IS NOT QUITE THAT SIMPLE. SO, YOU WILL NEED TO KEEP SOME TYPE OF RECORD SHOWING WHERE THE BANK DEPOSITS COME FROM.

THERE ARE SEVERAL SOURCES OF FUNDS WHICH WILL, FROM TIME TO TIME, AFFECT THE BANK BALANCE. ASSUMING THE SAME FIGURES AS IN THE EXAMPLE FOR THE SALES JOURNAL, ADD THE FOLLOWING INFORMATION:

- A) THE COMPANY BORROWED \$200, DEPOSITED IT
- B) ALL CASH RECEIVED FROM SALES WAS DEPOSITED IN THE BANK EXCEPT FOR \$50 THE OWNER TOOK FOR PERSONAL USE.
- C) \$200 WAS COLLECTED OF THE ACCOUNTS RECEIVABLE SALES & DEPOSITED.
- D) THE COMPANY CHECKING ACCOUNT IS A NOW ACCOUNT AND EARNED \$15 INTEREST.

THE JOURNAL ENTRIES WOULD LOOK LIKE THIS:

<u>ACCOUNT</u>	<u>DEBITS</u>	<u>CREDITS</u>
	AJE #1	
#3 CASH IN BANK	200	
#62 SHORT TERM NOTES		200

DESC: TO RECORD SHORT-TERM LOAN

	AJE #2	
#3 CASH IN BANK	320	
#97 OWNER WITHDRAWS	50	
#2 CASH ON HAND		370

DESC: TO RECORD CASH RECEIPTS

	AJE #3	
#3 CASH IN BANK	200	
#8 ACCOUNTS RECEIVABLE		200

DESC: TO RECORD A/R COLLECTIONS

	AJE #4	
#3 CASH IN BANK	15	
#190 INTEREST INCOME		15

DESC: TO RECORD INTEREST INCOME

THE SYSTEM AUTOMATICALLY CREDITS THE G/L ACCOUNT #3 FOR THE TOTAL CHECKS IN THE CHECK REGISTER. AFTER RECONCILLING THE BANK ACCOUNT(S) AND POSTING THE CASH RECEIPT ENTRIES, RETURN TO THE GENERAL LEDGER MENU AND HIT "V" TO VERIFY THE BALANCE OF THE CHECKING ACCOUNT IN THE GENERAL LEDGER WITH YOUR BANK RECONCILIATION AND CHECKBOOK.

MORE ADJUSTING JOURNAL ENTRIES MAY BE REQUIRED TO BRING THE LEDGER BALANCE INTO AGREEMENT WITH THE CHECKBOOK. EVEN THOUGH THE TWO PREVIOUS TYPES OF ENTRIES ARE THE MOST IMPORTANT TO KEEP THE LEDGER CURRENT, OTHER ENTRIES WILL ALSO BE NECESSARY FROM TIME TO TIME. HERE ARE SOME EXAMPLES:

- 1) PURCHASE OF MAJOR ASSETS "ON TIME":
DEBIT A FIXED ASSET ACCOUNT & CREDIT A NOTE ACCOUNT (SHORT OR LONG TERM).
- 2) CAPITAL INPUT BY OWNERS:
DEBIT APPROPRIATE ASSET ACCOUNT & CREDIT CAPITAL ACCOUNT(S).
- 3) DEPRECIATION & AMORTIZATION:
DEBIT EXPENSE ACCOUNTS & CREDIT THE APPROPRIATE ACCUMULATION ACCOUNTS IN THE ASSET SECTION.
- 4) EXPENSE ACCRUALS:
EXPENSES SHOULD BE ACCRUED OR POSTED TO THE MONTH IN WHICH THEY OCCURED (NOT NECESSARILY PAID) BY DEBITING THE EXPENSE ACCOUNT AND CREDITING THE APPROPRIATE LIABILITY ACCOUNT. THESE ENTRIES MUST BE REVERSED IN THE FOLLOWING MONTH.

PLEASE CONSULT WITH A C.P.A. OR OTHER PUBLIC ACCOUNTANT IF YOU HAVE ANY QUESTIONS ABOUT THE APPROPRIATE ADJUSTING ENTRIES FOR YOUR PARTICULAR BUSINESS. IT IS IMPOSSIBLE FOR THIS MANUAL TO COVER ALL THE POSSIBILITIES.

GENERAL JOURNAL MENU

#1) JOURNAL ENTRY INPUT

TO INPUT A JOURNAL ENTRY PROCEED TO THE JOURNAL MENU FROM THE GENERAL LEDGER MENU BY HITTING "J".

SELECTION #1 WILL SET THE SCREEN FOR INPUT OF THE NEXT AVAILABLE JOURNAL ENTRY. YOU WILL NOTICE THAT THE SCREEN IS FORMATTED LIKE THE JOURNAL ENTRIES DISCUSSED PREVIOUSLY.

BEGIN POSTING WITH THE G/L# IN THE FIRST LINE OF THE ENTRY. THE SYSTEM WILL MOVE ACCROSS TO THE DEBIT COLUMN FIRST THEN THE CREDIT COLUMN. ENTRIES IN BOTH THE DEBIT AND CREDIT COLUMNS ON THE SAME LINE WILL AUTOMATICALLY BE NETTED TOGETHER. ALSO, DO NOT USE A MINUS (-) SIGN IN THE CREDIT COLUMN.

WHEN YOU ARE FINISHED WITH THE NUMERICAL POSTING OF THE ENTRY, INPUT A "P" (POST) IN THE G/L# COLUMN. THE SYSTEM WILL TEST THE ENTRY TO VERIFY THAT IT IS "IN BALANCE". IF NOT, *THE ACCOUNTANT* WILL MAKE YOU START OVER IN THE UPPER LEFT.

IF AT ANY TIME YOU DECIDE NOT TO COMPLETE POSTING OF THE ENTRY YOU ARE WORKING ON SIMPLY HIT "B" (BACK) IN THE 1ST SPACE OF THE G/L# COLUMN AND THE SYSTEM WILL RETURN YOU TO THE JOURNAL MENU.

IF THE ENTRY IS INDEED BALANCED, THE SYSTEM WILL ASK FOR A 30 CHARACTER (MAXIMUM) DESCRIPTION. HIT RETURN AND THE JOURNAL MENU WILL APPEAR.

REMEMBER: UPDATE THE DISK FILES BY USING SELECTION #3 TO PRESERVE YOUR HARD WORK!

#2 DISPLAY & CORRECT ENTRY

THIS SECTION WORKS THE SAME AS THE JOURNAL ENTRY INPUT EXCEPT THAT THE SYSTEM ASKS YOU WHICH ENTRY YOU WISH TO REVIEW. IT THEN DISPLAYS THAT PARTICULAR ENTRY AND ASKS IF YOU WISH TO CHANGE THE ENTRY OR RETURN TO THE MENU.

IF YOU WISH TO MAKE ANY CHANGES HIT "C" AFTER THE DISPLAY AND THE INPUT PROCEDURE WILL BEGIN IN THE 1ST LINE OF THE G/L# COLUMN. NOTE - AS STATED ON THE BOTTOM OF THE SCREEN, YOU ONLY NEED TO CHANGE THE PARTS YOU WANT CHANGED. AGAIN, HIT "P" WHILE IN THE G/L# COLUMN AND THE ENTRY WILL BE TESTED PRIOR TO INPUTTING THE DESCRIPTION.

ALSO, DON'T FORGET TO UPDATE!

#3) UPDATE DISK FILES

PERIODIC UPDATE OF THE DISK FILES IS A MUST! IF YOU FAIL TO UPDATE AFTER POSTING, ALL YOUR HARD WORK WILL BE LOST AS SOON AS THE COMPUTER IS SHUT DOWN. REMEMBER: WHEN IN DOUBT - UPDATE!

#4) CLEAR JOURNAL FILES

SIMPLY HIT #4 FROM THE JOURNAL MENU. THE SYSTEM WILL REPLY WITH:

VERIFICATION NECESSARY

IF YOU HAVE MADE APPROPRIATE BACKUPS AND HISTORY DISKS AND ARE READY TO CLEAR THE GENERAL JOURNAL, HIT "Y". HITTING "N" WILL RETURN YOU TO THE JOURNAL MENU.



