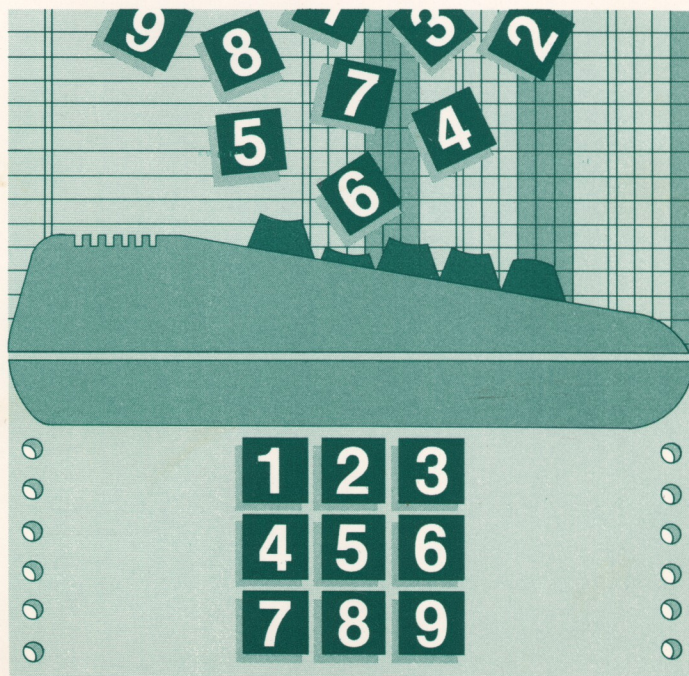# INSTA

INSTA-LEDGER

T.M.

BY
JOHN C. ANNALORO

GENERAL LEDGER STYLE BOOKKEEPING SYSTEM FOR THE COMMODORE 64 COMPUTER

MICROSCI

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The INSTA-LEDGER Financial System is a General Ledger Style Bookkeeping Program, with Complete Data Retrieval and Report Generation Capabilities.

INSTA-LEDGER is designed to be fully operable on Commodore equipment. The program is compatible with the Commodore 64 series computers. The system requires at least one disk drive, such as the Commodore 1541. If the optional printer reports are to be produced, a Commodore, or compatible printer with interface, may be used.

DISCLAIMER

Table of contents

Introduction

INSTA-LEDGER presents the basic fundamentals of accounting and bookkeeping for home finances or small business applications.

INSTA-LEDGER has been designed primarily for those with no structured training in accounting practice, yet who need to manage their financial records in a manner compatible with standardized bookkeeping principles and produce formal printed financial reports.

The outstanding feature of the program is the simple practical approach to the accounting system and the clear, easy to understand documentation.

INSTA-LEDGER is a "General Ledger" style financial bookkeeping system, designed to make maximum use of your computer's abilities. The program runs in color, with all information uniformly color coded. All user prompts and commands, for example, will display brightly in yellow throughout the program. When the system is being used with a green screen or amber monitor, user prompts and commands will display apart from the text for easy system control.

A major objective of the program is to treat each bookkeeping function as an independent activity. This will help you in quickly mastering the system without diminishing the accounting concepts or program capabilities.

No computer system can completely replace the expert advice of a good accountant, C.P.A. or tax attorney. *INSTA-LEDGER* is made to complement the work of your financial planners by logically and efficiently organizing your records, and by printing reports that emphasize internal control over your revenue and expenses. The program is designed to be the strong and helpful foundation of an excellent overall financial records management system.

Using the system for the first time

Before using the bookkeeping software, read the complete user manual. This will save much time later and familiarity with the manual will allow you to locate the answers to your questions as they arise. This understanding of the bookkeeping system will also help you in organizing your financial records.

Next, collect your record of expenses by gathering receipts, cancelled checks, current books, etc., and your records of income and revenue from bank records or deposit slips and any other channels.

Sort the expenses by type, and sort the revenue by source. Give each grouping or "classification" a name and number. This will become your index system called the Chart of Accounts. These account titles and reference numbers will be used to summarize your financial activities.

This is an essential part of the bookkeeping program, for even the smallest accounting system should have a Chart of Accounts. Review pages 8 and 9 of the user manual. This will provide additional assistance in building your Chart. Design a Chart of Accounts before loading the software for the first time, and refer to your notes when putting the data on-line.

When putting information into the system, the program will always ask how many entries you wish to make. You may enter up to 20 items or records at a time. If you enter '...' you will be returned to the program's MAIN DIRECTORY. If you have more than 20 records to add, you may use the MAIN DIRECTORY selections 1, 2, and 3 as many times as necessary to complete the task.

Pages 10 and 12 should be re-read prior to adding your first financial records. These two sections are titled "Adding Expense Entries to the Ledger," and "Posting Revenue to the Accounts." The chapters will assist you in the mechanics of getting your financial records onto the data diskettes.

The "Data Disk" itself will easily hold up to 400 or 500 records, depending on the length of each of your entries. Use this information to determine the length of your system's "Accounting Period." MAIN DIRECTORY selection number 6 (End of Period Accounting Transactions) is used to total and give a final report on all the information held on your data disk.

In light use applications, these end of period functions need only be done at the end of the year. With more moderate use, the accounting

period should be shortened to semi-annually, quarterly, monthly or some other logical time frame. Also, by keeping the period reasonably short, such as quarterly, you speed up the time of reading your records and producing reports, because the physical length of your accounting files is smaller.

Occasionally, you should read through a screen display of your financial records and check them for accuracy. If you find that an item has been incorrectly entered, delete that record, then add a new entry with the proper data.

Periodically sort your bookkeeping files. Sorting takes some time to complete, it is not done automatically after each entry. Instead, it is done on demand (MAIN DIRECTORY selection 8), and the function may be used whenever necessary. Sorting should always be done prior to producing any reports, so that your data appears in exact, logical sequence.

There are two last areas to be considered when using the system. Backing up your financial records by making copies of your data disk, and care of the diskette itself. Accidents happen, and disks become damaged or lost. It is important that you minimize the risk of losing all your accounting data, and avoid having to rebuild the files from old records. The reasons for backing up your data disk are obvious. It can be done automatically using the MAIN DIRECTORY selection 9. As your files become large, you may consider the possibility of making more than one back-up copy of your records.

As the system archives your records, the program makes continuous use of your computer's read/write capabilities. A flaw on the diskette can prevent the disk drive from addressing old records or storing new ones. Disk failure can be prevented, however, by using high quality diskettes and maintaining a standard of careful handling of your storage media. Be sure not to bend the diskette or touch the diskette surface. Return the disks to their protective jackets and store in a secure place. Dust, fingerprints, temperature extremes, magnetic fields, pressing while writing on disk labels, and even smoke can damage your diskette and make it unsuitable for use.

To summarize, the most successful manner to approach this powerful bookkeeping system is with care and organization. By following the simple directions in the manual, the automatic organization of your financial records with graphs, displays, and reports will be a smooth operational process. Remember:

Read the user manual before loading software.

Design a good Chart of Accounts.

Routinely check your input for accuracy.

Keep "Accounting Periods" reasonable.

Sort records before producing reports.

Back-up your data

Use quality diskettes and handle them carefully.

Loading your accounting program

For your first use of this accounting program you will need the following items:

1. The accounting program disk.
2. Two blank unformatted diskettes for record storage.
3. The program's user manual for instruction.
4. Financial information to be journalized. To start, you must record at least one expense transaction and provide at least one revenue or income item to file.

Prepare your computer, disk drive, and monitor as per the operational instructions provided with the equipment.

Insert the program disk into the disk drive unit. In uppercase letters — enter:

LOAD *"INSTA-LEDGER"* , 8 (Press RETURN)

The disk drive will be activated and your program will load into the computer. When the red indicator light on the drive unit goes off, the flashing cursor will return to the monitor screen.

Enter:

RUN (Press RETURN)

The title page of the program will display and you may now begin.

Using the main directory—
A system overview

All functions are accessed through the MAIN DIRECTORY. The following information illustrates the proper use and capabilities of each section.

