

# GENERAL ACCOUNTING SYSTEM USER'S MANUAL





Model CX401 Use With ATARI<sup>®</sup> 800™ PERSONAL COMPUTER SYSTEM

### THE ATARI® ACCOUNTANT™ GENERAL ACCOUNTING SYSTEM USER'S MANUAL



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## PREFACE

The ATARI<sup>®</sup> ACCOUNTANT<sup>™</sup> General Accounting System User's Manual provides easy-to-follow instructions and a complete reference guide. Whether or not you are familiar with computers and automated accounting, this manual enables you to take full advantage of this system's capabilities.

For the first-time computer user, this manual provides a step-by-step guide to the ATARI General Accounting System. Section 1 describes the programs used in the system and shows how to unpack and set up the components. Section 2 demonstrates methods for entering and posting business transactions and obtaining printed reports, using data from a representative sample company. Section 3 explains how to set up and maintain your company books. By following these detailed training instructions, you receive immediate "hands-on" experience using the General Accounting System.

For the experienced user of computerized accounting systems, or for the user who has completed the training sections, Section 4 of this manual is a convenient Reference Guide for adding, changing, and deleting accounts; posting receipts and payments; printing reports; and performing system maintenance functions.

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## INTRODUCTION

The ATARI® ACCOUNTANT<sup>™</sup> is a set of self-contained, computerized accounting systems, each designed for specific applications. The ATARI ACCOUNT-ANT consists of the General Accounting System described in this manual, as well as the Accounts Receivable and Inventory Control Systems described in other manuals.

All businesses need to record, summarize, and communicate many financial facts. To ease this task, the ATARI ACCOUNTANT provides the speed and accuracy of a computer to help you perform routine accounting functions, enabling you to run your business more efficiently. The ATARI ACCOUNTANT is designed both for users who have little experience with computerized accounting, and for those who are well versed in it. The system reduces tedious data entry, minimizes the potential for error, and simplifies handling accounts.

USEFUL FEATURES MAKE AUTOMATED ACCOUNTING EASY Here are some of the features that make the ATARI ACCOUNTANT General Accounting System so convenient to use.

**Flexible Chart of Accounts.** You can develop customized account numbers for your chart of General Ledger accounts to expand your accounting system.

**Double Entry Accounting.** The General Accounting System automatically records the credit and debit sides of a transaction so that your company's books always balance.

**Streamlined Data Entry.** By simply entering dollar amounts to preassigned account number prompts, you reduce the amount of typing necessary for entering transactions, which speeds the accounting process.

A Complete General Ledger. Using the General Ledger, you can record all of the controlling and subsidiary accounts that constitute the chart of accounts for your own company.

Accounts Receivable Ledger. If you use an accounts receivable system, you can record the accounts containing monies owed to your company in the Accounts Receivable Ledger.

Accounts Payable Ledger. If you use an accounts payable system, you can record the accounts containing monies owed by your company in the Accounts Payable Ledger.

**Payroll Register.** The Payroll Register enables you to record the wages and withholding amounts for each of your employees and is a valuable timesaver in preparing government tax returns.

**Cash Receipts Accounting.** With the General Accounting System, you can keep a chronological record of cash received daily.

**Invoice Register.** You can record all credit sales and cash sales by invoice number.

**Cash Disbursements.** You receive a record by check number of all payments made.

**Merchandise Purchased.** You can use the Merchandise Purchased Journal as the basis for a formal accounts payable system.

**Cash Sales.** You can customize the Cash Sales Journal, designed for businesses that record all or part of their sales on cash registers, so that the account headings match the keys of any cash register.

**General Journal.** With this versatile journal, you can gain access to any account in the General Ledger or any account in the subsidiary ledgers.

**Queue Processing.** You can set up a series of accounting procedures which the system performs one after the other, thus saving time and eliminating the need to make repetitive entries.

**Batch Controls.** The system maintains a continuous total of all entries to validate the accuracy of your entries.

**Display of Key Information.** In addition to a complete set of printed reports, you can use the screen display to view specific accounts for detailed information at any time.

**Typing Ahead.** When you enter transactions, the system allows you to type ahead. This feature enables an operator to continue working while the system is processing prior instructions.

#### HOW TO USE THIS MANUAL

This manual has a dual purpose. It is a training tool to instruct you how to use the system, and it is a reference guide that summarizes specific information for your day-to-day use.

This manual is divided into five major sections:

- Section 1 describes how to set up the components of the ATARI General Accounting System. This section also explains the conventions for using the system, such as the formats to use when entering responses, and how to handle error messages. The section concludes with a preliminary "hands-on" session which shows you how to perform a validation sequence to check the computer's programs and procedures.
- Section 2 provides a practice data entry and posting session, using data from a
  fictitious sample company, The Action Sales Co. This section illustrates how
  to enter transactions in various journals and how to obtain printed reports.
- Section 3 instructs you to set up your own company books, taking you stepby-step through creating, changing, and listing entries in the General Ledger. This section also shows you how to automatically identify frequently accessed accounts to reduce the number of keystrokes when entering transactions.

- Section 4, the Reference Guide, defines and briefly describes each system function for readers who have completed studying the first three sections. The functions are arranged in alphabetical order, so that you can quickly locate a specific function.
- The *Appendices* contain printouts of the sample company's books (The Action Sales Co.) used in Section 2, a summary of the General Accounting System, explanations of error conditions and recovery procedures, and a troubleshooting guide.

## GETTING STARTED

1

The General Accounting System enables you to create and maintain accounts and enter transactions to a General Ledger and its subsidiary ledgers. After you set up your books on the system, you simply enter account transactions into the various journals. The General Accounting System posts this information to the appropriate accounts and ledgers and produces up-to-date period reports. (See Appendix A for a complete set of sample reports.) Bookkeeping that once took days or weeks now takes minutes.

In this first section, you will become acquainted with the operating conventions used for the ATARI ACCOUNTANT applications. You will learn how to set up the computer and its companion devices, and how to handle the diskettes which contain the system information and your accounting records. You will also learn how to test your equipment to ensure that it is functioning properly.

By following the instructions in this manual you will immediately realize the benefits of owning an automated accounting system.