PAYROLL

THE PAYROLL SECTION IS DIVIDED INTO THREE SUB-SECTIONS:

- 1) DATA CONTROL: HIT "D" FROM THE PAYROLL MENU.
- 2) PAYROLL WRITEUP SECTION: HIT "W" FROM THE PAYROLL MENU.
- 3) PRINTOUTS & REPORTS: HIT "P" FROM THE PAYROLL MENU.

NOTE, HITTING "S" FROM THE PAYROLL MENU WILL CAUSE THE SYSTEM TO SCROLL THE EMPLOYEE NUMBERS AND NAMES.

PAYROLL DATA CONTROL

1) EMPLOYEE PAYROLL RECORDS

WHEN YOU HIT "1" FROM THE PAYROLL DATA CONTROL MENU THE SYSTEM WILL RESPOND BY ASKING FOR THE EMPLOYEE NUMBER YOU WISH TO USE FOR THE NEW EMPLOYEE. ENTER A NUMBER FROM 1 TO 100. ANY OTHER INPUT WILL RETURN YOU TO THE MENU.

IF THE NUMBER WAS PREVIOUSLY ASSIGNED TO ANOTHER EMPLOYEE, THE SYSTEM WILL DISPLAY THAT EMPLOYEE'S PAYROLL RECORDS. IF NOT, A BLANK PAYROLL RECORDS SCREEN WILL APPEAR.

THE ACCOUNTANT HAS ROOM FOR 100 EMPLOYEES. IT IS BEST TO LEAVE EMPLOYEES ON FILE UNTIL AFTER YEAR END (IF YOU CAN).

IF THE EMPLOYEE HAS ALREADY BEEN SET UP ON THE SYSTEM AND YOU WISH TO CHANGE ANY OF THE FILE DATA, HIT "C" WHEN THE DISPLAY IS FINISHED AND PROMPTS YOU TO DO SO. THEN, USING THE UP/DOWN ARROW (CURSOR) KEYS MOVE THE HIGHLIGHTED INPUT FIELD OVER THE FIELD YOU WISH TO ALTER AND CHANGE THE DATA.

THERE ARE 32 INPUT FIELDS AS FOLLOWS:

PAYROLL RECORD FOR: # - INPUT EMPLOYEE'S NAME WITH A MAXIMUM OF 20 CHARACTERS.

SSN: - INPUT EMPLOYEE'S SOCIAL SECURITY NUMBER. (FORMAT: NNN-NN-NNNN)

STARTED - INPUT EMPLOYEE'S STARTING DATE. (FIRST DAY WORKED)

ENDED - THIS FIELD IS FOR THE EMPLOYEE'S ENDING DATE.

ADDR1 - ADDR2 & ADDR3 - INPUT TWO OR THREE LINES OF THE EMPLOYEE'S ADDRESS. MAXIMUM OF 20 CHARACTERS EACH.

PHONE# - INPUT THE EMPLOYEE'S PHONE NUMBER.

PAYRATE - INPUT THE EMPLOYEE'S HOURLY PAYRATE. RATE CAN CONTAIN MORE THAN TWO DIGITS TO THE RIGHT OF THE DECIMAL POINT. (EG. SALARY OF \$375 WK = 9.375 HOURLY)

ST WT % - INPUT AN APPROPRIATE STATE WITHHOLDING TAX PERCENTAGE FOR THIS EMPLOYEE. YOU CAN FIGURE OUT AN APPROPRIATE PERCENTAGE BY CHECKING PRIOR PAY CHECKS (OR COMPUTING SOME FUTURE ONES). THE PERCENTAGE ENTERED WILL BE APPLIED AGAINST THE EMPLOYEE'S GROSS PAY LESS THE PRODUCT OF YOUR STATE EXEMPTION TIMES NUMBER OF EMPLOYEE'S PERSONAL EXEMPTIONS. I.E. GP X (SE X PE)

OP WT % - INPUT AN "OTHER PERCENTAGE" WITHHOLDING TAX PERCENT. THIS PERCENT MAY BE USED FOR LOCAL, CITY, WORKERS OR UNEMPLOYMENT COMPENSATION DEDUCTIONS ACCORDING TO THE LAWS IN YOUR AREA. THIS DEDUCTION IS A PERCENTAGE OF GROSS WAGES (NO EXEMPTIONS ACCOUNTED FOR).

EX WHT - INPUT THE AMOUNT, IF ANY, OF EXTRA FEDERAL WITHHOLDING TAX THE EMPLOYEE WISHES TO WITHHOLD FROM HIS CHECK.

G/L CLASS - INPUT ANY NUMBER FROM 1 TO 5 FOR THE EMPLOYEE'S PAYROLL CLASSIFICATION. USE THE PAYROLL CLASSIFICATIONS ESTABLISHED IN THE "PROGRAM SETUP" ROUTINE.

EXEMP - INPUT EMPLOYEE'S WITHHOLDING CLASSIFICATION USING THE FOLLOWING FORMAT: EEMPP
NOTE: USE EXACTLY 5 CHARACTERS!

EE - TWO DIGITS FOR THE NUMBER OF EXEMPTIONS CLAIMED BY THE EMPLOYEE ON HIS/HER W-4 FORM.

M - MARRIED (M) OR SINGLE (S).

PP - NUMBER OF PAY PERIODS PER YEAR FOR THIS EMPLOYEE. AS FOLLOWS:

WEEKLY PAYROLL.....	52
BIWEEKLY PAYROLL.....	26
SEMI-MONTHLY.....	24
MONTHLY.....	12
QUARTERLY.....	04

FOR EXAMPLE:

A SINGLE EMPLOYEE PAID WEEKLY WITH 1 EXEMPTION - USE: 01S52.

A MARRIED EMPLOYEE PAID BIWEEKLY WITH 12 EXEMPTIONS - USE: 12M26.

IF AN EMPLOYEE IS EXEMPT FROM FICA TAXES, BUT NOT FROM WITHHOLDING (SUCH AS A FAMILY MEMBER WORKING FOR PARENT OR SPOUSE), YOU MUST ADD 80 TO THE NUMBER OF EXEMPTIONS. FOR EXAMPLE, IF THE SINGLE EMPLOYEE MENTIONED ON THE PREVIOUS PAGE WAS YOUR SON, AND UNDER 18 YEARS OLD, HIS EXEMPTION CLASSIFICATION WOULD BE - 81S52.

IF AN EMPLOYEE IS EXEMPT FROM WITHHOLDING, BUT NOT FICA, USE 79 FOR THE NUMBER OF EXEMPTIONS. IF AN EMPLOYEE IS EXEMPT FROM ALL TYPES OF TAXES THEN USE 99 AS THE NUMBER OF EXEMPTIONS.

MD #1 - INPUT THE AMOUNT, IF ANY, THE EMPLOYEE HAS AGREED TO HAVE DEDUCTED FROM EVERY CHECK. AMOUNTS LESS THAN \$0.20 WILL BE APPLIED AS A PERCENTAGE OF GROSS WAGES.

MD #2 - INPUT ANY OTHER REGULAR DEDUCTION THE EMPLOYEE HAS AUTHORIZED YOU TO DEDUCT FROM EVERY CHECK. AMOUNTS LESS THAN \$0.20 WILL BE APPLIED AS A PERCENTAGE OF GROSS WAGES.

Y-T-D AND Q-T-D RECORDS - THE FIGURES MAY BE CHANGED OR SETUP. NOTICE THAT A PROVISION HAS BEEN SET UP FOR MD #3. THIS DEDUCTION IS ACCUMULATED FROM THE ACTUAL PAYROLL WRITE-UP. (SEE: INPUT PAYROLL HOURS)

PAYROLL COMPUTATION DATA

USE THIS SECTION TO CHANGE THE WITHHOLDING TAX RATES (FEDERAL ONLY), THE F.I.C.A. RATE AND PERSONAL EXEMPTION FIGURES NECESSARY TO MAKE THE PAYROLL COMPUTATIONS.