0 Open the First Set of Ledger Files
This section is for the first time use of the accounting system. It formats the "Data Disk" and "Back-Up Disk," and files the first Revenue, Expense, and Chart of Accounts information.

1 Add New Account Number and Description
This function is utilized when adding new account classifications to the Chart of Accounts.

2 Post New Expenditures to the Ledger
All continuing listings of financial expenses are entered into the system using this function.

3 Deposit Revenue to the Accounts
This section builds the Revenue Record Files and is used to furnish the system with all income, cash, revenue, and funding information.

4 Research Information and Create Reports
Almost all report and information retrieval from the data base is obtained with this function. The Chart of Accounts can be accessed, as well as all Ledger Expense Entries and Revenue Records. Searches will locate records in any file by date, account number or other groupings. Special reports may be produced to provide in-depth financial analysis and accounting data.

5 Monthly Income Statement and Balances
Formal income statements are generated in this division. Account totals by class are given. A print-out of all expenditures for the month can be obtained in report and bar graph fashion.

6 End of Period Accounting Transactions
For Year-End or Accounting Period End totals of all activity in the accounting files. A report or graphs of the totals by account class is generated, as well as a final printing of the year's records.

7 Journal Adjustments—Deletions
Entries containing errors or that need to be changed may be accessed with Section 7.

8 File Maintenance/Record Sorting
Functions available are date-sorting all files, checking available space to add more accounting information, and reorganizing the files to speed the reading of data.

9 Back-up Files and End Program
This section is used when making a back-up copy of the accounting files and for signing out of the system.

A note on data entry:
As you add information into the system, you will find the keyboard is "controlled." When numeric data is requested, the alphabetic keys on your computer are disabled. When descriptive information is requested, only some non-essential characters and graphic symbols do not function.

Date information is checked for accuracy automatically, as are all other fields. If you attempt to enter invalid information an error buzzer may sound, and the system will request that the data be input again.

Lastly, you may cancel a function at any time by entering three consecutive periods '...' This will end the input sequence and return you to the system's MAIN DIRECTORY.

Open the first set of ledger files

This section is for the first time use of the financial system. A second use of this function could destroy records by erasing information on the Data Disk.

This sequence of tasks will be done only once. First, the system will format (organize) two blank diskettes to hold your financial records. Then you will be guided through a logical progression of building an accounting records storage and retrieval system.

Step 1.   Create a Data Disk

Follow the screen directions that are displayed, and remove the program disk from the disk drive unit.

Insert a blank, unformatted disk into the drive. This is now your Data Disk. When the diskette is in, press any key on the keyboard to continue.

The screen will clear to display the file and the disk drive will whirl while the blank diskette is being prepared. When the disk drive stops, remove the diskette and label it:

LEDGER DATA FILES

Step 2.   Creating a Back-up File

Continue to follow the screen directions and insert a second blank diskette into the drive unit. This second disk will later hold a duplicate copy of your financial records for security purposes.

The screen will clear to display the back-up file being formatted.

When the drive stops, remove the diskette and label it:

FILE BACK-UP DISK

Set the "BACK-UP" disk aside and place the "DATA DISK" back into the disk drive.

Step 3.   Create a Chart of Accounts

The Chart of Accounts sets up the system by which all financial entries are classified. It is also the system by which

many records are located to produce reports.

A proper understanding of Chart of Account Reference Numbers, within this financial system, is the essential key to maximum access of all accounting features.

Chart Numbers must be three digits, and conform to standard accounting practice formats for numbering.

A complete guide to building the Chart of Accounts appears on pages 8 and 9 of this user manual. Refer to it for assistance, if you are unfamiliar with this system, or if you need to review the information.

Step 4.   Deposit Revenue to Accounts

The Revenue Files hold all records of incoming revenue.

Follow the screen directions when adding information to the financial system. The data requests are self-explanatory.

If you have not used this system before, if you need assistance, or if you wish to review the input conventions for adding Revenue Records, refer to the complete guide to adding Revenue Records on page 12.

Step 5.   Open Journal and List Expenses

The Expense Records File contains a financial trail of all out-going funds. Here, all expenditures are listed in date-order and by their individual reference number.

Follow the screen directions when listing expenses.

If you have not used this system before, if you need assistance, or if you need to review the input conventions for adding Expense Entries to the ledger, see pages 10 and 11.

HOW TO ACCESS SCREEN:

USE MAIN DIRECTORY
[Open The First Set of Ledger Files]
ENTER 0 — PRESS RETURN

Building the Chart of Accounts

It is important to structure the Chart of Accounts to match your exact accounting needs.

Since all business and financial groups have many different accounts, it is necessary to create a system that allows each category to be quickly identified.

Every account, therefore, is given a number as well as a name. Similar accounts are grouped and assigned a certain block of numbers.

The standard accounting practice is to number your Chart of Accounts as follows:

Assets Accounts	from 100 to 199
Liability Accounts	from 200 to 299
Owner Equity	from 300 to 399
Revenue Accounts	from 400 to 499
Expense Accounts	from 500 to 599

Number gaps are ordinarily left in between the account numbers in each block so that new accounts may be added when needed.

An example of two typical Chart of Accounts appears on the following page.

This system will accept any three digit account number, from 100 to 999.

For the purpose of producing reports, however, the following conventions **must** be observed when entering information.

Revenue must be numbered from 400 to 499 to be listed on your print-outs as a Revenue Account. Also, owner equity accounts will conveniently display as revenue when numbered in the 300 range. This allows all funds coming into the business from all sources to be documented.

Expense Accounts must be numbered at 500 or greater, in order to appear on Income Statements and year-end accounting reports.

Liability Accounts, 200 to 299, may be entered into the system but do not appear on month end or year-to-date statements. Net liabilities will be reflected as net loss on statements and reports that are produced on demand.

When entering information, the first data requested by the system will be the number of accounts you wish to input. Then, the screen will clear to display the following:

ACCOUNT NUMBER (XXX)

Enter the three digit Account Reference Number, then press the RETURN key. (If you attempt to enter less than three digits, or more than 3 characters, you will be automatically returned to the ACCOUNT NUMBER (XXX) query.)

Next, the screen will display the following:

ACCOUNT TITLE

Here, you may enter up to fifteen characters for the Account Title. Press the RETURN key. If you attempted to enter a title greater than fifteen characters long, the following message will appear:

ACCOUNT TITLE TOO LONG

The screen will clear to re-request the Account Number and Title again, and you must enter the data a second time.

At the completion of data entry, all information will be recorded on the diskette in the Chart of Accounts File. You will be automatically returned to the MAIN DIRECTORY.

HOW TO ACCESS SCREEN:

USE MAIN DIRECTORY
[Add New Account No. & Description]
ENTER 1 — PRESS RETURN

HOME CHART OF ACCOUNTS		BUSINESS CHART OF ACCOUNTS	
Account Ref. Number	**Account Name**	**Account Ref. Number**	**Account Name**
110	House	120	Office Equipment
120	Vehicles	140	Buildings
130	Furniture	145	Land
140	Rental Property	150	Vehicles
405	Primary Salary	160	Furniture
415	Second Income	162	Fixtures
425	Interest & Dividends	202	Accounts Payable
430	Misc. Income	301	John Smith, Capital
500	Entertainment	405	Retail Sales
510	Food Expenses	415	Consulting Fees
520	Home Repairs	420	Commissions Earned
530	Cable T.V.	500	Equipment Rental Exp.
540	Utilities	503	Telephone Expense
550	Taxes	520	Utility Expense
560	Insurance Costs	522	Office Rental
570	Water Utilities	530	Cleaning Fees
580	Telephone	534	Maintenance Costs
590	Personal Expenses	550	Office Supplies
600	Professional Journals	565	Advertising Expense
610	Gas/Oil	580	Salaries Paid
620	Medical Expenses	585	Payroll Tax Exp.
630	Club Membership		
640	Clothing		
660	Misc. Expense		

The examples illustrate two typical Charts of Accounts. Design your own Chart of Accounts before loading the software for the first time and refer to your notes when putting the data on-line.