#### CONVENTIONS OF THE GENERAL ACCOUNTING SYSTEM

The ATARI General Accounting System operates according to conventions that govern the way it processes information. These conventions establish standard ways for you to communicate with the system. They help you learn both how to supply the system the information it expects and how the system will respond.

For example, when the system asks you for a dollar amount, it expects to receive the information in an established format. When you enter transactions to the journals, the system always asks you to verify your entries before proceeding to another function. The General Accounting System conventions are explained below.

#### FUNCTIONS AND COMMANDS

At each step in using the General Accounting System where you must decide which accounting operation to perform, the system displays the available choices on the screen. The format consists of a list, each item of which has a number followed by a brief description of the operation. For consistency, this manual uses the word *command* to mean the actual item you type into the system; usually this command is a number. When you enter the command number, the system performs the associated operation, referred to in this manual as the *function*.

For example, the item 3 LIST JOURNALS consists of command 3, which performs the LIST JOURNALS function.

#### **PROMPTS AND RESPONSES**

When the system requires information, it displays an instruction at the bottom of the video screen which tells you what kind of information to enter. This instruction is called a *prompt*. For example, if you are entering a list of account numbers and names, the system may display a prompt like this:

#### ENTER ACCT NO

To respond, you type the account number and press the **RETURN** key. All responses require the use of the **RETURN** key.

#### **MOVING THE CURSOR**

The cursor is a blinking square that indicates the current typing position. As you type, 'the cursor advances one character-space to the right. When you press the **DELETE BACK S** key, the cursor moves one place to the left and deletes any character there.

The cursor leads you through the steps for running the General Accounting System. If the system requires information, it places the cursor at the position for that input. The cursor remains there until you enter the information and press RETURN. The RETURN key moves the cursor down to the next entry position while the DELETE BACK S key moves it backwards or up through previous entries displayed on the screen.

#### HANDLING ERROR CONDITIONS

You may occasionally make mistakes when operating the General Accounting System. If you make a mistake while entering information, the system emits a beeping tone and flashes a message at the bottom of the screen to identify the error. For example, if you enter a nonexistent account number, the system flashes:

#### ERROR: INVALID ACCOUNT NUMBER

To correct the condition, first press the **RETURN** key. The system removes the message and displays the blinking cursor at the position where the error occurred. Determine the cause of the error condition and correct the entry. (See Appendix C for more information about error conditions.)

#### **ENTERING DATES**

You can enter dates in two ways. The first method requires that you enter the date in the form:

#### MM/DD/YY

where **MM** is the month, **DD** is the day, and **YY** is the year. For single-digit numbers you must type an initial zero. (You may type any other character in

place of the slashes; for example, spaces. The system inserts the slashes in their proper place.)

In the second method, the system asks you to supply the month, day, and year separately. Here, you type each item and press the RETURN key (the system inserts the initial zeros if you do not type them), as follows:

MONTH: 06 DAY: 06 YEAR: 81

#### ENTERING DOLLARS AND CENTS

The General Accounting System automatically places a decimal point two digits from the right in any dollar amount entered. You may enter the decimal point or omit it, at your convenience. For example, to enter a \$10 amount, simply type **1000** followed by **RETURN**. The system inserts the decimal point and advances to the next entry. For even dollar amounts, you can also type **10.**, which the system recognizes as 10.00.

To enter a negative dollar amount, type the amount followed by the minus sign (*hyphen* key). For example, type **1000-** and press **RETURN**.

#### ENTERING DEBIT AND CREDIT AMOUNTS

Enter debit amounts as positive dollar amounts, for example:

#### 1000 RETURN

Enter credit amounts as negative dollar amounts, for example:

#### 1000 - RETURN

These apply except when entering amounts into the Cash Receipts Journal and the Invoice Register. In these cases, you enter credit amounts as positive numbers. The system treats dollar amounts entered against Accounts Receivable and revenue accounts as credit amounts.

#### **VERIFYING ENTRIES**

Before the General Accounting System adds or deletes information that you type, it requires you to verify your entries by displaying this message on the screen:

OK ? (Y/N)

Review what you have entered; if it is correct, type Y followed by RETURN. If the entry is incorrect, type N RETURN; the system returns you to that entry for correction.

#### **INTERRUPTING A SYSTEM FUNCTION**

Interrupt commands are especially helpful when you want to stop all processing to examine an item, or when you want to stop processing a lengthy report.

You can interrupt the system while it is performing a print or display function by using one of the following interrupt commands:

Interrupt Command	Function	Description
S	STOP	<b>S(TOP)</b> tells the system to halt whatever it is doing until you instruct it to continue. To issue the STOP command, press the <b>S</b> key. Do not press <b>RETURN</b> .
G	GO	<b>G(O)</b> tells the system to resume the function interrupted by the STOP command. To issue the GO command, press the <b>G</b> key.
Q	QUIT	<b>Q(UIT)</b> tells the system to stop current process- ing and go to the next specified command. If you have lined up a series of commands (for example, to print a series of journals), typing <b>Q</b> enables the system to move on to the next command without completing the present one.
F	FLUSH	<b>F(LUSH)</b> tells the system to stop processing the current command and to erase or clear any other commands lined up for processing. To issue the FLUSH command, press the <b>F</b> key.

#### THE DISKETTES

The General Accounting System uses two kinds of diskettes:

- Program Diskettes
- Data Diskettes

#### **PROGRAM DISKETTES**

The two program diskettes (Data Entry and Posting) contain all the computer instructions for the General Accounting System.

The Data Entry Program Diskette enables you to perform three kinds of accounting functions. First, it lets you enter transactions into the various journals. Second, it enables you to create or modify a set of accounts. Third, it maintains the diskettes containing your accounting data.

The *Posting Program Diskette* performs the accounting functions required after journal entries have been made: printing copies of all journals, printing ledgers, preparing trial balances and financial statements, and performing all required closing entries.

#### **DATA DISKETTES**

Data diskettes are used for storing all entries and for producing all reports. For example, the diskette labeled "The Action Sales Co." contains a complete set of books for a small business.

#### HANDLING THE DISKETTES

A diskette is a small magnetic recording disk on which you store information, as sound impulses are stored on magnetic tapes or phonograph records. The diskette comes in a removable protective envelope which covers the exposed recording surface. After each use, always insert the diskette into its envelope.

Note the side of the diskette on which the label is placed. When you insert a diskette into the disk drive, always insert it with the label facing up (Figure 1-1).