IF YOU HAVE JOINED THE UPDATE CLUB, IN DECEMBER OF EACH YEAR YOU WILL AUTOMATICALLY RECEIVE A DETAILED EXPLANATION CONCERNING HOW AND WHAT TO CHANGE, FOR THE FEDERAL RATES PRIOR TO THE BEGINNING OF THE NEW PAYROLL YEAR. IF YOU ARE REGISTERED AND HAVE NOT RECEIVED THIS MAILING BY JANUARY 1ST, PLEASE CALL OUR OFFICE. PHONE: (813) 584-2355

WHEN YOU HIT "3" FROM THE PAYROLL DATA CONTROL MENU, THE SYSTEM WILL IMMEDIATELY DISPLAY THE FEDERAL ANNUAL WITHHOLDING TABLES FOR SINGLE AND MARRIED PERSONS. THESE TABLES ARE FOLLOWED BY THIS MULTIPLE DATA INPUT FIELD:

LN#,I,BT,%?

TO CHANGE A LINE OF THE TABLES ENTER

SEE THE ANNUAL WITHHOLDING TABLES (#7)
IN I.R.S. PUBLICATION: *CIRCULAR E*.

YOU WILL NOTICE THAT THE CHANGES YOU
HAVE MADE WILL IMMEDIATELY BE REFLECTED IN
THE TABLES ON THE MONITOR SCREEN. WHEN THE
TABLES ARE CORRECT SIMPLY HIT RETURN, WITH AN
EMPTY INPUT FIELD, TO CONTINUE.

AFTER CORRECTING THE FEDERAL WITHHOLDING
TABLES THE SYSTEM WILL ASK YOU TO INPUT THE
FOLLOWING AMOUNTS AND RATES INDIVIDUALLY.

FICA RATE: INPUT THE CURRENT YEARS RATE
IN DECIMAL FORM (NOT AS A PERCENT). FOR
EXAMPLE, THE 1989 RATE IS .0751.

FICA MAX: INPUT THE CURRENT YEARS
MAXIMUM INCOME AMOUNT FOR FICA TAXES. FOR
EXAMPLE, THE 1989 MAXIMUM IS 48000.

U/C MAXIMUM: INPUT THE MAXIMUM TAXABLE
UNEMPLOYMENT COMPENSATION WAGES FOR YOUR
STATE. THE 1989 MAXIMUM WAGES IS 7000.

FED EXEMPTION: INPUT THE ANNUAL FEDERAL
PERSONAL EXEMPTION ALLOWED BY CONGRESS FOR
THE CURRENT YEAR. FOR 1989 IT IS 2000.

STATE EXEMPTION: INPUT THE ANNUAL PERSONAL
EXEMPTION ALLOWED BY YOUR STATE.

STATE: INPUT THE NAME OF YOUR STATE
CONDENSED TO NINE (9) CHARACTERS OR LESS.

OVERTIME RATE: ENTER THE OVERTIME RATE
USED BY YOUR COMPANY. GENERALLY THIS WILL
BE 1.5 (TIME-AND-A-HALF).

STATE WITHHOLDING BASED ON <G>ROSS OR <F>WT
HIT "G" OR "F" DEPENDING ON WHETHER YOUR
STATE COMPUTES ITS WITHHOLDING TAXES AS A
PERCENT OF GROSS PAY OR FED WITHHOLDING

REMOVE POSTED CHECK

IF AFTER POSTING A CHECK FROM THE PAYROLL WRITEUP SECTION, YOU WISH TO REMOVE THE CHECK FROM THE PAYROLL RECORDS, SIMPLY HIT "3" FROM THE DATA CONTROL MENU. THE SYSTEM WILL ASK YOU FOR THE EMPLOYEE NUMBER.

AFTER ENTERING THE CORRECT EMPLOYEE NUMBER THE SYSTEM WILL DISPLAY ALL THE CHECKS ON FILE FOR THIS EMPLOYEE, THIS MONTH. TO REMOVE A PARTICULAR CHECK SIMPLY ENTER THE DATE OF THE CHECK, WHEN ASKED. THE SYSTEM WILL REMOVE THE CHECK AND REDUCE THE CORRESPONDING Y-T-D AND Q-T-D FIGURES. TO LEAVE THE FILES UNCHANGED SIMPLY HIT <RETURN> RATHER THAN ENTERING A DATE.

EMPLOYEE FILE DELETION

IF YOU WISH TO CLEAR A PARTICULAR EMPLOYEE NUMBER FILE, HIT "4" FROM THE DATA CONTROL MENU. THE SYSTEM WILL ASK YOU WHICH NUMBER YOU WISH TO DELETE AND THEN DOUBLE-CHECK WITH YOU TO MAKE SURE.

CLEARING PAYROLL RECORDS

USE SELECTIONS 5,6 AND 7 FROM THE PAYROLL DATA CONTROL MENU TO CLEAR THE MONTH, QUARTER OR ANNUAL RECORDS, RESPECTIVELY.

PAYROLL WRITEUP SECTION

IN THIS SECTION YOU CAN COMPUTE, WRITE, AND POST EACH PAYROLL; WHETHER WEEKLY, BI-WEEKLY, MONTHLY, OR WHATEVER PAYROLL PERIOD YOU USE.

THE ACTUAL PAYROLL CAN COMPUTE PAYROLL FOR VARIOUS DIFFERENT PERIODS AT THE SAME TIME. EACH EMPLOYEE CAN HAVE A PAY PERIOD APPROPRIATE TO HIS/HER JOB BY SETTING THE PROPER EXEMPTION CLASSIFICATION.

FOR EXAMPLE, YOU HAVE AN UNMARRIED SALESMAN, CLAIMING ONE EXEMPTION, WHO RECEIVES A WEEKLY SALARY PLUS A MONTHLY COMMISSION. SET UP ONE EMPLOYEE NUMBER FOR HIM WITH THE EXEMPTION CLASSIFICATION OF "01S52" FOR THE WEEKLY SALARY, AND ANOTHER NUMBER WITH THE CLASSIFICATION OF "00S12" FOR THE COMMISSION. IN THE WEEK HE RECEIVES THE COMMISSION, YOU CAN PAY BOTH AT THE SAME TIME AND THE PROPER AMOUNT OF TAX WILL BE WITHHELD FROM EACH CHECK.

STEP-BY-STEP PAYROLL WRITEUP

- 1) INPUT NEW EMPLOYEE INFORMATION THRU THE PAYROLL DATA CONTROL MENU.
- 2) MAKE A WORKSHEET OF ALL ACTIVE EMPLOYEES LISTING THEIR CURRENT PERIOD HOURS.
- 3) POST HOURS THRU INPUT PAYROLL HOURS SECTION.
- 4) PRINT REPORT AND REVIEW FIGURES.
- 5) WRITE CHECKS; EITHER BY HAND OR BY THE SYSTEM.

CLEAR INPUT FILE

USE THIS SELECTION ONLY WHEN YOU WISH TO CLEAR THE HOURS INPUT FILE. THERE ARE TWO CIRCUMSTANCES IN WHICH YOU MAY WISH TO PERFORM THIS FUNCTION: (1) IT IS A GOOD IDEA TO ZERO THE FILE JUST PRIOR TO POSTING A NEW PAYROLL HOURS INPUT. (2) IF YOU HAVE MADE MANY ERRORS DURING THE HOURS INPUT, AND CAN'T SEEM TO STRAIGHTEN THEM OUT, YOU MAY WANT TO CLEAR THE FILE & START OVER.

INPUT PAYROLL HOURS

TO INPUT EMPLOYEE HOURS SIMPLY HIT "2" FROM THE PAYROLL WRITEUP MENU. FIVE INPUT COLUMNS WILL APPEAR. INPUT THE APPROPRIATE INFORMATION IN EACH COLUMN AS FOLLOWS:

E# (EMPLOYEE NUMBER): INPUT AN EMPLOYEE NUMBER FROM 1 TO 100. YOU CAN RETURN TO THE MENU BY HITTING <RETURN> WHEN THIS FIELD IS EMPTY.

R/H (REGULAR HOURS): INPUT THE *REGULAR* HOURS WORKED FOR THE EMPLOYEE WHOSE NUMBER YOU ENTERED IN COLUMN #1.

O/T (OVERTIME HOURS): INPUT THE *OVERTIME* HOURS WORKED FOR THE EMPLOYEE WHOSE NUMBER YOU ENTERED IN THE FIRST COLUMN.