Later, this information may be reviewed, printed, changed or updated. An example of a screen display of the Chart of Accounts is shown on page 19, and a sample print-out on page 20.

Adding expense entries to the ledger

The Ledger Expense Account File is designed to contain a listing of all outgoing funds and money spent.

Expense Accounts must be numbered at 500 or greater in order to appear on Income Statements and year-end accounting reports.

Also, as a convenience to the user, Asset Accounts numbered 100 to 199 will appear on expense records. This will allow you to list the cost of purchasing Asset items such as cars, furniture, land, signs, etc., as an expense for reporting purposes.

When entering information, the first data requested by the system will be the number of Expense Ledger Entries you wish to make. Input that number and press the RETURN key.

The screen will then clear to display the following:

DATE OF EXPENDITURE (MMDDYY)

Enter a six digit representation of the date, two characters for the month, then the day, then year. Press the RETURN key.

If you attempted to enter more or less than six characters the error buzzer will sound.

The screen will then clear to request that the date information be re-entered. When the date is acceptable, the system will continue to the next required data item. The screen will display the following:

TYPE (CASH-CHECK-CARD-OTHER)

This information records the type or source of funds used in the expenditure. The system requires that you input the word CASH, or the word CARD, or the word CHECK, or the word OTHER. Responses different than these will produce the "INVALID INFORMATION — BEGIN AGAIN" error message.

Use the word CASH to represent cash purchases.

Use the word CARD to represent credit card expenditures.

Use the word CHECK for items paid by checks.

Use the word OTHER for payments or outgoing charges that do not fall into the above categories. An example might be bank charges that are automatically deducted from your accounts; notes, warrants or vouchers you may issue for goods or services received; or to denote special "payable" classifications.

If you entered the word CHECK, the system will require that the check number be entered, and display the following:

CHECK NUMBER

Here you may enter up to four digits for the check number. Greater than four characters or no digits will result in the "INVALID INFORMATION — BEGIN AGAIN" message.

The next piece of the Ledger Expense Record to be requested will be the dollar amount. The screen will display the following:

AMOUNT

Enter the dollar amount of the transaction as requested. The system will accept amounts up to one million dollars. Amounts of one million or over must be divided into multiple entries. Again, if you attempt to enter an amount over 999999.99 or less than .01, the screen will display the error message, then clear and require that all the data for this transaction be re-input.

When providing any dollar figures, do not use a dollar sign ($) or a comma (,) as part of your entry.

The screen will next display the following:

ACCOUNT CODE (XXX)

Enter the three digit Account Reference Number as requested. Be sure that you have included this number on your previously established Chart of Accounts File. If the number is not part of the Chart File an error will be created. After you input the description of the expense, the system will check the Account Reference Number against the Chart of Accounts File. If no such number exists within the file, the following error message will display:

THE ACCOUNT NUMBER YOU HAVE INPUT
IS NOT LISTED IN THE CHART OF
ACCOUNTS
INVALID INFORMATION — BEGIN AGAIN

The last data item to be requested is a description of the expense. This is meant to be an elaboration of the Chart Title, and give more detail of the expense itself. The screen will display the following:

DESCRIPTION

As stated, you have up to 24 characters to describe the expense. An example of use might be a description such as "TELEPHONE CHARGE FOR FEB," or "NEW OFFICE CHAIRS."

HOW TO ACCESS SCREEN:

USE MAIN DIRECTORY
[Post New Expenditures To Ledger]
ENTER 2 — PRESS RETURN

"If you are using a color monitor the screen displayed information will be color coded. All user prompts and commands, for example, will display brightly in yellow throughout the program. When the system is being used with a green screen or amber monitor, user prompts will display apart from the text for easy system control."

Posting revenue to the accounts

The Revenue Accounts track all cash, income, and funding coming into the system.

Revenue must have an Account Reference Number between 400 and 499 to be listed on your print-outs as a Revenue Account. Also, Owner Equity Accounts will conveniently display as revenue when numbered in the 300 range. This allows all incoming funds from all sources to be documented.

When entering information, the first data requested by the system will be the number of transactions you wish to put into the files. Enter the quantity and press the RETURN key.

The screen will clear to display the following:

DATE OF REVENUE RECEIPT (MMDDYY)

Enter a six digit representation of the date, two characters for the month, then the day, then year. Press the RETURN key. If you attempted to enter more or less than six characters, the screen will clear and you will have to re-enter the data. If the date you input was acceptable, the system will continue to the next question and display the following:

LEDGER ACCOUNT NUMBER (XXX)

Enter the three digit Account Reference Number as requested. Be sure that you have included this number on your previously established Chart of Accounts File. Again, if you attempt to enter more or less than three digits the screen will clear and you must re-enter all the data.

Lastly, the screen will display the following:

AMOUNT

Enter the dollar amount of the transaction. The system will accept amounts up to one million dollars. Amounts of one million or over must be divided into multiple entries. Again, if you attempt to enter amounts greater than 999999.99 or less than .01, the screen will clear and request that all data for this transaction be re-input.

When providing any dollar figures, do not use a dollar sign ($) or a comma (,) as part of your entry.

When your transactions have been completed, you will be returned to the MAIN DIRECTORY.

HOW TO ACCESS SCREEN:

USE MAIN DIRECTORY
[Deposit Revenue To The Accounts]
ENTER 3 — PRESS RETURN

Single factor search for ledger expense records

The Ledger Expense information search function gathers records from the Expense File and combines common groupings into special reports.

These reports may be either screen displays of data, or formal print-outs listing the requested information.

The records are presented in date-order, with the earliest records appearing first and the most recent near the end of the report.

If there is no data in the file that matches the report request, the screen will display the following:

ENTRY NOT FOUND

The following section lists the search factors and gives examples of typical results. Page 15 is an illustration of a sample screen display from a Single Factor Search. Page 16 illustrates the printed report feature.

After the report has been completed, you will be returned to the MAIN DIRECTORY.

HOW TO ACCESS SCREEN:

[1st] USE MAIN DIRECTORY
[Research Information & Create Reports]
ENTER 4 — PRESS RETURN

[2nd] USE SECONDARY FUNCTION DIRECTORY
[Ledger Expense Information]
ENTER 1 — PRESS RETURN

[3rd] USE TERTIARY FUNCTION SELECTION
[Single Factor Search]
ENTER A — PRESS RETURN

Search criterion

Entry 1 Search by Day of Expense
Finds all expense records entered with a given date. The screen will clear to display the following:
DATE TO FIND (MMDDYY)
Enter a six digit representation of the date; two characters for the month, then the day, then year. An input of "010185" will produce all records for January 1, 1985.

Entry 2 Expenses of Entire Month
Finds all expense records for a given month. The screen will clear to display the following:
MONTH (JAN=01, FEB=02, ETC.)
Enter two digits for the month. An input of "06" will produce all records for June.

Entry 3 Ledger Account Number Search
Finds all entries within a Chart of Accounts Reference Number grouping. The screen will clear to display the following:
ACCOUNT NUMBER TO FIND (XXX)
Enter a three digit Chart Reference Number. An input of "520" would produce a report of all records with that Account Number.

Entry 4 Amount Search
Finds all expense entries with a specific dollar amount. The screen will clear to display the following:
AMOUNT TO FIND
(DO NOT USE DOLLAR SIGN OR COMMA — USE DECIMAL POINT AND CENTS DIGITS)

Enter the amount you wish to find. As requested, use the decimal point and both decimal place digits. An input of "20.00" will locate all expense records of exactly twenty dollars.

Entry 5   Type (Cash–Check–Card–Other)
Finds all expense entries made with a given payment medium. The screen will clear to display the following:

SELECT: $ CASH EXPENSE
              K CHECK EXPENSE
              R CREDIT CARD USE
              O OTHER EXPENSE

As directed, enter one of the four symbols representing the expense type. An input of "R" will produce a report of all expenses incurred by credit card use.