Figure 1-1 Inserting Diskette Into Dual Disk Drive

To read and "write" (record) information, the ATARI 815<sup>™</sup> Dual Disk Drive presses a magnetic head against the surface of the diskette. To prevent diskettes from getting dirty or scratched, you must store and handle them carefully, as explained below. Damaged diskettes will cause you to lose data.

When diskettes are not being used, protect them as follows:

- 1. Never leave diskettes lying around when not in use. Always store them in their envelopes in a safe place.
- 2. Keep diskettes away from magnets and from magnetized articles like tape recorders and metal paper clips. You could erase important information.
- 3. Never fold or staple a diskette. Use the felt-tip pen included with this system to write on the label, rather than a ballpoint pen. In general, avoid causing physical stress to the diskette.
- 4. Keep liquids away from diskettes.
- 5. To protect yourself against accidentally recording over or erasing information from a diskette, you can "write-protect" it. To write-protect a diskette, cover the notch in the diskette jacket with one of the adhesive tabs included with this system or as supplied with each box of new diskettes. The tab prevents the system from writing anything on the diskettes. (In addition, you can also set the WRIT PROT switch on the ATARI 815 to prevent the system from writing on the diskette. You may wish to consult your ATARI 815<sup>™</sup> Dual Disk Drive Operator's Manual for instructions.)

To record on a diskette, be sure to remove any write-protect tab and to turn the WRIT PROT switch off.

UNPACKING AND SETTING UP THE SYSTEM The ATARI ACCOUNTANT General Accounting System consists of machine components that make up the system (*hardware*) and program diskettes that allow for operation of the system (*software*). Operator's manuals pertinent to operation and care of the hardware are included in each package.

The following descriptions show you how to position the system hardware within your workspace and how to connect the components. The descriptions also explain how to turn on the system and load your first diskette.

#### HARDWARE SYSTEM REQUIREMENTS

Your General Accounting System requires five hardware components:

- ATARI 800<sup>™</sup> Personal Computer System. You must have 48K RAM (Random Access Memory) to operate the General Accounting System. For instructions on inserting additional RAM Memory Modules<sup>™</sup> into the ATARI 800 computer, refer to "Installing Memory Modules and the BASIC Cartridge" later in this section.
- ATARI 850<sup>™</sup> Interface Module
- ATARI 815<sup>™</sup> Dual Disk Drive
- ATARI 825<sup>™</sup> 80-Column Printer
- A monitor or a standard television set, either color or black and white. If you use a standard set, you will then use the ATARI TV Switch Box (Part No. CA014746) included with the computer console. Instructions with the switch box show you how to connect it to the VHF antenna of your television set.

If you use a monitor, select one of the following cables for proper connection to the computer console:

Model No. CX82 for black-and-white monitor Model No. CX89 for color monitor

• (Optional Equipment.) A five- or six-port, medium duty power outlet strip rated at 500 watts to organize the power plugs from your system components.

Carefully unpack the cartons containing the system hardware. Save all original packing materials for reuse in the event that you wish to ship your equipment or store it away for prolonged periods. You may find it convenient to put your hardware operating manuals in a three-ring binder. If you have made an initial purchase of your ATARI equipment, you may find it helpful to unpack your components in the order in which you will connect them.

#### SET-UP PROCEDURES

Before you set up, be sure to reserve enough area for all system components in your work space. You will need a sturdy cabinet or table.

Position your computer console, disk drive, printer, and interface module within your work area so that they are secure and not stacked upon each other. You should be able to see the television screen as you operate the computer keyboard. Check to see that there is an electrical power outlet near your work area. If you do not have a power strip, you will need enough wall outlet capacity to accommodate your system and an optional reading light.

To connect your system hardware (see Figure 1-2), you will have:

- Two I/O Data Cords (round cord with identical plugs on the ends) included with the ATARI 815 Dual Disk Drive and the ATARI 850 Interface Module
- Two Power Adapters
- One Printer Cable (included with the ATARI 825 Printer)



Figure 1-2 Cable Connections

- 1. Arrange your system hardware so that the interface module is central to all connections. Place the disk drive within this configuration so that it is at least 12 inches away from your television set, and position the printer at least two feet away.
- 2. Verify that all switches of the hardware components and the power strip are OFF.
- 3. Connect the TV switch box to the VHF antenna of the television set. Set the switch position to GAME (or COMPUTER). Plug the television set into the power strip or wall outlet.
- 4. Connect the TV switch box cable attached to the back of the computer console to the TV switch box.
- 5. Connect a power adapter to the computer console. Insert the female plug into the POWER IN jack of the console. Plug the other end of the power adapter into a wall outlet or power strip.
- 6. Connect a power adapter to the interface module. Insert the power cord into the front of the interface module at the POWER IN jack and then plug the power adapter into the wall outlet or power strip.

- 7. Connect the computer console to the interface module. Plug one end of the I/O data cord into the I/O CONNECTOR port on the front of the interface module. Plug the other end into the PERIPHERAL port of the computer console.
- 8. Connect the disk drive unit to the interface module. Plug one end of the I/O data cord into the I/O CONNECTOR port on the front of the interface module. Plug the other end into the I/O CONNECTOR port on the back of the disk drive. Plug the disk drive power cord into a wall outlet or power strip.
- 9. Connect the printer to the interface module. Plug one end of the printer cable into the PARALLEL (8 BIT) PRINTER INTERFACE port of the interface module. Plug the other end into the printer port. **DO NOT** force the cable connector into the printer receptacle or you will bend the connecting pins. Plug the power cord on the printer into a wall outlet or power strip.

#### SOFTWARE SYSTEM REQUIREMENTS

All the materials you need to operate the General Accounting System are included in the software package, which is contained in an easel-back, three-ring binder. Verify that the binder contains the following materials.

Software	Part No.
Two General Accounting System Data Entry Program Diskettes, Master and Backup	CX8203
Two General Accounting System Posting Program Diskettes, Master and Backup	CX8204
A Sample Master Data Diskette containing the books of "The Action Sales Co."	CX8205
A Sample Training Data Diskette	CX8206
A blank diskette for creating your initial set of books	CX8202

**Note:** You will need an adequate supply of blank diskettes. Only high-quality, certified double-density diskettes for soft-sectored formatting should be used with the ATARI 815 Dual Disk Drive. Use ATARI blank diskettes (Model No. CX8202) or a suitable substitute.