V/H (VACATION & HOLIDAY HOURS): ENTER ANY HOURS FOR VACATION & HOLIDAY PAY. DO NOT INCLUDE THESE HOURS IN COLUMN #2, THE SYSTEM WILL COMBINE THEM.

OTHER (DEDUCTION): IN THIS FIELD, YOU CAN ENTER ANY OTHER MISC DEDUCTION #3 (MD #3) AUTHORIZED BY THE EMPLOYEE. NOTE, MD#1 AND MD#2 SHOULD BE SET UP THROUGH THE DATA CONTROL SECTION.

IF YOU ARE USING THIS SECTION TO CORRECT PREVIOUS INPUT, YOU MAY USE MINUS (-) SIGNS TO REDUCE THE NUMBER OF HOURS PREVIOUSLY POSTED.

FOR EXAMPLE: YOU INCORRECTLY ENTERED 44 HOURS IN THE REGULAR HOURS COLUMN AND SKIPPED THE OVERTIME SECTION FOR THE 4 OVERTIME HOURS. TO CORRECT THIS ERROR, SIMPLY ENTER "-4" IN THE R/H COLUMN AND "4" IN THE O/T COLUMN AFTER ENTERING THE CORRECT EMPLOYEE NUMBER IN THE FIRST COLUMN.

TRANSFERRED-IN HOURS

THIS SELECTION (#3) WILL AUTOMATICALLY PLACE ANY HOURS POSTED TO AN INTEGRATED PACKAGE, SUCH AS CONSTRUCTION ACCOUNTING, DIRECTLY INTO THE PAYROLL INPUT FILE. YOU WILL STILL HAVE TO POST HOLIDAY/VACATION HOURS AND OTHER DEDUCTIONS SEPARATELY.

VERIFY PAYROLL COMPUTATION

USE SELECTION #4 FOR CHECKING THE SYSTEM'S COMPUTATION OF AN INDIVIDUAL PAYCHECK ACCORDING TO HOURS PREVIOUSLY POSTED IN THE INPUT PAYROLL HOURS SECTION. IF THE COMPUTATION DISPLAYED BY THE SYSTEM IS CORRECT AND YOU WISH TO POST IT TO THE EMPLOYEE'S RECORDS ENTER THE DATE IN THE SPACE PROVIDED AND ANSWER "Y" WHEN THE FINAL PROMPT ASKS IF YOU WISH TO POST. IF YOU DO NOT WISH TO POST THE COMPUTATION TO THE EMPLOYEE'S RECORDS THEN HIT <RETURN> RATHER THAN ENTERING A DATE.

PRINT PAYROLL REPORT

TO PRINT THE PAYROLL PERIOD REPORT, SIMPLY HIT "5" FROM THE PAYROLL WRITEUP MENU. THE SYSTEM WILL FIRST ASK YOU FOR THE DATE OF THE PAYROLL THEN FOR THE FIRST (OR STARTING) CHECK NUMBER. WHEN THE REPORT IS FINISHED PRINTING BE SURE TO REVIEW IT CAREFULLY AND EITHER CORRECT THE INPUT OR WRITE THE CHECKS.

PRINT PAYCHECKS

THE SYSTEM WILL PRINT THE PAYCHECKS FOR YOU ON SPECIALLY FORMATED CHECKS. THIS IS NOT PRACTICAL IF YOU HAVE FEWER THAN FIVE EMPLOYEES. IT IS SIMPLY EASIER TO HAND WRITE A FEW PAY CHECKS THAN BOTHER WITH LOADING THE CHECKS INTO THE COMPUTER AND PRINT TWO OR THREE CHECKS.

IF YOU WISH TO PURCHASE THE PROPER CHECKS FOR THIS SYSTEM YOU WILL NEED TO CONTACT THE FOLLOWING COMPANY FOR CURRENT PRICES AND ORDER INFORMATION:

SUN BUSINESS SYSTEMS
10900 47TH STREET NORTH
CLEARWATER, FL. 34622
PHONE: (800) 237-8908
FL RESIDENTS: (800) 282-6261

TO PRINT THE CHECKS HIT "6" FROM THE PAYROLL WRITE-UP MENU. THE SYSTEM WILL FIRST ASK YOU TO INPUT THE DATE OF THE PAYROLL AND THEN TO INPUT ANY MESSAGE YOU WISH PRINTED ON THE STUBS. THE MESSAGE IS OPTIONAL AND MAY BE UP TO 70 CHARACTERS.

FOLLOWING THE INSTRUCTIONS, ALIGN THE CHECKS AND HIT RETURN. YOU SHOULD MAKE SEVERAL TEST CHECKS WHEN YOU FIRST RECEIVE THE FORMS TO SET UP THIS ALIGNMENT.

POST TO PAYROLL RECORDS

WHEN THE PAYROLL PROCESS IS FINISHED, AND EVERYTHING IS IN ORDER, IT IS TIME TO POST TO THE PAYROLL RECORDS.

NOTE: IF YOU HAVE MADE ANY CHANGES TO THE PAYROLL INPUT FILE SINCE PRINTING THE PAYROLL REPORT YOU MUST RUN A NEW REPORT. THE FIGURES WHICH WILL BE POSTED TO THE GENERAL JOURNAL ARE THE SAME ONES WHICH APPEAR AT THE END OF THE LAST REPORT PRINTED.

WHEN YOU ARE READY TO UPDATE, SIMPLY HIT "7" FROM THE PAYROLL WRITEUP MENU. THE SYSTEM WILL RESPOND WITH:

VERIFICATION NECESSARY

SIMPLY HIT "Y" TO CONTINUE THE UPDATE. HITTING "N" WILL RETURN YOU TO THE MENU. ONCE BEGUN, THE SYSTEM WILL POST ALL EMPLOYEE FILES AND A JOURNAL ENTRY TO THE GENERAL JOURNAL.

AFTER UPDATING, IT IS ADVISABLE TO PRINT A Y-T-D REPORT AND A MONTHLY PAYROLL JOURNAL. DOUBLE-CHECK THE TOTALS BY ADDING THE CURRENT PAYROLL FIGURES TO THE PREVIOUS PERIOD'S TOTALS. IF THEY DON'T AGREE THEN REVIEW ALL THE REPORTS TO FIND YOUR ERRORS AND MAKE ANY NECESSARY CORRECTIONS THROUGH THE DATA CONTROL SECTION.

POST HAND-WRITTEN CHECKS

THIS SECTION IS SETUP FOR POSTING INDIVIDUALLY COMPUTED CHECKS TO THE PAYROLL RECORDS. SIMPLY ENTER THE PAY CHECK INFORMATION ON THE LINES PROVIDED. IF THE GROSS PAY LESS DEDUCTIONS DOES NOT EQUAL THE NET PAY THE SYSTEM WILL NOT ALLOW THE CHECK TO BE POSTED. ENTER THE PAYCHECK DATE AND "Y" (FOR YES), AT THE PROMPT, TO POST THIS CHECK TO THE EMPLOYEE'S RECORDS.

PAYROLL PRINTOUTS & REPORTS

1 - EMPLOYEE NUMBERS

PRINTS A LISTING OF EMPLOYEE NUMBERS.

2 - EMPLOYEE FILE DATA

PRINTS A LISTING OF EMPLOYEE ADDRESSES, PHONE NUMBERS, AND ALL COMPUTATION DATA.

3 - EMPLOYEE PAY RATES

PRINTS A LISTING OF EMPLOYEES WITH THEIR RESPECTIVE PAY-RATES.

4 - MONTHLY JOURNAL

PRINTS THE CURRENT MONTH'S PAYROLL JOURNAL. THIS REPORT MUST BE RUN IN ORDER TO CLEAR M-T-D FIGURES PRIOR TO FIRST PAYROLL UPDATE OF A NEW MONTH.