Entry 6   Search by Check Number
Finds a given expense record by locating the check number on the file records. The screen will clear to display the following:

CHECK NUMBER

Enter up to four digits for the check number. If there is a record in the Expense File containing that check number, it will be produced.

Two criterion search for ledger expense records

A two factor search for expense records develops a report based on multiple pieces of information.

This function could be used, for example, to find all "credit card purchases in May," or "how many checks were written on January 1st," or "the number of banking expenses automatically deducted from your bank account."

Both screen displays and formal printed reports can be generated with this system feature. When utilizing this function, the system will clear to request the first criterion and display the following:

SELECT: 1 SEARCH BY DAY OF EXPENSE
              2 EXPENSES OF ENTIRE MONTH
              3 LEDGER ACCOUNT NUMBER
                 SEARCH
              4 AMOUNT SEARCH
              5 TYPE (CASH–CHECK–
                 CARD–OTHER)
              6 SEARCH BY CHECK NUMBER

(A detailed explanation of each selection appears on the previous pages.)

Enter a number. The system will create a special Expense File of just those records that fall within the first category selected.

The screen will clear again to re-display the selection menu.

Enter a second choice. The system will search the special expense file to create your report. An example of the screen display report can be found on page 15. An illustration of the printed report on page 16.

If there are no records that satisfy both criterion, the screen will clear to display the following message:

NO RECORD FOUND

A two factor selection is a powerful search routine that can produce many valuable reports from information held in your data base.

At the conclusion of your report you will be returned to the MAIN DIRECTORY.

HOW TO ACCESS SCREEN:

[1st]   USE MAIN DIRECTORY
          [Research Information & Create Reports]
          ENTER 4 — PRESS RETURN

[2nd] USE SECONDARY FUNCTION DIRECTORY
          [Ledger Expense Information]
          ENTER 1 — PRESS RETURN

[3rd]   USE TERTIARY FUNCTION SELECTION
          [Two Factor Search]
          ENTER B — PRESS RETURN

Ledger expense records search
Sample screen display

LEDGER INFORMATION SEARCH

052483	$$	565	ADVERTISING EXPENSE	102.50
			DISPLAY AD - LA TIMES	
061283	$$	565	ADVERTISING EXPENSE	2500.00
			PRODUCT DISPLAY - WALL ST. JOURNAL	
083083	$$	565	ADVERTISING EXPENSE	640.12
			EMPLOYMENT SEARCH AD - TIMES	
091383	$$	565	ADVERTISING EXPENSE	1400.00
			PHOTOGRAPH & FILM NEW PRODUCT	

4642.62

PRESS ANY KEY TO CONTINUE

"Back up your financial records by making copies of your data disk. This can be done automatically using MAIN DIRECTORY selection 9. As your accounting files become large, you may consider the possibility of making more than one back-up copy of your records."

Ledger expense records search
Sample printed report

```
L E D G E R     E N T R Y     R E P O R T
------------------------------------------------------------
070184   CHK.# 454    100  HOME (HOUSE PAYMENT FOR JULY)         1200.00
070184   CHK.# 440    530  PERSONAL EXP. (MAKE-UP)                 57.80
070284   CHK.# 434    515  CABLE T.V. (CHARGE FOR JULY)            31.80
070284   CHK.# 442    580  TELEPHONE (BILL FOR JUNE)               35.44
070384   CASH         599  MISC. EXPENSES (JENNY'S ALLOWANCE)      15.00
070484   CASH         599  MISC. EXPENSES (FIREWORKS)              10.00
070484   CREDIT CARD  525  CAR REPAIRS (TIRES AND TUNE-UP)        600.00
070784   CASH         599  MISC. EXPENSES (FLOWERS FOR GARDEN)      5.92
071084   CASH         599  MISC. EXPENSES (MOM'S BIRTHDAY)         45.60
071284   CREDIT CARD  595  CLOTHING (SHOPPING SPREE IN N.Y.)     1800.00
071484   CHK.# 444    100  HOME (SECOND MORTGAGE)                1600.00
071984   CASH         510  FOOD/GROCERIES (-)                     405.21
071984   CASH         510  FOOD/GROCERIES (DINNER PARTY)           36.11
072084   CHK.# 452    595  CLOTHING (PANTS FROM NEIMAN-MARCUS)     45.00
072184   CHK.# 460    585  MEDICAL EXPENSE (BRACES ON JENNY'S TEETH) 2100.00
072284   CASH         500  ENTERTAINMENT (MOVIES)                  16.40
072384   CHK.# 463    545  WATER (-)                               46.95
072384   CHK.# 464    599  MISC. EXPENSES (NEWSPAPER)               7.50
072684   CASH         599  MISC. EXPENSES (NEW KEY)                 3.44
072884   CHK.# 465    510  FOOD/GROCERIES (-)                      35.31
072984   CREDIT CARD  570  CLUB MEMBERSHIP (HEALTH SPA)            30.25
073084   CASH         599  MISC. EXPENSES (STAMPS)                  2.30
                                                              ----------
                                                                 8130.03
```

Display all expense records

A screen display of the entire Ledger Expense File may be obtained by using this selection.

This function will only generate screen displays. (To produce a printed report use MAIN DIRECTORY selection 6, [End of Period Accounting], LIST ALL TRANSACTIONS.)

At the end of the report, you will be returned to the MAIN DIRECTORY.

An example of the screen display report is illustrated on the following page.

HOW TO ACCESS SCREEN:

[1st] USE MAIN DIRECTORY
       [Research Information & Create Reports]
       ENTER 4 — PRESS RETURN

[2nd] USE SECONDARY FUNCTION DIRECTORY
       [Ledger Expense Information]
       ENTER 1 — PRESS RETURN

[3rd] USE TERTIARY FUNCTION SELECTION
       [Display All Expense Records]
       ENTER C — PRESS RETURN

Chart of Accounts entry search

This section retrieves information about your Chart of Accounts. There are three functions available: one that finds an account number if you know the name, a second that displays the name if you input the number, and a third that prints the entire Chart of Accounts.

When using the first two functions, the screen will clear to display the following:

ACCOUNT TITLE TO FIND

or

ACCOUNT NUMBER TO FIND (XXX)

Enter the appropriate information. If matching data resides within the system the complete record will display.

The third selection produces either a screen display or a printed listing of the entire Chart of Accounts.

The screen will clear to display the following:

SELECT: 1 SCREEN DISPLAY

2 PRINTED REPORT

Enter your choice. At the end of the report you will be returned to the MAIN DIRECTORY. Pages 19 and 20 illustrate the Chart of Accounts screen display and print-out.

HOW TO ACCESS SCREEN:

[1st] USE MAIN DIRECTORY
       [Research Information & Create Reports]
       ENTER 4 — PRESS RETURN

[2nd] USE SECONDARY FUNCTION DIRECTORY
       [Chart of Accounts Information]
       ENTER 2 — PRESS RETURN

[3rd] SELECT: 1 SEARCH BY ACCOUNT NUMBER
               2 SEARCH BY ACCOUNT TITLE
               3 DISPLAY THE CHART OF ACCOUNTS

All expense records
Sample screen display

LEDGER INFORMATION SEARCH

060183	✓	520	OFFICE RENTAL EXPENSE	845.00
	CK# 265		LEASE PAYMENT – 5TH AVE SPACE	
061283	✓	169	FURNITURE	1261.64
	CK# 266		NEW CHAIRS FOR RECEPTION AREA	
061283	O.	580	SALARIES PAID	4832.11
			JUNE PAYROLL	
062283	$$	534	MAINTENANCE	24.00
			TYPEWRITER REPAIR	
062983	✓	503	TELEPHONE EXPENSE	103.76
	CK# 267		CHARGE FOR MAY MCI	
070283		120	OFFICE EQUIPMENT	204.19
	CK# 268		TWO NEW FILE CABINETS	
070483	✓	520	OFFICE RENTAL EXPENSE	845.00
	CK# 269		JULY LEASE – 5TH AVE SPACE	
071883	$$	590	MISCELLANEOUS EXPENSE	3.50
			FLOWERS FOR OFFICE	
071983	✓	500	EQUIPMENT RENTAL EXPENSE	291.45
	CK# 270		COMPUTER RENTAL	
072383	☐	590	MISCELLANEOUS EXPENSE	64.70
			LUNCH WITH STOCK HOLDERS	