In addition to the system software, the binder contains:

- A Warranty/Registration Card (Note: Complete this form and mail it immediately.)
- The General Accounting System User's Manual
- One Business Manager's Companion Guide for the ATARI ACCOUNTANT
- A Reference Card
- Twelve monthly diskette labels and write-protect tabs
- A felt-tip pen

#### INSTALLING MEMORY MODULES AND THE BASIC CARTRIDGE

To operate the ATARI ACCOUNTANT General Accounting System you must install 16K RAM modules and the BASIC Language cartridge. Use the following procedure:

- 1. To insert a cartridge, pull the lever marked **PULL OPEN** located on the computer console immediately above the keyboard. The compartment cover springs open.
- 2. Hold the BASIC Language cartridge with the label toward you so that you can read it. Push the cartridge firmly, straight down, into the slot labeled **LEFT CARTRIDGE**. After it snaps gently into place, be sure it is seated firmly.
- 3. To expand the memory capacity of your computer system to 48K, you must have three 16K RAM modules in the memory bank. Remove the compartment cover by rotating the two black clamps outward as far as they will go. Lift the front edge of the cover gently and slide the entire hinged door and ribbed top cover toward you.
- 4. Inside the memory bank, you will see four module sockets. One is already occupied with the Operating System 10K ROM, which must remain in the front socket. Three 16K RAM modules must be inserted in the other three sockets. When inserting modules, press firmly on both sides and push straight down.
- 5. To reassemble the computer console, slip the back of the cover into place first. The two metal tabs on the underside of the cover fit into two slots at the back edge of the console. Seat the front edge of the cover and replace the black plastic clamps by rotating them forward. Close the compartment cover.

#### **TURNING ON THE SYSTEM**

If you are using a power strip, make sure the power is turned on. (If you are not using a power strip with a separate ON/OFF switch, you will have to turn power on to each component.) When you are ready to operate the system, turn the switches on in the following order:

- 1. Television set or monitor (If you are using a television set, tune to Channel 2 or Channel 3, whichever is weaker in your area. Set the 2-CHANNEL-3 switch on the side of the computer console to the same number.)
- 2. Dual disk drive (After turning on the power to this unit, insert the diskettes as described in "Checking Out the System," below.)
- 3. Printer
- 4. Interface module
- 5. Computer console



When you turn on all the components in the order described above, the following display appears on your video screen:

**Note:** For detailed instructions regarding these components, consult the respective operator's manuals. If you have trouble with the system, refer to Appendix D, Troubleshooting.

#### **TURNING OFF THE SYSTEM**

To turn off the system, turn the power switch of each system component to OFF in the following order:

- 1. Printer
- 2. Interface module
- 3. Dual disk drive (Caution: Diskettes must be removed first.)
- 4. Computer console
- 5. Television set or monitor

If you are using a power strip to control the electricity, *be certain* that all diskettes are removed from the disk drive unit *before* turning the power strip on or off.

#### **CHECKING OUT THE SYSTEM**

Each time you begin the day's activity, ensure that all components are properly connected. Follow the procedure shown in the subsection "Turning On the System." Load the General Accounting System as follows.

**Note:** Make sure that the dual disk drive unit is turned on *before* you insert your diskettes.

Insert the Posting Program Diskette into Drive 1 and the Master Data Diskette into Drive 2. Turn the computer console POWER switch off, then back on. This

action activates the dual disk drive's loading procedure and brings up the General Accounting System screen display. As an introduction to the system, run through the procedure as outlined in the table below.

Screen Display	Command or Procedure	You Type
GENERAL ACCOUNTING SYSTEM	Select START-UP COMMANDS.	1 RETURN
G/A-START-UP AND DISK	Select COMPANY CODE Function.	31 RETURN
	Type 6-character code.	ACTION RETURN
	Select PRINTER STATUS Function.	33 RETURN
G/A-CHANGE PRINTER STATUS	Select the PRINTER STATUS command.	1 RETURN
	Select ON-LINE option.	1 RETURN
	Return to GENERAL ACCOUNTING SYSTEM screen display.	ESC
GENERAL ACCOUNTING SYSTEM	Select POSTING AND PERIOD PROCESSING.	4 RETURN
G/A-POSTING/PERIOD PROCESS	Enter BALANCE SHEET into processing queue.	73 RETURN
	Run queue.	1 RETURN
CAUTION	Verify the printer is ON.	RETURN

The system prints a balance sheet from the Action Sales Co.

THE KEYBOARD

UNDERSTANDING The keyboard of your ATARI 800 Personal Computer system is arranged much the same as a typewriter keyboard.



Figure 1-3 ATARI 800 Keyboard

Some keys serve a function specific to the General Accounting System. Also for your operating convenience, some keys have been disabled. Study the keyboard for a moment. Familiarize yourself with the positions of the keys discussed in the following paragraphs.

SHIFT Use the SHIFT key to type punctuation and special symbols that are shown on the upper portions of the key caps. All other text entered into the General Accounting System appears in uppercase automatically.

**RETURN** This key is used to enter your data or to start a system function. The system does not accept what you type until you press the **RETURN** key.

DELETE BACK S The DELETE BACK S key controls two correcting functions. First, it operates as a backspace key for correcting a group of characters you are currently typing. When you press DELETE BACK S, the square cursor (which marks your present typing position) backs up one character position and deletes the character occupying it; to correct the character, simply type the new one. Second, the DELETE BACK S key moves the cursor back to the previous entry on the video screen. After you move to the line requiring a change, you can type the change and press the RETURN key to continue.

**ESC** Use this key to "escape" or leave the current display and to return to a previous display. If you press **ESC** repeatedly, you eventually return to the GENERAL ACCOUNTING SYSTEM screen, which is the first screen presented by both the Data Entry and Posting Diskettes. You also can use the **ESC** key to conclude such data entry functions as entering a collection of invoices, checks, payroll transactions, and so on.

The following keys are partially disconnected:

**CLEAR** The CLEAR function is disconnected. However, you can type the less-than character (<) by pressing the key.

**INSERT** The INSERT function is disconnected. However, you can type the greater-than character (>) by pressing the key.