5 - QUARTERLY REPORT

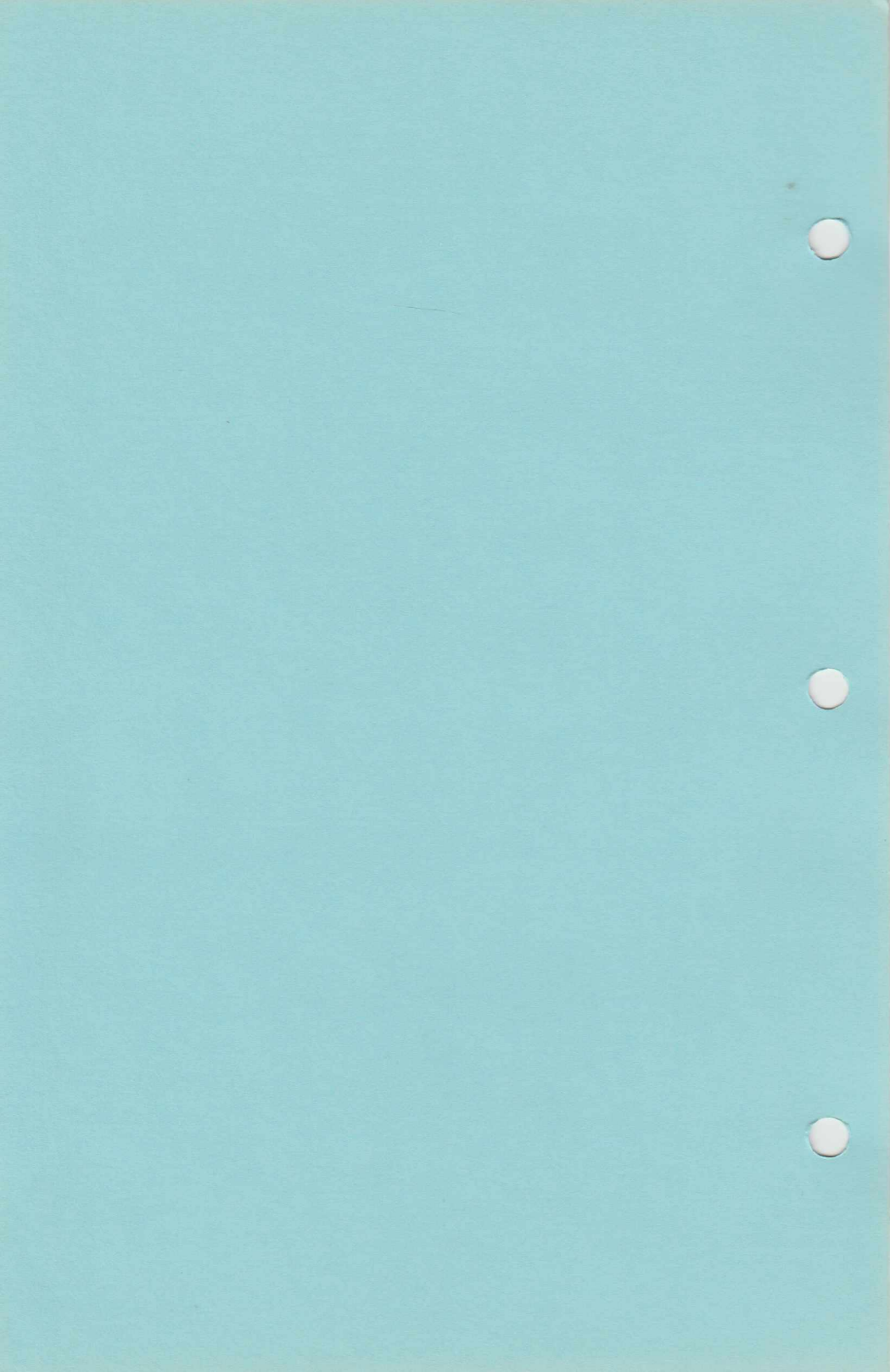
PRINTS THE QUARTERLY STATE UNEMPLOYMENT COMPENSATION REPORT, EMPLOYEE SOCIAL SECURITY NUMBERS, EXEMPT WAGES, AND IRS 941 FIGURES.

6 - Y/T/D DETAIL REPORT

PRINTS A YEAR-TO-DATE REPORT OF EMPLOYEE EARNINGS AND DEDUCTIONS.

7 - W-2 PRINTING

W-2 WAGE AND TAX REPORT PRINTING IS AVAILABLE FOR INDIVIDUAL W-2S OR FOR ALL EMPLOYEES BY SELECTING #6 FROM THE PROGRAM MENU.



ACCOUNTS RECEIVABLE

THE ACCOUNTS RECEIVABLE SECTION OF *THE ACCOUNTANT* CAN BE USED AS AN ELECTRONIC FILING SYSTEM ALLOWING FOR EVENTUAL PRINTING OF PERIODIC CUSTOMER STATEMENTS.

PLEASE NOTE, THE ACCOUNTS RECEIVABLE SECTION IS COMPLETELY INDEPENDENT AND NOT INTEGRATED WITH THE GENERAL LEDGER. THIS MEANS THAT ALL SALES WILL HAVE TO BE RECORDED IN A SALES JOURNAL AND AN ADJUSTING ENTRY MADE AT MONTH END. FOR MORE INFORMATION SEE THE GENERAL JOURNAL SECTION.

THE ACCOUNTS RECEIVABLE SYSTEM ALLOWS UPTO 100 CUSTOMERS WITH A MAXIMUM OF 300 OUTSTANDING INVOICES. THE SECTION IS SET UP PRIMARILY AS AN "OPEN ITEM" SYSTEM WHERE INVOICES REMAIN "ON FILE" UNTIL THEY ARE PAID OR CREDITED. BUT, AS DISCUSSED LATER, THE CUSTOMER ACCOUNTS CAN BE CLOSED OUT MONTHLY TO A BEGINNING BALANCE IF NECESSARY.

STEP BY STEP

FOR BEST RESULTS USE THE FOLLOWING CHECK LIST WHEN POSTING ACCOUNTS RECEIVABLE:

- 1) PRINT DETAIL & MARK PAID INVOICES.
- 2) ELIMINATE PAID OR CREDITED INVOICES & UPDATE.
- 3) CUSTOMER FILE MAINTENANCE & UPDATE.
- 4) INPUT NEW SALES INVOICES & UPDATE.
- 5) PRINT REPORTS & REVIEW.
- 6) PRINT STATEMENTS (END-OF-MONTH).
- 7) CLOSE OUT MONTH (BALANCE FORWARD ACCOUNTING SYSTEMS ONLY).

CUSTOMER FILE MAINTENANCE

TO REACH THE A/R CUSTOMER FILE MAINTENANCE MENU SIMPLY HIT "C" FROM THE ACCOUNTS RECEIVABLE MENU. FOUR SELECTIONS NUMBERED FROM 1 THRU 4 WILL APPEAR.

1 - NEW CUSTOMER INFORMATION:

USE THIS SECTION TO INPUT FILE DATA FOR ANY NEW CHARGE CUSTOMERS. THE SYSTEM WILL PROMPT YOU TO INPUT THE FOLLOWING DATA:

A) CUSTOMER NUMBER - THE A/R CUSTOMER NUMBER IS MADE UP OF ANY THREE CHARACTERS. LETTERS ARE PREFERRED FOR ACCOUNTS RECEIVABLE SINCE THE ACCOUNTS PAYABLE IS NUMERIC FROM 1 TO 100. FOR EXAMPLE, ONE MIGHT USE "ABC" FOR ACME BUSINESS CONTROLS. NOTE: YOU MUST USE THREE CHARACTERS!

B) NAME - INPUT THE CUSTOMER NAME AS USED FOR BILLING PURPOSES. MAXIMUM OF 25 CHARACTERS IS ALLOWED PER NAME.

C) MAILING ADDRESS - INPUT THE ADDRESS USED FOR BILLING PURPOSES. MAXIMUM OF 25 CHARACTERS IS ALLOWED PER ADDRESS.

D) CITY/ST/ZIP - INPUT, EACH ON ITS OWN LINE, THE CITY, STATE ABBREVIATION, AND 10-DIGIT ZIP CODE NECESSARY TO COMPLETE THE CUSTOMER'S MAILING ADDRESS.

E) PHONE - INPUT THE CUSTOMER'S PHONE NUMBER. A MAXIMUM OF FOURTEEN CHARACTERS IS PERMITTED.