8475.35

PRESS ANY KEY TO CONTINUE

Chart of Acounts
Sample screen display

CHART OF ACCOUNTS

120	OFFICE
140	BUILDINGS
145	LAND
160	FURNITURE
162	FIXTURES
301	J. SMITH CAPITAL
405	RETAIL SALES
415	CONSULTING FEE
420	COMMISIONS
500	EQUIPMENT RENTAL
503	TELEPHONE EXP.
520	UTILITY EXPENSE
522	OFFICE RENTAL
530	CLEANING FEES
534	MAINTENANCE
550	OFFICE SUPPLIES
565	ADVERTISING EXPENSE
580	SALARIES PAID
585	PAYROLL TAXES

PRESS ANY KEY TO CONTINUE

Chart of Accounts
Sample printed report

```
C  H  A  R  T      O  F      A  C  C  O  U  N  T  S
-------------------------------------------------------------------
100   HOME
120   VEHICLES
130   FURNITURE
140   RENTAL PROPERTY
405   PRIMARY SALARY
415   SECOND INCOME
425   INTEREST INCOME
430   MISC. INCOME
500   ENTERTAINMENT
510   FOOD/GROCERIES
515   CABLE T.V.
520   HOME REPAIRS
525   CAR REPAIRS
530   PERSONAL EXP.
540   UTILITIES
545   WATER
550   TAXES
560   INSURANCE
570   CLUB MEMBERSHIP
580   TELEPHONE
585   MEDICAL EXPENSE
595   CLOTHING
599   MISC. EXPENSES
```

Revenue information search

The first three functions locate a specific Revenue entry by either date, amount or account number classification.

The screen will clear and request your selection. All revenue records within your specified grouping will display.

If, however, there are no records that match the input parameters, the following message will display:

ENTRY NOT FOUND

The last selection provides a listing of all Revenue Records contained in the file. The system will read the file, then clear to display the following message:

SELECT: 1 SCREEN DISPLAY
2 PRINTED REPORT

Sample screen displays and printed reports are shown below and on page 22.

HOW TO ACCESS SCREEN:

[1st]   USE MAIN DIRECTORY
[Research Information & Create Reports]
ENTER 4 — PRESS RETURN

[2nd]   USE SECONDARY FUNCTION DIRECTORY
[Revenue Records]
ENTER 3 — PRESS RETURN

[3rd]   SELECT: 1 SEARCH BY DATE OF RECORD
2 SEARCH BY AMOUNT OF REVENUE
3 SEARCH BY ACCOUNT NUMBER
4 DISPLAY ALL REVENUE INFO.

```
R E C O R D     O F     R E V E N U E
-----------------------------------------------------
020185    405     1600.00
020285    430     4600.00
020285    430        .34
020485    405      440.00
020585    405      300.32
020985    425      400.00
021085    430     2693.22
021285    415     3700.00
021385    425     2804.23
021385    425       35.00
021685    415      300.00
021785    430     1700.00
021785    415      670.32
021785    430      450.00
022085    405       76.50
022385    425      560.33
```

Revenue records
Sample screen display

REVENUE RECORD

060383	420	1456.34
060583	420	6.93
062883	405	1976.00
070583	415	30.50
072183	405	1942.33
072183	405	6721.49
080484	420	400.00
081583	415	30.50
082183	415	30.50
082583	420	1983.71
082883	405	5821.32
091383	420	299.32
092783	420	108.42
100783	415	30.12
101683	415	212.33

REVENUE TOTAL $21049.81

PRESS ANY KEY TO CONTINUE

Month-end income statement
Screen display

This function summarizes the budget activity of any given month for which data has been entered into the system.

The screen will clear to request the data necessary to retrieve the proper financial records, and produce an on-screen Income Statement.

The screen will display the following:

MONTH (JAN=01, FEB=02, ETC.)

Enter a two digit representation of the month desired, then press the RETURN key.

The system will read the Ledger Expense File and the Cash & Revenue File to make the calculations necessary to produce the report.

The REVENUE portion of the statement will appear on the screen first. The total amount of revenue will display on the top portion of the screen, along with the month of record.

At the bottom of the screen, the system will display the following:

GRAPH DATA? (Y, N)

If you respond with an 'N', you will automatically proceed to the next page of information.

If you enter a 'Y', for yes, the total dollar amounts for all accounts displayed will be converted into a graphic display. This function changes the numerical figures into a diagram that plots the relative volume of each account.

After all REVENUE activity for the month has been displayed, the system will provide EXPENSE information in a similar manner. Again, graphs may be produced on the screen with a single key stroke if desired.

When all EXPENSE and REVENUE information has been displayed, a last summary page will appear. Expense totals will be subtracted from Revenue totals, and the month's NET INCOME will be calculated and shown.

You will be automatically advanced to the MAIN DIRECTORY at the conclusion of the report.

HOW TO ACCESS SCREEN:

[1st] USE MAIN DIRECTORY
       [Monthly Income Statement And Balances]
       ENTER 5 — PRESS RETURN

[2nd] USE SECONDARY FUNCTION DIRECTORY
       [Month End Income Statement]
       ENTER 1 — PRESS RETURN

[3rd] SELECT: SCREEN DISPLAY

"Additional user information can be found on-line when running the program. Simply select the accounting function from the MAIN DIRECTORY, then press 'I' for Instruction."

Month-end income statement printed copy

This function produces a printed formal accounting report called an Income Statement (also known as a Profit & Loss Statement, or Statement of Income & Expenses.)

The Income Statement presents the results of business operations for any given month for which data has been entered.

A three-line heading at the top of the Statement gives the business name, the report title, and the month of coverage. The last line of the report provides the net income or net loss. This figure is the difference between the revenue from goods and services and the expenses incurred during that particular month.

When using this function, the screen will clear to re-request the data necessary to complete the tasks of building the Income Statement.

The screen will display the following:

MONTH (JAN=01, FEB=02, ETC.)

Enter a two digit representation of month as requested, then press the RETURN key.

Next, the screen will display the following:

YEAR

Enter four digits for the year (such as 1985). Press the RETURN key.

The screen will request the company name. You may enter up to 30 characters here. If you are doing home accounting enter the word "HOME" or other appropriate title for your report.

The system will read the Ledger Expense Files and the Cash & Revenue Files to make the calculations necessary to produce the report.

An example of the Income Statement appears on the following page.

HOW TO ACCESS SCREEN:

[1st]   USE MAIN DIRECTORY
        [Monthly Income Statement And Balances]
        ENTER 5 — PRESS RETURN

[2nd]   USE SECONDARY FUNCTION DIRECTORY
        [Month End Income Statement]
        ENTER 1 — PRESS RETURN

[3rd]   SELECT: PRINTED REPORT

"Be sure to sort your accounting files before producing reports or doing any detailed financial analysis. Sorting assures your data will appear in exact, logical sequence."