The following keys are completely disconnected and cannot be used while you are running the General Accounting System:



### **OPERATING WITH THE SAMPLE COMPANY**

ATARI

### OPERATING WITH THE SAMPLE COMPANY

Ordinary business accounting requires you to enter and transfer a lot of information each month. Day-to-day activities consist of logging transactions, updating and balancing the books, and preparing end-of-period financial reports.

In this section, you will learn how to make the General Accounting System do most of that work for you. Using the books of a demonstration company (The Action Sales Co.), you will enter transactions into journals, post entries to accounts, and prepare financial reports.

For the practice session, you will not be using all of the commands listed. For information about the commands not discussed, consult the Reference Guide.

Each time you go through this section, you must create a new Training Data Diskette. To do this, you will "copy" The Action Sales Co. books onto the Training Data Diskette from the Master Data Diskette on which they are stored.

To begin, turn on the system as described in Section 1. Insert the Data Entry Diskette into Drive 1 and the Master Data Diskette into Drive 2. Turn power to the ATARI 800 computer OFF and then ON to display the GENERAL ACCOUNTING SYSTEM screen. To copy the Master Data Diskette onto the Training Data Diskette, follow the steps shown in the table below.

Screen Display	Command or Procedure	You Type
GENERAL ACCOUNTING SYSTEM	Select START-UP COMMANDS.	RETURN
G/A-START-UP AND DISK	Select DUPLICATE G/A- DATA DISK.	41 RETURN
G/A-DUPLICATE DISK	Remove DATA ENTRY program diskette from DRIVE 1.	
	Install Training Data Diskette (CX8206) into DRIVE 1.	
	Enter CONTINUE.	
	When duplication is finished, remove the Training Data Diskette from DRIVE 1.	
	Insert the DATA ENTRY program diskette into DRIVE 1.	
	Press ESC .	ESC

Screen Display	Command or Procedure
GENERAL ACCOUNTING SYSTEM	Remove Master Data Diskette from DRIVE 2. (Store this diskette in the General Accounting System binder or in a safe place.)

Insert the Training Data Diskette into DRIVE 2.

**Caution:** Before writing to the Training Data Diskette, be sure to remove any write-protect tab from the diskette and turn the WRIT PROT switch off.

You Type

#### DATA ENTRY FUNCTIONS

This section explains how to enter accounting transactions into various journals and ledgers. Please follow the instructions carefully, noting the appearance of each video display.

#### SELECTING A DATA ENTRY COMMAND

After the system finishes loading the program instructions and tables, it displays the following:



#### Viewing the GENERAL ACCOUNTING SYSTEM Screen Display

At the top of the video screen, notice the heading of the display, particularly the highlighted (dark-on-light) GENERAL ACCOUNTING SYSTEM title line. The title line of each screen display indicates the kind of functions you are performing. Notice also:

- The **COMPANY CODE** uniquely identifies your company's books. Six X's indicate that you have not yet entered a designated code.
- The **START-UP AND DISK COMMANDS** function defines your company code and "as-of date," prepares the printer for operation, and performs routine diskette operations.
- The **CHANGE PROGRAM DISK** function enables you to change either from the Data Entry Diskette to the Posting Diskette or vice versa.

- The **DATA ENTRY** function permits entries to the General Ledger and all journals and subsidiary ledgers.
- The ACCOUNT MAINTENANCE function creates accounts, edits accounts by changing or deleting them, and displays accounts.

#### **Entering a Command Number**

To select any function, simply type the corresponding command number and press RETURN .

When you start operating the General Accounting System or change the data diskette, you should always enter the START-UP AND DISK COMMANDS function first. You must identify the data diskette you are using before you can make any journal entries.

Select the START-UP AND DISK COMMANDS function by typing:

1 RETURN

#### **PERFORMING START-UP FUNCTIONS**

After you select the START-UP AND DISK COMMANDS function, the system displays:



#### Viewing the G/A-START-UP AND DISK Screen Display

The screen displays two lists of commands. You will use only three of the START-UP commands during this practice session.

#### **Entering the Company Code**

Before the system accepts any commands to operate on the contents of the Training Data Diskette, it requires you to identify the diskette by entering a company code. For practice, you are adding information to the books of The Action Sales Co., and so must enter its company code as follows.

First, select the COMPANY CODE function by entering its command number: **31** RETURN

Next, enter the company code, by typing:

ACTION RETURN

#### **Entering the As-Of Date**

To cause printed reports to display a report date, you must enter an as-of date. Select the AS-OF DATE function by typing:

32 RETURN

Enter the last day of the sample month as the as-of date. Type: 02/28/81 [RETURN]

#### **Defining Printer Status**

The PRINTER STATUS line currently reads OFF. Set it to ON by typing: 33 RETURN

The system now displays:



To change the PRINTER STATUS, enter **1 RETURN**. When you enter that command number, the system additionally displays:

1. . ON-LINE 2. . OFF-LINE ENTER PRINTER STATUS OR ESC

Select the ON status by again entering:

1 RETURN

Verify your entry by noting that the PRINTER STATUS is now ON. Press **ESC** to return to the G/A-START-UP AND DISK screen. The screen should look like this:


Now return to the GENERAL ACCOUNTING SYSTEM screen by pressing esc once more.

# SELECTING THE DATA ENTRY FUNCTION

At the GENERAL ACCOUNTING SYSTEM screen, select the DATA ENTRY function by typing the following:

3 RETURN

The system now displays:



# Viewing the G/A-DATA ENTRY Screen Display

The screen lists two Queue commands and seven Data Entry commands. It also displays a command queue line and the prompt line for command entry.

**Queue Commands.** A queue is a lineup; in this case, a lineup of Data Entry commands. There are two Queue commands: RUN QUEUE instructs the system to execute in succession each queued command; ERASE QUEUE instructs the system to clear the queue.

**Data Entry Commands.** To process a Data Entry command, you must first put it in the Command Queue.

**Command Queue.** The COMMAND QUEUE: line displays all of the commands in the queue. When no commands are listed, the Command Queue is EMPTY.

### **Queuing Data Entry Commands**

Placing several commands into the queue saves you considerable processing time, because you can proceed directly from one function to the next without returning to the G/A-DATA ENTRY screen each time to enter a new command.