IF A PREVIOUSLY ASSIGNED CUSTOMER NUMBER IS ENTERED AT THE BEGINNING OF THIS SECTION, THE SYSTEM WILL ENTER THE DISPLAY CUSTOMER INFORMATION SECTION. (NUMBER 3)

2 - SWITCH CUSTOMER ORDER

THE SYSTEM DOES NOT SORT THE CUSTOMERS ALPHABETICALLY OR ANY OTHER WAY. USE THIS SECTION TO ORGANIZE THE CUSTOMER FILES FOR PRINTING. TO REORGANIZE THE FILES, SIMPLY FOLLOW THE PROMPTS AND INPUT THE CUSTOMER NUMBERS AS ASKED. THE SYSTEM WILL PROCEED TO SWITCH THE PRINTING ORDER OF THE TWO CUSTOMERS.

3 - DISPLAY CUSTOMER INFORMATION

TO DISPLAY CUSTOMER INFORMATION AND TO MAKE ANY NECESSARY CHANGES. AS WITH OTHER "CHANGE" SECTIONS OF *THE ACCOUNTANT* ONLY THE INCORRECT FIELDS NEED BE INPUTED. IF IT BECOMES NECESSARY TO REMOVE A CUSTOMER FROM THE CUSTOMER LIST, HIT "K" AFTER DISPLAYING THE CUSTOMER'S INFORMATION.

IF AN UNUSED CUSTOMER NUMBER IS ENTERED AT THE BEGINNING OF THIS SECTION, THE SYSTEM WILL REACT AS IF THE INTENTION WAS TO INPUT A NEW CUSTOMER.

INPUT INVOICES

TO INPUT ALL ACCOUNTS RECEIVABLE INVOICES. BEFORE BEGINNING INPUT, HIT "T" FROM THE ACCOUNTS RECEIVABLE MENU TO FIND THE TOTAL INVOICES STORED IN MEMORY.

THEN ADD THIS TOTAL TO A TOTAL OF ALL THE INVOICE AMOUNTS TO BE ENTERED. THIS WILL PROVIDE A CHECK FIGURE FOR COMPARISON WITH THE TOTAL DERIVED AFTER POSTING.

HITTING "I" FROM THE ACCOUNTS RECEIVABLE MENU AND AN INPUT SCREEN WILL APPEAR WITH 5 FIELDS:

1) INV# (INVOICE#) - INVOICE NUMBERS CAN BE UP TO SIX CHARACTERS ALPHA, NUMERIC OR A COMBINATION. AFTER THE INV# HAS BEEN ENTERED, THE SYSTEM WILL SCAN THE INVOICE FILE AND CHECK FOR DUPLICATES. IF A MATCH IS ENCOUNTERED, THE SYSTEM WILL ENTER THE DISPLAY/CORRECT MODE. TO RETURN TO THE MENU ENTER A "B" IN THIS FIELD.

2) DATE - ENTER THE DATE THE INVOICE WAS WRITTEN. INPUT MUST USE A MINUS (-) SIGN TO SEPARATE NUMBERS, BUT EXTRA ZEROS ARE NOT NECESSARY. FOR EXAMPLE: 1-1-86 IS CORRECT.

3) CUS - ENTER CUSTOMER NUMBER. ONLY NUMBERS SETUP THROUGH THE CUSTOMER FILE MAINTENANCE SECTION WILL BE ACCEPTED.

4) DESCRIPTION - ENTER THE DESCRIPTION OF ITEM(S) SOLD. A MAXIMUM OF 40 CHARACTERS IS PERMITTED.

5) AMOUNT - ENTER THE AMOUNT OF THE INVOICE.

THE DATA INPUT IN ANY OF THE ABOVE FIELDS WILL NOT BE POSTED TO MEMORY UNTIL THE AMOUNT HAS BEEN ENTERED. SO IF <ESC> IS PRESSED DURING INPUT NO DATA IS POSTED.

NOTES ON INVOICE POSTING

A MEMO CAN BE PLACED IN THE CUSTOMERS' FILE BY POSTING AN INVOICE ENDING WITH AN ASTERICK (*). THIS TYPE OF INVOICE WILL NOT APPEAR ON THE CUSTOMER'S STATEMENT.

DATA ENTERED ON ANY GIVEN LINE WILL CARRY DOWN TO THE NEXT LINE BY SIMPLY HITTING THE <RETURN> ON THE SECOND LINE. FOR EXAMPLE, AFTER ENTERING THE DATE ON THE FIRST LINE, THE OPERATOR NEED ONLY HIT <RETURN> IN THE DATE FIELD ON SUCCEEDING LINES FOR INVOICES OF THE SAME DATE. (NOTE: THE LINE WILL APPEAR BLANK.)

TO CHECK THE ACCURACY OF AN INVOICE, IMMEDIATELY AFTER POSTING HIT RETURN ON THE FOLLOWING INV# FIELD. THE SYSTEM WILL RESPOND BY ENTERING THE DISPLAY MODE DISPLAYING THE INVOICE PREVIOUSLY POSTED.

IMPORTANT: BE SURE TO UPDATE AFTER POSTING. FOR THE SAME INFORMATION IN THE MEMORY MUST BE RECORDED ON THE DISK FILES.

DISPLAY & CORRECT INVOICE

TO DISPLAY AN INVOICE SIMPLY HIT "D" FROM THE ACCOUNTS RECEIVABLE MENU. THE SYSTEM WILL RESPOND WITH THE INVOICE INPUT FIELD AND A REVERSE-FIELD WINDOW AT THE BOTTOM OF THE SCREEN. AFTER ENTERING THE INVOICE NUMBER IN THE SPACE PROVIDED, THE CORRESPONDING DATA WILL BE DISPLAYED IN THE WINDOW FOLLOWED BY THIS PROMPT:

<C>HANGE OR <RETURN>

HIT "C" TO SETUP ENTRY OF ANY INFORMATION WHICH NEEDS TO BE CORRECTED ON THE 1ST LINE OF THE ABOVE INVOICE INPUT FIELD. NOTE: ONLY CHANGE THE INCORRECT FIELDS.

ELIMINATE PAID INVOICES

TO POST COLLECTIONS AND CREDITS. AFTER HITTING "E" FROM THE ACCOUNTANTS RECEIVABLE MENU AN INPUT SCREEN WITH TWO FIELDS WILL APPEAR.

PRIOR TO ENTERING THIS SECTION, IT IS RECOMMENDED THAT A LIST OF PAID INVOICES AND THE AMOUNT PAID ON EACH BE COMPILED AS A CHECK LIST.

NEXT, ENTER THE INVOICE NUMBERS AND THE RESPECTIVE AMOUNTS IN THE APPROPRIATE FIELDS. NOTE: IF PARTIAL PAYMENT IS MADE AGAINST AN OUTSTANDING INVOICE, THE SYSTEM WILL AUTOMATICALLY DEDUCT THE AMOUNT PAID FROM THE INVOICE AMOUNT, LEAVING THE BALANCE ON RECORD. I.E. AN INVOICE WILL NOT BE REMOVED FROM THE MEMORY UNTIL THE BALANCE IS ZERO.

AFTER ALL THE PAID INVOICES ARE POSTED, ENTER "P" IN THE 1ST SPACE OF THE INVOICE NUMBER FIELD TO POST THE INPUT IN TO THE FILES.

IF AN INCORRECT INVOICE NUMBER IS ENTERED, THE SYSTEM WILL IMMEDIATELY INDICATE THE NUMBER ENTERED AND THE AMOUNT.

UPDATE DISK FILES

AFTER ANY SUBSTANTIAL AMOUNT OF INPUT, IT IS STRONGLY RECOMMENDED THAT THE OPERATOR HIT "U" FROM THE ACCOUNTS RECEIVABLE MENU. THIS PROCESS "SAVES" THE INFORMATION WHICH HAS BEEN ENTERED ONTO THE DISK FILES.

WHEN IN DOUBT - UPDATE!!!

SCROLL CUSTOMER NUMBERS

HITTING "S" FROM THE ACCTS REC MENU WILL CAUSE ALL CUSTOMER NUMBERS TO SCROLL ON THE SCREEN.

VERIFY CUSTOMER ACCOUNT

TO DISPLAY ALL THE OUTSTANDING INVOICES FOR A PARTICULAR CUSTOMER. AFTER HITTING "V" FROM THE ACCOUNTS RECEIVABLE MENU THE SYSTEM WILL ASK FOR A CUSTOMER NUMBER. IF AN INVALID NUMBER IS ENTERED, THE MENU WILL RESET.