Income statement
Sample printed report

```
         OHIO  ENGINEERING  &  DEVELOPMENT
                 INCOME  STATEMENT
         FOR  END  OF  MONTH  10,  1984
    ------------------------------------------

         REVENUE

    RETAIL SALES           3390.00

    CONSULTING FEES        8000.00

    COMMISSIONS            4802.10

    OTHER INCOME           2700.00

    W/SALE ACCOUNTS        4100.00

    INTEREST INCOME        1029.32

    INVESTMENTS            3000.00


        TOTAL REVENUE               27021.42

         EXPENSES

    OFFICE EQUIP.          6103.86

    FURNITURE              4805.21

    FIXTURES               2100.00

    TELEPHONE EXP.          741.10

    UTILITY EXP.            302.22

    OFFICE RENTAL          2600.00

    MAINTENANCE             305.00

    OFFICE SUPPLIES        1200.00

    ADVERTISING            3600.00

    SALARIES               2900.00

    PAYROLL TAXES          1600.00

    MISC. EXPENSES          109.21


        TOTAL EXPENSES              26366.60
                            ---------------

        NET INCOME                   654.82
                            ---------------
                            ---------------
```
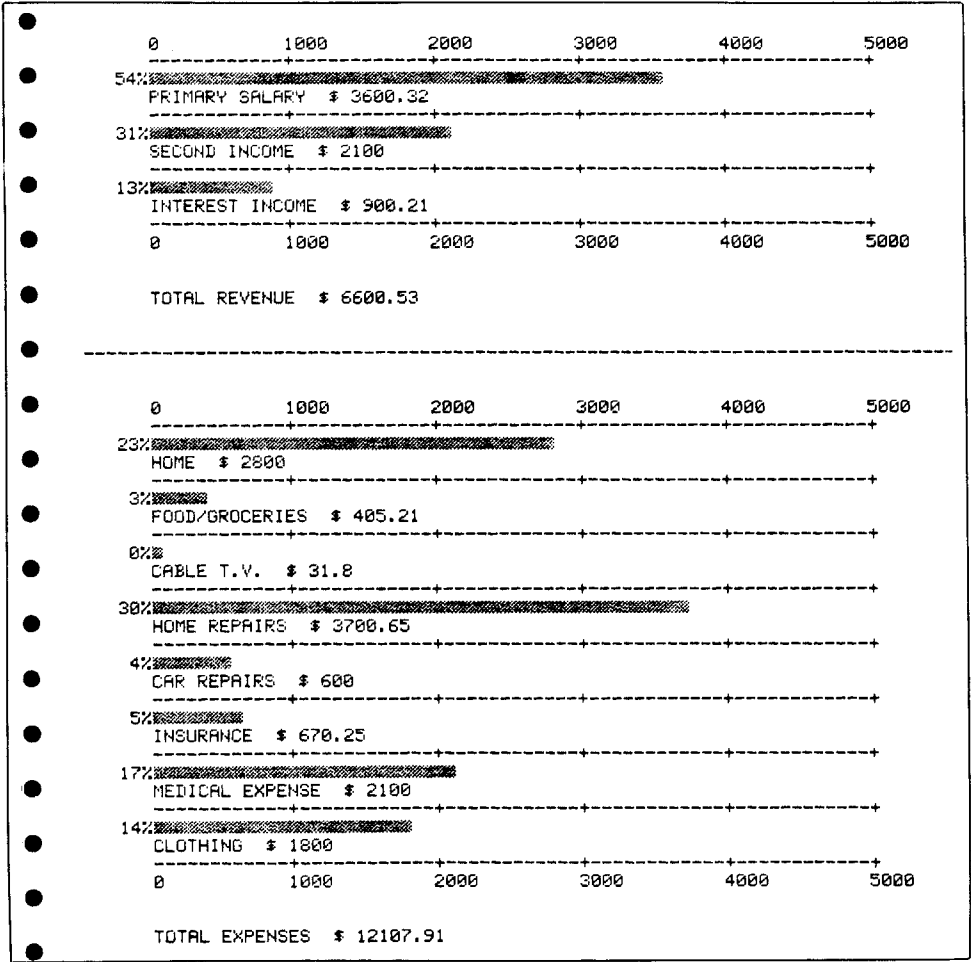
Printed bar graphs
of account totals

After the Income Statement has been printed, the system will provide the opportunity to graph the financial information. The screen will clear to display the following:

GRAPH DATA? (Y, N)

If you respond with an 'N', you will be automatically returned to the MAIN DIRECTORY. If you answer 'Y', the total dollar amounts for all account classifications will be converted into a diagram that plots the relative volume of each account.

Two graphs will be produced, one for revenue and the second for expense records. The scale and range of the bar graphs will be automatically calculated to accommodate the largest amounts recorded.

Each graph will also include the total dollar volume of either expense or revenue and the percentage each account classification contributes to the total. Percentage factors are rounded to the nearest whole figure.

```
       0         1000        2000        3000        4000        5000
     --------------+------------+------------+------------+------------+
 54%▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒
     PRIMARY SALARY   $ 3600.32
     --------------+------------+------------+------------+------------+
 31%▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒
     SECOND INCOME   $ 2100
     --------------+------------+------------+------------+------------+
 13%▒▒▒▒▒▒▒▒
     INTEREST INCOME   $ 900.21
     --------------+------------+------------+------------+------------+
       0         1000        2000        3000        4000        5000


     TOTAL REVENUE   $ 6600.53


     ----------------------------------------------------------------


       0         1000        2000        3000        4000        5000
     --------------+------------+------------+------------+------------+
 23%▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒
     HOME   $ 2800
     --------------+------------+------------+------------+------------+
  3%▒▒▒
     FOOD/GROCERIES   $ 405.21
     --------------+------------+------------+------------+------------+
  0%▒
     CABLE T.V.   $ 31.8
     --------------+------------+------------+------------+------------+
 30%▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒
     HOME REPAIRS   $ 3700.65
     --------------+------------+------------+------------+------------+
  4%▒▒▒▒
     CAR REPAIRS   $ 600
     --------------+------------+------------+------------+------------+
  5%▒▒▒▒▒
     INSURANCE   $ 670.25
     --------------+------------+------------+------------+------------+
 17%▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒
     MEDICAL EXPENSE   $ 2100
     --------------+------------+------------+------------+------------+
 14%▒▒▒▒▒▒▒▒▒▒▒▒▒
     CLOTHING   $ 1800
     --------------+------------+------------+------------+------------+
       0         1000        2000        3000        4000        5000


     TOTAL EXPENSES   $ 12107.91
```

Monthly printouts
of all transactions

A print-out of all records for any given month for which data has been entered is produced with this function. When performing this task, the screen will clear to request the data necessary to structure the report.

The screen will display the following:

MONTH (JAN=01, FEB=02, ETC.)

Enter a two digit representation of the month as requested. Then press the RETURN key.

Next, the screen will display the following:

YEAR

Enter four digits for the year (such as 1985).

Lastly, the screen will request the company name. You may enter up to 30 characters here.

A printed report is produced and there is no screen display associated with this function. (Screen display may be obtained by using MAIN DIRECTORY selection 4, "Research Information & Create Reports." Request a screen report for all transactions for the month.)

The printed entries are divided into two categories and provide a LEDGER ENTRY REPORT of all expense transactions and the REVENUE REPORT for all revenue of the month.

Each section lists all information stored in the data files associated with each entry of the given month. The data is listed in date order, with the earliest transactions appearing first and the most recent last. Total dollar amounts for each category (Revenue and Expense) are provided at the end of the report.

An example of this report appears on the following page.

After the report has been produced, you will be automatically returned to the MAIN DIRECTORY.

HOW TO ACCESS SCREEN:

[1st] USE MAIN DIRECTORY
　　　 [Monthly Income Statement And Balances]
　　　 ENTER 5 — PRESS RETURN

[2nd] USE SECONDARY FUNCTION DIRECTORY
　　　 [Print-Out All Transactions]
　　　 ENTER 2 — PRESS RETURN

"Use quality diskettes and handle them carefully. A flaw on the diskette can prevent the disk drive from addressing old records or storing new information."