To queue the first command, type the number of the function you want to enter, and press **RETURN**. For example, type:

11 RETURN

Notice that the command queue line indicates that Command 11 has been entered.

Continue queuing Data Entry commands, as follows:

12	RETURN
13	RETURN
14	RETURN
15	RETURN
16	AETURN

# **Running Queued Commands**

After all commands are in the command queue, enter the RUN QUEUE function by typing:

1 RETURN

# **ENTERING CASH DISBURSEMENTS (COMMAND 11)**

When the system finishes loading all the instructions and tables, it displays:

G/A-	CASH DISE	URSEMENTS:	ACTION K NO:136	
MONTH		DAY:	YEAR :	
PAYEE				
	BAT	CH TOTAL \$		. 00

In this section, you will practice all of the different Cash Disbursements transactions of the General Accounting System.

#### Viewing the G/A-CASH DISBURSEMENTS Screen Display

Initially, the screen looks like a blank form. Here is what you see:

**Entry Number.** Currently, the screen reads ENTRY 1 OF 1. The system keeps track of the number of entries, so that you can review earlier entries.

**Check Number.** After you enter the first check number in a series, the system increases the check number by one for each entry. It also remembers the last check number entered from the previous session, and begins the current session with the next number.

**Date Line.** For your first entry, the cursor blinks at the MONTH location. After you fill in the month, day, and year, the system assumes that subsequent entries have the same date unless you change it.

**Payee.** You can use two methods to enter the names of those to whom funds are disbursed. One method is to type the complete payee name. The other is to enter a predefined payee number. (Section 3 describes in detail how to define payees by number.) In the latter case, the sytem displays both the payee name and up to two preassigned accounts normally distributed for that payee.

Predefined payee numbers contain a letter prefix indicating the kind of payee, and up to four numbers. In this system:

- **C** = CUSTOMER in the Accounts Receivable Ledger.
- **V** = VENDOR in the Accounts Payable Ledger.
- **E** = EMPLOYEE listed in Payroll Register.
- $\mathbf{P} = PAYEE/PAYOR$  defined to the system as a regular payee or payor.

**Batch Total.** The BATCH TOTAL is a cumulative total of all entries made in the batch. A *batch* is simply a collection of entries.

#### **Entering Checks into the Cash Disbursements Journal**

For this practice session, enter the date as follows:

02 RETURN 01 RETURN 81 RETURN

(To correct an error, press the **DELETE BACK S** key repeatedly until the cursor reaches the point of the mistake, and retype the number.)

After you enter the date, the cursor blinks at the PAYEE: line. The following instructions explain how to enter various kinds of Cash Disbursements.

2/1	181	136		
DA	TE CHECK NUMBER			
V2	Natio	nal Supply	,	
CODE		NAME		
ACCT.NO.	DESCR	IPTION	AMOU	NT
2010	Accounts Pa	hyable	178	38
			-	-
		TOTAL	178	38
				1.00

## 1. Check Distribution to One Account

This check is paid to a regular vendor, Vendor 2. At the PAYEE: line, enter:

#### V2 RETURN

The system searches for the name of Vendor 2 and displays NATIONAL SUP-PLY. On the next line, the system lists the account number and name: 2010-ACCOUNTS PAYABLE.

To enter a dollar amount, you may type the amount with or without a decimal point. Type:

#### 17838 RETURN

The system now displays \$178.38 in the column at the right.

Notice that the system now displays a TOTAL line in addition to the BATCH TOTAL line, and that both total lines read \$178.38. The TOTAL line displays the total of all amounts you enter for the current payee. The BATCH TOTAL line displays the cumulative total amounts entered for all payees, until you "close the batch."

Now the system prompts you to enter another account number by displaying the ENTER ACCT NO prompt. Because there are no additional accounts for this vendor, press RETURN.

The system now asks you to verify the entry by displaying the OK?  $\left(Y/N\right)$  prompt.



If you enter **N**, the system returns you to the ENTER ACCT NO prompt. Use the **DELETE BACK S** key to make any necessary changes. The TOTAL and BATCH TOTAL lines immediately reflect any change you make.

Enter **Y** at the OK? (Y/N) prompt. The system records the entry and displays the G/A-CASH DISBURSEMENTS screen again for another entry.

G/A- CASH	DISBURSEM	IENTS	ACTION
ENTRY 2 OF		снеск	NO: 137
MONTH:02	DAY: 0		YEAR:81
PAYEE:			
	ВАТСН ТОТА		178.38

The system has increased both the ENTRY and CHECK NO: amounts by one. It also displays the same date you entered previously, but blinks the cursor at the DAY: position so that you can change the day if necessary. Press **METURN** to advance to the PAYEE: position.

2/1	81	137	,	
DA	TE	CHECK N	UMBER	
19	Contin	ental Sup	ply	
CODE		NAME 11	1	
ACCT.NO.	DESCR	IPTION	AMOU	NT
2610	Notes Pa	yable	112	52
6641	Interest	Expense	28	57
		/		
ĺ				
		TOTAL	141	09
		101112	, 41	-

### 2. Check Distribution to Two Accounts

Check 137 is made out to Payee 9. You may enter payee numbers in any numerical sequence. Enter:

P9 RETURN

The system lists the payee name and two accounts, the maximum number of accounts which can be preassigned for display. The cursor blinks at the data entry position, prompting you to enter a dollar amount. Type the following amounts:

11252 RETURN 2857 RETURN

The system lists both amounts and increases both the TOTAL and BATCH TOTAL amounts accordingly. Press **RETURN**.

G/A- CASH	DISBURSEM	ENTS: AC	TION	
ENTRY 2 OF		CHECK N	0:137	
MONTH:02	DAY:01		YEAR:81	
PAYEE:P9 C	ONTINENTAL	SUPPLY		
2610-NOTES 6641-INTER	PAYABLE Est expense	\$ 5	112.52 28.57	
0K? (Y/N)	тот		141.09	
	ВАТСН ТО	TAL \$	319.47	
				1

The system now asks you to verify the entry for this payee. If it is correct, enter **Y** at the OK? (Y/N) prompt. Now the system sets you at ENTRY 3 OF 3 for the next entry.