TOTAL INVOICES

AFTER HITTING "T" FROM THE ACCOUNTS RECEIVABLE MENU, THE SYSTEM WILL RETURN THE TOTAL OF ALL OUTSTANDING INVOICES CURRENTLY STORRED IN MEMORY. TO RESET THE MENU SIMPLY HIT ANY KEY.

A/R PRINTOUTS & REPORTS

1 - AGED ANALYSIS

PRINTS CURRENT, 30-60, AND OVER 60 DAY AGING SCHEDULE OF OUTSTANDING INVOICES.

2 - ACCTS REC DETAIL

PRINTS A CONTINUOUS SCHEDULE OF ALL OUTSTANDING INVOICES SORTED BY CUSTOMER.

3 - CUSTOMER INFORMATION

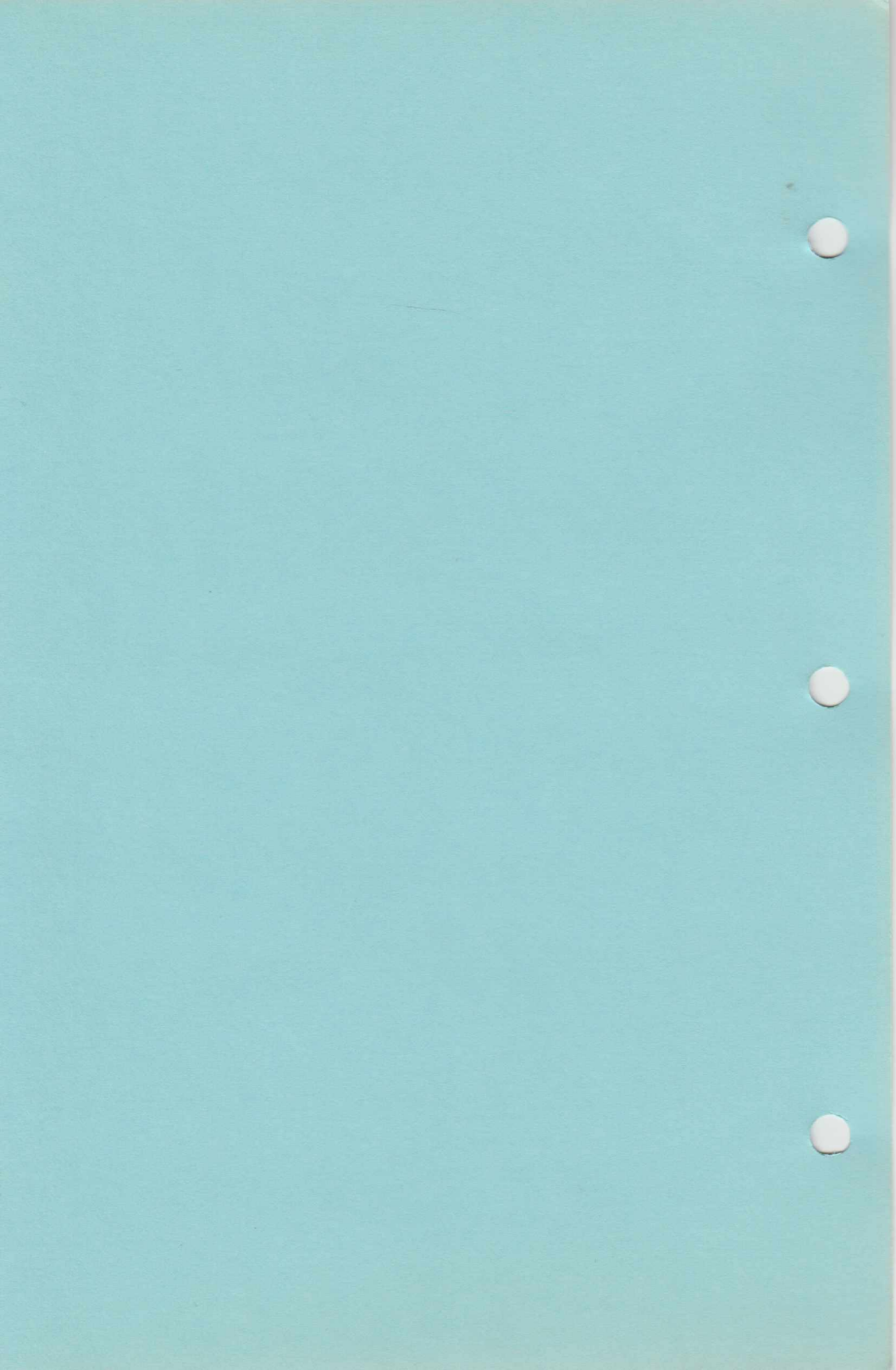
PRINTS A LISTING OF ALL CUSTOMER NAMES, ADDRESSES, AND PHONE NUMBERS.

4 - CUSTOMER NUMBERS

PRINTS A LISTING OF ALL CUSTOMERS BY THEIR RESPECTIVE CUSTOMER NUMBERS.

5 - PRINT STATEMENTS

PRINTS CURRENT CUSTOMER STATEMENTS WITH OR WITHOUT A LETTERHEAD. THE SYSTEM WILL ASK IF YOU WISH TO PRINT ONE OR <ALL> CUSTOMER STATEMENTS. AT THIS POINT, ENTER A SINGLE CUSTOMER NUMBER OR HIT <RETURN> TO RUN <ALL> THE STATEMENTS. NOTE, NEVER USE "ALL" AS A CUSTOMER NUMBER.



ACCOUNTS PAYABLE

THE ACCOUNTS PAYABLE SECTION OF *THE ACCOUNTANT* CAN BE USED AS AN ELECTRONIC FILING SYSTEM FOR ACCURATE ANALYSIS OF VENDOR INVOICES, OR BILLS.

PLEASE NOTE: THE ACCOUNTS PAYABLE SECTION IS COMPLETELY INDEPENDENT AND NOT INTEGRATED WITH THE GENERAL LEDGER. THIS MEANS THAT ALL EXPENSES WILL HAVE TO BE RECORDED THROUGH THE CHECK REGISTER AND AN ADJUSTING ENTRY MADE AT MONTH END FOR ANY EXPENSE ACCRUALS. FOR MORE INFORMATION SEE THE CHECK REGISTER AND GENERAL JOURNAL SECTIONS.

THE SYSTEM ALLOWS UPTO 99 VENDORS WITH A MAXIMUM OF 300 OUTSTANDING INVOICES. THE ACCOUNTS PAYABLE SECTION IS SET UP PRIMARILY AS AN "OPEN ITEM" SYSTEM. INVOICES WILL REMAIN "ON FILE" UNTIL THEY ARE PAID OR CREDITED THROUGH THE ELIMINATE INVOICE SECTION.

STEP BY STEP

FOR BEST RESULTS USE THE FOLLOWING CHECK LIST WHEN POSTING ACCOUNTS PAYABLE.

- 1) PRINT DETAIL & MARK PAID INVOICES.
- 2) ELIMINATE PAID OR CREDITED INVOICES.
- 3) VENDOR FILE MAINTENANCE.
- 4) INPUT NEW INVOICES & BILLINGS.
- 5) PRINT REPORTS AND REVIEW.

VENDOR FILE MAINTENANCE

TO SETUP NEW VENDOR FILES OR ADJUST DATA IN EXISTING VENDOR FILES, SIMPLY HIT "F" FROM THE ACCOUNTS PAYABLE MENU. THE SYSTEM WILL NEXT ASK FOR THE VENDOR NUMBER. ENTER THE CORRECT NUMBER FROM 1 TO 99. IF THE NUMBER HAS ALREADY BEEN ASSIGNED, THE SYSTEM WILL DISPLAY THE INFORMATION ON FILE AND THE FOLLOWING PROMPT:

<C>HANGE, <RETURN>, OR <K>ILL

IF NO FURTHER ACTION IS NECESSARY, HIT <RETURN>. IF CLEARING THE VENDOR FILE IS DESIRED, HIT "K". IF "C" IS SELECTED THE SYSTEM ENTERS THE INFORMATION INPUT SECTION. IF CHANGING THE VENDOR FILE DATA, INPUT ONLY THE NECESSARY INFORMATION.