Month end listing of all transactions
Sample printed report

```
                        HOME ACCOUNTS
              FOR END OF MONTH 03, 1984


    L E D G E R     E N T R Y     R E P O R T
    -----------------------------------------------------------

    030184   CHK.# 624    595  CLOTHING (NEW BLUE SUIT)                      432.34
    030184   CHK.# 657    100  HOME (MORTGAGE PAYMENT-MARCH)               1200.00
    030384   CREDIT CARD 500  ENTERTAINMENT (GREEN FEES-PEBBLE BEACH)        45.00
    030384   CHK.# 658    525  CAR REPAIRS (NEW BRAKES FOR FORD)            210.30
    031284   CASH         510  FOOD/GROCERIES (-)                           132.32
    031384   CREDIT CARD 599  MISC. EXPENSES (FLOWERS FOR THE HOUSE)         18.00
    031484   CREDIT CARD 510  FOOD/GROCERIES (BIRTHDAY PARTY)                64.80
    031684   CASH         585  MEDICAL EXPENSE (DENTAL WORK-DR. HOLTZ)      100.00
    032184   OTHER        599  MISC. EXPENSES (BANK CHECKING CHARGE)          7.32
    032384   CHK.# 659    540  UTILITIES (ELECTRIC AND GAS)                  62.90
    032484   CHK.# 670    580  TELEPHONE (MCI CHARGES)                       90.82
    032484   CHK.# 671    560  INSURANCE (HOME POLICY RENEWAL)              540.00
    032584   CHK.# 672    570  CLUB MEMBERSHIP (HEALTH SPA)                  30.00
    032984   CREDIT CARD 500  ENTERTAINMENT (VISA-DINNER W/SECRETARY)        81.40
                                                                   ---------------
                                                                          3015.20


    R E V E N U E     E N T R Y     R E P O R T
    -----------------------------------------------------------

                                  030284   405           632.33
                                  031284   425            45.21
                                  031784   430          1700.00
                                  030184   425           168.00
                                  032784   425          3690.00
                                                  ---------------
                                                        6235.54
```

End-of-period totals by accounting class screen displays

This function summarizes the year-to-date activity for all data that has been entered into the system.

The Ledger Expense File and the Cash & Revenue File will be read to make the calculations necessary to produce the report.

The Revenue portion of the statement will appear on the screen first. The total amount of revenue will display on the top portion of the screen, along with the title of this report.

At the bottom of the screen, the system will display the following:

GRAPH DATA? (Y, N)

If you respond with an 'N', you will automatically proceed to the next page of information.

An entry of 'Y', for yes, will convert the dollar amounts for all accounts displayed into a graphic display. The bar graph diagrams plot the relative volume of each account.

After all REVENUE activity for the period has been displayed, the system will provide EXPENSE information in a similar manner. Again, graphs may be produced on the screen with a single key stroke.

When all EXPENSE and REVENUE information has been given, a last summary page will be displayed. Expense totals will be subtracted from Revenue totals, and the year's NET INCOME will be calculated and shown.

End of period totals by account class printed report

This function provides a year-to-date or a period-to-date summary of all expenses and revenue.

The system totals all transactions, then categorizes each by its account reference title.

A printed report is produced. The report summarizes all activity in all account classes.

The format of the report is similar to the Monthly Income Statements, so easy comparisons can be made for detailed financial analysis.

An example of the END OF PERIOD EXPENSE ACCOUNTING REPORT appears on the following page.

After the end-of-period or year-to-date report has been printed, the system will provide the opportunity to graph the financial information. The screen will clear to display:

GRAPH DATA? (Y, N)

If you respond with an 'N', you will be automatically returned to the MAIN DIRECTORY. If you answer 'Y', the total dollar amounts for all the end-of-period accounts will be converted into two bar graph displays.

A sample bar graph appears on page 26.

HOW TO ACCESS SCREEN:

[1st]   USE MAIN DIRECTORY
        [End Of Period Accounting Transactions]
        ENTER 6 — PRESS RETURN

[2nd]   USE SECONDARY FUNCTION DIRECTORY
        [Totals By Account Class]
        ENTER 1 — PRESS RETURN

[3rd]   SELECT: SCREEN DISPLAY

            OR   PRINTED REPORT

End of period totals by account class
Sample printed report

```
              END  OF  PERIOD
           EXPENSE   ACCOUNTING


    REVENUE

PRIMARY SALARY        36319.12
SECOND INCOME         24670.32
INTEREST INCOME        3899.56
MISC. INCOME          12687.28

    TOTAL REVENUE              77576.28

    EXPENSES

HOME                  16800.00
VEHICLES              12034.32
ENTERTAINMENT           516.40
FOOD/GROCERIES         5376.63
CABLE T.V.              181.80
CAR REPAIRS             600.00
PERSONAL EXP.          1457.80
WATER                   346.95
CLUB MEMBERSHIP         230.25
TELEPHONE               635.44
MEDICAL EXPENSE        3023.33
CLOTHING               6845.00
MISC. EXPENSES         4389.76

    TOTAL EXPENSES             52437.68
                            ----------------

    NET INCOME                 25138.60
                            ----------------
                            ----------------
```

Year-to-date listing of all transactions

A print-out of all records is produced with this function. It should be done at the end of the accounting period for your record-keeping purposes. It may be done at any time, however, to provide a year-to-date listing of all transactions.

A printed report is produced and there is no screen display activity associated with this function. (Screen displays may be obtained by using MAIN DIRECTORY selection 4, "Research Information & Create Reports." Request a screen report of all transactions in each category.)

The printed entries are divided into two categories and produce a LEDGER ENTRY REPORT of all expense transactions and a RECORD OF REVENUE REPORT for all revenue transactions.

Each section lists all information stored in the data files associated with each entry. Data is listed in date order, with the earliest transactions appearing first and the most recent last. Total dollar amounts for each category (Revenue and Expense) is given at the end of the report.

An example of this report appears below.

HOW TO ACCESS SCREEN:

[1st] USE MAIN DIRECTORY
      [End Of Period Accounting Transactions]
      ENTER 6 — PRESS RETURN

[2nd] USE SECONDARY FUNCTION DIRECTORY
      [List All Period Transactions]
      ENTER 2 — PRESS RETURN

```
                    END  OF  PERIOD
                 EXPENSE   ACCOUNTING


   L  E  D  G  E  R    E  N  T  R  Y    R  E  P  O  R  T
   ---------------------------------------------------------------
   090183   CHK.# 554   503   TELEPHONE EXP. (MCI CHARGE FOR AUGUST)      601.32
   090183   CHK.# 543   522   OFFICE RENTAL (LEASE PAYMENT/SEPT)         2600.00
   090183   OTHER       580   SALARIES (PAYROLL/AUGUST)                  5602.29
   090183   CHK.# 432   585   PAYROLL TAXES (-)                          2600.00
   090283   CHK.# 555   500   EQUIP. RENTAL (COMPUTER EQUIP/SEPTEMBER)   2600.00
   090283   CREDIT CARD 640   MISC. EXPENSES (LUNCH FOR STAFF)            100.21
   090983   OTHER   ┌──────────────────────────────────────────────
   091183   CHK.# ●  │
   091283   CHK.# ● │   R  E  C  O  R  D    O  F    R  E  V  E
   091383   CHK.# ●  │   --------------------------------------------
   091583   CHK.# ● │   090183   415     500.00
   091883   CREDIT ● │  090983   430     199.00
   092183   CREDIT   │  090983   430       .99
   092183   CREDIT ● │  091283   405    4002.10
   092183   CHK.# 5●  │ 091283   415    1200.00
   092783   CASH      │  091883   430    4600.00
                      │  091883   450     279.00
```

Deleting and correcting information

This function is used to correct mis-entered Expense, Revenue, and Chart of Accounts information. The task is accomplished by removing the bad entry from the files.

You may then re-introduce the proper information to your financial system by using MAIN DIRECTORY selections 1, 2 or 3.

For Expenses and Revenue, the deletion procedure requires that you furnish the exact date as it appears on the record, as well as the dollar amount of the entry.

The screen will clear to display:

DATE TO FIND (MMDDYY)

Enter a six digit representation of the date; two characters for the month first, then the day, then the year. Press the RETURN key. The system will respond with the next necessary data question:

AMOUNT TO FIND

(DO NOT USE DOLLAR SIGN OR COMMA — USE DECIMAL POINT AND CENTS DIGITS)

As directed, enter the amount as it appeared on the original entry, and include the decimal point and both cent digit places. Then press the RETURN key.