### 3. Check Distribution to Three Accounts

22	81	13	3	
DA	TE	E CHECK NUMBER		
PB	Natio	nal Bark		
CODE		NAME		
ACCT.NO.	DESCR	IPTION	AMOU	NT
2610	Note Ray	able	1,074	6
1180	Prepaid 1	ISHAACL	-241	30
6641	Interest	Expense	241	30
		1		
		TOTAL	1,074	69

Change the date to February 2 and enter Payee 8:

#### 2 RETURN P8 RETURN

The system displays the payee name. It also lists two accounts: 2610-NOTES PAYABLE and 1180-PREPAID INSURANCE. To complete the entry, type:

#### 107469 RETURN

The cursor now blinks at the second amount position. Because you are decreasing prepaid insurance, enter it as a negative amount by typing the number and a minus sign (hyphen key) after the amount:

#### 24130- RETURN

The system displays the amount in the column, adjusts both totals, and displays the ENTER ACCT NO prompt.

6	G/A- CASH DISBURSEMENTS:	ACTION
	ENTRY 3 OF 3 CHECK	NO:138
	MONTH:02 DAY:02	YEAR:81
	PAYEE:P8-NATIONAL BANK	
	2610-NOTES PAYABLE \$ 1180-PREPAID INSURANCE \$	1,074.69 241.30-
	TOTAL S Enter acct no	833.39
	BATCH TOTAL \$	1,152.86

The system automatically displays only two accounts. Because there is a third account distribution to enter, you must type the next account number:

#### 6641 RETURN

The system searches for account 6641 and displays the name INTEREST EXPENSE. Type the amount:

# 24130 RETURN

G/A- CASH	DISBUR	SEMENT	S: A	TION	
ENTRY 3 OF	3	СН	ECK N	0:138	
MONTH:02	DA	Y:02		YEAR:81	
PAYEE: P8-NA	TIONAL	BANK			
2610-NOTES 1180-PREPAI 6641-INTERE	PAYABL D INSU ST EXP	E RANCE ENSE	\$ \$	1,074.69 241.30- 241.30	
ENTER ACCT	NO	TOTAL		1,074.69	
	ВАТСН	TOTAL		1,394.16	

At the ENTER ACCT NO prompt, press again to advance to the OK?(Y/N) prompt. Verify the entry by responding:

## Y RETURN

4. Bypassin	g Preassigned	Accounts
-------------	---------------	----------

2	2191	139		
DA	TE	CHECK NU	JMBER	
PIL	AU St	ates Outle	ts	
CODE		NAME		
ACCT, NO.	DESCR	IPTION	AMOU	NT
1520	Machinerya	nd Equipment	35	00
		0 /		
	L	τοται	35	00
		TOTAL		00

Press RETURN at the DAY: position. Now enter P16 at the PAYEE: prompt.

The system displays the payee name ALL STATES OUTLETS and the account number and name normally charged for this payee.

Because the account listed here will not be charged, press **RETURN** to advance to the ENTER ACCT NO prompt. Enter the account number:

```
1520 RETURN
```

The system displays the account name MACHINERY AND EQUIPM. Enter the amount:

3500 RETURN

The system displays the amount and prompts for the next account number. Press



Verify the entry and press **RETURN** again. Throughout the remainder of this section, when you are instructed to "verify the entry," type a **Y** at the OK?(Y/N) prompt and press **RETURN**.

#### 5. Employee Disbursements

21	5/81	140		
DA	TE	CHECK N	UMBER	
EIOI	Perry	, Lam		
CODE	/	NAME		
ACCT.NO.	DESCR	IPTION	AMOU	NT
6521	Salary an	d Wages	1,000	00
2040	FICA	0	-61	33
2050	Withholdi	y Tax	-250	00
	<			
	•	TOTAL	688	67

Change the date to February 5. Throughout the remainder of this discussion, this manual assumes that you know how to change the date. To enter a check written to an employee, enter the employee number:

#### E101 RETURN

The system lists the employee name. It also displays the three account numbers and names assigned for employee payroll accounts. To enter the employee's gross wages, FICA Payable, and Withholding Tax Payable, type:

100000	RETURN
6133-	RETURN
25000-	RETURN

The system prompts for another account number. You may enter as many employee disbursement accounts as you regularly charge, or, in this example, press RETURN to advance to the OK?(Y/N) prompt and verify these entries.

G/A- CAS	H DISBU	SEMENT	5: A(	TION	
ENTRY 5 0	F 5	СН	ECK P	10:140	
MONTH:02	Dŕ	Y:05		YEAR:81	
PAYEE:E10	L-PERRY,	LARRY			
6521-SALA 2040-FICA	RIES AND PAYABLE	HAGES	\$		
ENTER ACC	T NO	TOTAL	тнэ 5	688.67	
	ВАТСН	TOTAL		2,117.83	

# 6. Voided Checks

2/5	181	141	
DA	TE	CHECK N	JMBER
VOID			
CODE		NAME	
ACCT.NO.	DESCR	IPTION	AMOUNT
	VOIT	>	
		TOTAL	

To record a voided check in the Cash Disbursements Journal, type VOID at the PAYEE: line and press  $\blacksquare$  .

# VOID RETURN



The system does not prompt for an account number or dollar amount. Instead, it displays the OK?(Y/N) prompt and asks you to verify. Verify this entry.

### 7. Irregular (Unassigned) Payee

2/4	181	142		
DA	ré	CHECK NI	JMBER	
	Ace	Humbing		
CODE		NAME		
ACCT.NO.	DESCR	IPTION	AMOU	NT
6601	Repairs as	nd Maint.	45	00
	, 			
		TOTAL	45	00

Begin by changing the date to February 6.

To write a check to a payee not identified by a regular payee number, enter a name of up to 20 characters at the PAYEE: line. For practice, type the following:

#### ACE PLUMBING RETURN

The system now displays the ENTER ACCT NO prompt. Type the following account number:

### 6601 RETURN

MONTH:02 DAY:06 YEAR:0 PAYEE:ACE PLUMBING 6601 REPAIRS AND MAINTENA\$ 45. OK?(Y/N) TOTAL \$ 45. BATCH TOTAL \$ 2,162.	ENTRY 7 OF 7	CHECK	NO: 142
PAYEE:ACE PLUMBING 6601 REPAIRS AND MAINTENAS 45. OK?(Y/N) TOTAL S 45. BATCH TOTAL S 2,162.	MONTH:02	DAY:06	YEAR:8
6601 REPAIRS AND MAINTENA\$ 45. OK?(Y/N) TOTAL \$ 45. Batch Total \$ 2,162.	PAYEE:ACE PLL	IMBING	
OK?(Y/N) TOTAL \$ 45. Batch total \$ 2,162.	6601 REPAIRS	AND MAINTENAS	45.
BATCH TOTAL \$ 2,162.	OK? CYZNJ	TOTAL \$	45.
BATCH TOTAL \$ 2,162.			
	BA	TCH TOTAL \$	2,162.1

The system displays the account name. At the cursor, enter a \$45.00 amount and press RETURN. At the ENTER ACCT NO prompt, press RETURN to advance to the OK?(Y/N) prompt.