VENDOR INFORMATION INPUT

INPUT VENDOR INFORMATION IN THE FOLLOWING FIELDS AS THEY APPEAR:

- A) NAME - INPUT THE VENDOR NAME AS USED FOR PAYMENT PURPOSES. MAXIMUM OF 25 CHARACTERS IS ALLOWED.
- B) MAILING ADDRESS - INPUT THE ADDRESS USED FOR PAYMENT PURPOSES. MAXIMUM OF 25 CHARACTERS IS ALLOWED.
- C) CITY/ST/ZIP - INPUT, EACH ON ITS OWN LINE, THE CITY, STATE ABBREVIATION, AND 10-DIGIT ZIP CODE NECESSARY TO COMPLETE THE VENDOR'S MAILING ADDRESS.
- D) PHONE - ENTER THE VENDOR'S PHONE NUMBER A MAXIMUM OF FOURTEEN CHARACTERS IS PERMITTED.

INPUT INVOICES

TO INPUT ALL ACCOUNTS PAYABLE INVOICES. AFTER HITTING "I" FROM THE ACCOUNTS PAYABLE MENU AN INPUT SCREEN WILL APPEAR WITH 6 FIELDS.

1) VN# (VENDOR #) - INPUT THE APPROPRIATE VENDOR NUMBER FOR THIS INVOICE (1 TO 99). TO RETURN TO THE MENU INPUT ZERO IN THIS FIELD.

2) INV# (INVOICE#) - INVOICE NUMBERS CAN BE UP TO SIX CHARACTERS ALPHA, NUMERIC OR A COMBINATION.

3) INV DATE - ENTER THE DATE THE INVOICE WAS WRITTEN. INPUT MUST USE A MINUS (-) SIGN TO SEPARATE NUMBERS, BUT EXTRA ZEROS ARE NOT NECESSARY. FOR EXAMPLE: 1-1-86 IS QUITE APPROPRIATE.

3) DUE DATE - ENTER THE DATE THE INVOICE IS DUE TO BE PAID. INPUT MUST USE A MINUS (-) SIGN TO SEPARATE NUMBERS, BUT EXTRA ZEROS ARE NOT NECESSARY. FOR EXAMPLE: 1-1-86 IS QUITE APPROPRIATE.

4) DESCRIPTION - ENTER THE DESCRIPTION OF ITEM(S) OR SERVICE(S) PURCHASED. A MAXIMUM OF 30 CHARACTERS IS PERMITTED.

5) AMOUNT - ENTER THE AMOUNT OF THE INVOICE.

THE DATA INPUT IN ANY OF THE ABOVE FIELDS WILL NOT BE POSTED TO MEMORY UNTIL THE AMOUNT HAS BEEN ENTERED. SO IF <ESC> IS PRESSED DURING INPUT NO DATA IS POSTED.

AFTER THE AMOUNT IS ENTERED THE SYSTEM WILL CHECK TO SEE IF THE SAME INVOICE NUMBER HAS ALREADY BEEN POSTED FOR THIS VENDOR. IF A MATCH IS ENCOUNTERED, THE SYSTEM WILL ENTER THE DISPLAY/CORRECT INVOICE MODE.

DATA ENTERED ON ANY GIVEN LINE WILL CARRYDOWN TO THE NEXT LINE BY SIMPLY HITTING THE <RETURN> ON THE SECOND LINE. FOR EXAMPLE, AFTER ENTERING A DATE ON THE FIRST LINE, THE OPERATOR NEED ONLY HIT <RETURN> IN THE DATE FIELD ON SUCCEEDING LINES FOR INVOICES WITH THE SAME DATE. (NOTE: THE LINE WILL APPEAR BLANK.)

IMPORTANT: BE SURE TO UPDATE AFTER POSTING. FOR THE SAME INFORMATION IN THE MEMORY MUST BE RECORDED ON THE DISK FILES.

DISPLAY & CORRECT INVOICE

TO DISPLAY AN INVOICE, SIMPLY HIT "D" FROM THE ACCOUNTS PAYABLE MENU. THE SYSTEM WILL RESPOND WITH THE INVOICE INPUT FIELD AND A REVERSE-FIELD WINDOW AT THE BOTTOM OF THE SCREEN. AFTER ENTERING THE APPROPRIATE VENDOR NUMBER & INVOICE NUMBER IN THE SPACES PROVIDED, THE CORRESPONDING DATA WILL BE DISPLAYED IN THE WINDOW FOLLOWED BY THIS PROMPT:

<C>HANGE OR <RETURN>

TO CORRECT AN INVOICE, HITTING "C" AT THIS POINT WILL SETUP ENTRY OF ANY INFORMATION NEEDING CORRECTION ON THE 1ST LINE OF THE ABOVE INVOICE INPUT FIELD. NOTE: CHANGE ONLY THE FIELDS WHICH ARE INCORRECT.

UPDATE DISK FILES

AFTER ANY SUBSTANTIAL AMOUNT OF INPUT, IT IS STRONGLY RECOMMENDED THAT THE OPERATOR HIT "U" FROM THE ACCOUNTS PAYABLE MENU. THIS PROCESS "SAVES" THE INFORMATION WHICH HAS BEEN ENTERED ONTO THE DISK FILES. WHEN IN DOUBT - UPDATE!!!

ELIMINATE PAID INVOICES

USE THIS SECTION TO POST PAYMENTS AND CREDITS. AFTER HITTING "E" FROM THE ACCOUNTANTS PAYABLE MENU, AN INPUT SCREEN WITH THREE FIELDS WILL APPEAR.

BEFORE BEGINNING THIS SECTION, IT IS RECOMMENDED THAT A LIST OF PAID INVOICES AND THE AMOUNT PAID BE COMPILED AS A CHECK LIST.

NEXT, ENTER THE VENDOR NUMBERS, INVOICE NUMBERS AND THE RESPECTIVE AMOUNTS IN THE APPROPRIATE FIELDS. NOTE: IF PARTIAL PAYMENT IS MADE AGAINST AN OUTSTANDING INVOICE THE SYSTEM WILL AUTOMATICALLY DEDUCT THE AMOUNT PAID FROM THE INVOICE AMOUNT LEAVING A BALANCE. I.E. AN INVOICE WILL NOT BE REMOVED FROM THE MEMORY UNTIL THE BALANCE IS ZERO.

AFTER ALL THE PAID INVOICES ARE POSTED, ENTER ZERO IN THE VENDOR NUMBER FIELD TO POST THE INPUT TO THE FILES.

IF AN INCORRECT INVOICE NUMBER IS ENTERED FOR A PARTICULAR VENDOR, THE SYSTEM WILL INFORM THE OPERATOR IMMEDIATELY UPON POSTING OF THE INVOICE NUMBER ENTERED AND THE AMOUNT.

VERIFY VENDOR ACCOUNT

USE THIS SECTION TO DISPLAY ALL THE OUTSTANDING INVOICES FOR A PARTICULAR VENDOR. AFTER HITTING "V" FROM THE ACCOUNTS PAYABLE MENU, THE SYSTEM WILL ASK FOR A VENDOR NUMBER (1 TO 99). IF AN INVALID NUMBER IS ENTERED, THE MENU WILL RESET.

SCROLL VENDOR NUMBERS

HITTING AN "S" FROM THE ACCTS PAYABLE MENU WILL CAUSE THE SYSTEM TO SCROLL ALL VENDOR NUMBERS ON THE SCREEN.

A/P PRINTOUTS & REPORTS

1 - AGED ANALYSIS

PRINTS CURRENT, 30-60, AND OVER 60 DAY AGING OF ALL OUTSTANDING VENDOR INVOICES BASED UPON DUE DATE OR INVOICE DATE.

2 - ACCOUNTS PAYABLE DETAIL

PRINTS A CONTINUOUS SCHEDULE OF ALL OUTSTANDING VENDOR INVOICES SORTED BY VENDOR NUMBER.

3 - VENDOR INFORMATION

PRINTS A LISTING OF ALL VENDOR INFORMATION INCLUDING TOTAL CHECKS PAID TO DATE (FOR 1099 TAX PURPOSES).

4 - VENDOR NUMBERS

PRINTS A LISTING OF ALL VENDORS AND THEIR RESPECTIVE NUMBERS.