The system will search the files to find an exact match. If one is found, the entry will be deleted from your records. The screen will display a message that the transaction was successful, and display a copy of the now erased record, in a manner similar to the following:

DELETED . . .

102783   520 UTILITY EXPENSES   67.83
CHK# 441 SEPTEMBER TELEPHONE BILL

If you are correcting Chart of Accounts information, the screen will request that the Account Reference Number be furnished.

The screen will clear to display:

ACCOUNT NUMBER TO FIND (XXX)

After the entry has been erased, proceed by entering the corrected information using the normal procedures as earlier described.

If the system could not match your deletion request with a corresponding records entry, the screen will display the following message:

NO ENTRY FOUND

This means you have mis-entered your deletion request. Continue by obtaining a screen display of your records and note the erroneous entry **exactly** as it appears on the screen.

Return to the DELETION function and successfully complete the procedure.

HOW TO ACCESS SCREEN:

[1st]   USE MAIN DIRECTORY
        [Journal Adjustments — Deletions]
        ENTER 7 — PRESS RETURN
[2nd]   SELECT: 1 LEDGER EXPENSE INFORMATION
                  2 CHART OF ACCOUNTS
                  3 REVENUE RECORDS

Deleting and correcting information

This function is used to correct mis-entered Expense, Revenue, and Chart of Accounts information. The task is accomplished by removing the bad entry from the files.

You may then re-introduce the proper information to your financial system by using MAIN DIRECTORY selections 1, 2 or 3.

For Expenses and Revenue, the deletion procedure requires that you furnish the exact date as it appears on the record, as well as the dollar amount of the entry.

The screen will clear to display:

DATE TO FIND (MMDDYY)

Enter a six digit representation of the date; two characters for the month first, then the day, then the year. Press the RETURN key. The system will respond with the next necessary data question:

AMOUNT TO FIND

(DO NOT USE DOLLAR SIGN OR COMMA — USE DECIMAL POINT AND CENTS DIGITS)

As directed, enter the amount as it appeared on the original entry, and include the decimal point and both cent digit places. Then press the RETURN key.

The system will search the files to find an exact match. If one is found, the entry will be deleted from your records. The screen will display a message that the transaction was successful, and display a copy of the now erased record, in a manner similar to the following:

DELETED . . .

102783   520 UTILITY EXPENSES   67.83
CHK# 441 SEPTEMBER TELEPHONE BILL

If you are correcting Chart of Accounts information, the screen will request that the Account Reference Number be furnished.

The screen will clear to display:

ACCOUNT NUMBER TO FIND (XXX)

After the entry has been erased, proceed by entering the corrected information using the normal procedures as earlier described.

If the system could not match your deletion request with a corresponding records entry, the screen will display the following message:

NO ENTRY FOUND

This means you have mis-entered your deletion request. Continue by obtaining a screen display of your records and note the erroneous entry **exactly** as it appears on the screen.

Return to the DELETION function and successfully complete the procedure.

HOW TO ACCESS SCREEN:

[1st]   USE MAIN DIRECTORY
        [Journal Adjustments — Deletions]
        ENTER 7 — PRESS RETURN
[2nd]   SELECT: 1 LEDGER EXPENSE INFORMATION
                  2 CHART OF ACCOUNTS
                  3 REVENUE RECORDS

Record sorting

The record sorting functions organize your recorded data into logical sequences. This is helpful to you when reviewing your data. It is also necessary to produce meaningful printed reports.

Ledger Expense Records and Revenue Records are ordered by the date entered on each transaction. The earliest record will appear first, and the latest or most recent will display last. The Chart of Accounts is sorted in ascending chart number sequence. The lowest Chart Reference Number and Description will appear first, and the highest number last.

Record sorting uses a considerable amount of computing power and, therefore, may take some time to complete. This can range from a few seconds to sort a small file or to place a new record into an already ordered file — up to minutes to organize a jumbled expense file of three or four hundred detailed records.

Because of this time involved, record sorts are not done automatically after each entry. It is an "On Demand Function" for you to use as necessary. It should always be done before producing any printed reports, or before doing any financial analysis from displayed data.

Correct file organization makes your records quicker to comprehend and much easier to understand.

After all sorting has been finished, you will be returned to the MAIN DIRECTORY.

HOW TO ACCESS SCREEN:

[1st]   USE MAIN DIRECTORY
        [File Maintenance/Record Sorting]
        ENTER 8 — PRESS RETURN

[2nd]   USE SECONDARY FUNCTION DIRECTORY
        [Sort Files]
        ENTER 1 — PRESS RETURN

Reorganizing the data disk

The accounting information and expense records you have saved is organized into files on your diskette.

The Disk Drive Operating System (DOS) locates these records in each file by reading a Directory in the middle of the diskette, and then going to the disk "address" to read the information stored there.

The Directory can become disorganized when you have used the files for a long time, adding records and canceling transactions. Deleting records leaves gaps on the disk which are too small to be useful.

By reorganizing the data disk you move the records together to maximize available storage space on the diskette, the Directory is updated, and your data can be accessed faster.

This function needs only occasional use, and only if some records have been deleted.

HOW TO ACCESS SCREEN:

[1st]   USE MAIN DIRECTORY
    [File Maintenance/Record Sorting]
    ENTER 8 — PRESS RETURN
[2nd]   USE SECONDARY FUNCTION DIRECTORY
    [Reorganize Data Disk]
    ENTER 2 — PRESS RETURN

Checking available ledger space

Your personal computer has a finite amount of memory space. This function checks that space to find how many additional ledger records may be accommodated by the system.

This is accomplished by loading the account files into the computer and measuring the remaining available memory. After a few seconds, the screen will clear for a statement providing the approximate number of new records that can be added.

It is important that you do not add more accounting records than the computer can process. As the files become large, with three to four hundred entries, it is necessary to use this function frequently.

After the result has been displayed, you will be returned to the MAIN DIRECTORY.

HOW TO ACCESS SCREEN:

[1st]   USE MAIN DIRECTORY
    [File Maintenance/Record Sorting]
    ENTER 8 — PRESS RETURN
[2nd]   USE SECONDARY FUNCTION DIRECTORY
    [Check Available Ledger Space]
    ENTER 3 — PRESS RETURN

End program

When data processing and data retrieval has been completed, sign out of the system using this function. The screen will clear to display the following:

LEDGER CLOSED
· READY

Remove any diskette in the disk-drive before turning the computer hardware off.

The exposed disk surfaces are sensitive and therefore must be returned to their protective envelopes. Be sure to manage your diskettes with careful handling and secure storage.

HOW TO ACCESS SCREEN:

[1st]   USE MAIN DIRECTORY
        [Back-Up Files And End Program]
        ENTER 9 — PRESS RETURN
[2nd]   USE SECONDARY FUNCTION DIRECTORY
        [End Program]
        ENTER 1 — PRESS RETURN

Back-up files

Making a copy of your records is a matter of significant importance. This process eliminates the risk of losing all your accounting records, or having to spend a great deal of time rebuilding the accounting files from receipts and bank records.

This copying procedure reads the records from the "Data Disk," then instructs you to remove the diskette and insert the "Back-Up Disk." Your new accounting file is then duplicated exactly.

The new copy will replace any older version on the Back-Up Disk.

Follow the screen directions carefully, and insert each diskette as instructed. The disk files are copied one at a time; first the Chart of Accounts, then the Cash and Revenue File, and lastly the Ledger Expense File.
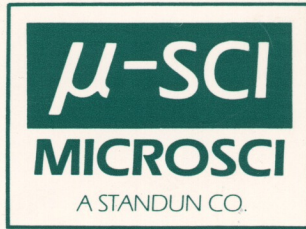
Store the Back-Up Disk in a safe place. This is your insurance of secure data.

HOW TO ACCESS SCREEN:

[1st]   USE MAIN DIRECTORY
        [Back-Up Files And End Program]
        ENTER 9 — PRESS RETURN
[2nd]   USE SECONDARY FUNCTION DIRECTORY
        [Back-Up Files]
        ENTER 2 — PRESS RETURN

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