Verify this entry.

2	6/81	143	5	
DA	TE	CHECK N	JMBER	
	Pett	y Cash		
CODE		NAME		
ACCT.NO.	DESCR	IPTION	AMOU	NT
6541	Laundryan	d Uniforms	11	50
6601	Repairs and	Maint.	10	20
6631	Supplies		5	81
6681	Auto Exper	15L	13	29
6711	Postage an	d Office	6	23
6721	Licenses	ud Fees	20	x
6661	Travel		15	00
5011	Cost of So	2/05	11	50
6551	Cash Over	Short		50
		τοται	94	01
		TOTAL		

#### 8. Check Distribution to Multiple Ledger Accounts

In the following example, the check is written to petty cash, and is drawn from 9 different accounts. You may distribute funds from up to 12 accounts. First, enter the payee name as follows:

PETTY CASH RETURN

The system displays the ENTER ACCT NO prompt. Type each of the following account numbers and amounts, noting how the system displays the account names when you enter the numbers (remember to press RETURN after entering each amount):

Account	No.	Amount
6541		1150
6601		1020
6631		581
6681		1329
6711		622
6721		2000
6661		1500
5011		1150
6551		50

ENTRY	B OF 8		СН	ECK N	10:143
MONTH	92	DA	Y:06		YEAR:81
PAYEE	PETTY	CASH			
6541 L		AND	UNIFOR	M5\$	11.50
6681 R	EPAIRS	AND	MAINTE	NA\$	10.20
6631 5	UPPLIES				5.81
6681 AI	ITO EXF	ENSE			13.29
6711 P	DSTAGE	AND	OFFICE	5\$	6.22
6721 L	<b>ICENSE</b>	AND	FEES		20.00
6661 TI	RAVEL				15.00
5011 C	DST OF	SALE			11.50
6551 C	ASH OVE	ER/SH	ORT .		. 50
ENTER	ACCT N		TOTAL		94.02
		ватсн	TOTAL		2,256.85

When you finish entering the list, press **RETURN** at the ENTER ACCT NO prompt and verify these entries.

#### **Reviewing Cash Disbursements Journal Entries**

The system now displays ENTRY 9 OF 9 at the top left of your screen, and the cumulated BATCH TOTAL amount at the bottom right. The cursor blinks at the DAY: line, as before.

You may review and change any entry in the batch simply by backspacing (using the **DELETE BACK S** key) to the ENTRY position and inserting the number of the entry you want to see. For example, to review the fifth entry, type **5** at the ENTRY position and press **RETURN**. The system displays ENTRY 5 OF 8. Notice that the BATCH TOTAL is the same as that of your last entry (entry 8).

For practice, assume that the first amount on the screen is incorrect. The cursor blinks at the OK?(Y/N) prompt and displays the Y response. To correct this amount, simply type:

Chinten	and and the lot	and in cases	Section of	
	100000			
		TUR	RN	

The system now displays the ENTER ACCT NO prompt. Backspace to the amount displayed on the screen (using the DELETE BACK S key) and change the amount by typing:

#### 110000 RETURN

Notice that the TOTAL and BATCH TOTAL lines change too. Press **RETURN** until the system again displays the OK?(Y/N) prompt.

G/A-CASH ENTRY 5 OF 8	DISBURSEMEN REVIEW 3 C	т5: Неск	ACTION NO:140
MONTH:02	DAY: 05		YEAR:81
PAYEE: E101-F	PERRY, LARRY		
6521 SALARII 2040 FICA PA 2050 WITHHOU	ES AND WAGE Yable Ding tax P	5 \$ \$ AYA\$	1,100.00 61.33 - 250.00 -
0K? (YZN)	TOTA	L \$	788.67
	ВАТСН ТОТ	AL S	2,356.85

Verify the entry. The system now advances to ENTRY 6 OF 8 and prompts you to verify it. To return to your present data entry position (ENTRY 9 OF 9) without reviewing all the entries in between, backspace to the ENTRY position and enter 9 at the entry number.

## **Ending Cash Disbursements Journal Entries**

To stop entering transactions to the Cash Disbursements Journal, you must first terminate or close the batch. To do this, press **RETURN** at the PAYEE: position. The system now asks you to verify the batch total by displaying the OK?(Y/N) prompt at the BATCH TOTAL line.

	G/A- CASH	1 DISBL	IRSEMEN	T5: AC	TION	
	ENTRIES	IN BAT	сн			
OK	? (Y/N)	BATC	1 TOTAL		2,356.	85

Now enter **Y** to record this information onto the Training Data Diskette. The system returns you to ENTRY 1 OF 1 for another Cash Disbursements batch. You may begin another collection of entries now, or you can proceed to the next function in the queue. Press the **ESC** key to proceed to the next function.

# **ENTERING CASH RECEIPTS (COMMAND 12)**

The system displays:

ENTRY 1 0	F 1	
MONTH	DAY:	YEAR:
PAYOR:		
	BOTCH TOTAL S	01

The Cash Receipts Journal is a chronological record of cash received each day.

# Viewing the G/A-CASH RECEIPTS Screen Display

Notice that the screen looks like previous CASH DISBURSEMENTS screens. The screen asks you to identify the *Payor* (one who pays The Action Sales Co.) rather than the *Payee* (the one whom The Action Sales Co. pays).

#### **Making Cash Receipts Journal Entries**

In this exercise, you are recording the entries in two batches. For the first batch, enter the date as follows:



Next, enter C4 for Customer 4:

C4 RETURN

The system displays the customer name. It also displays the number and name of the account to which this customer's payment is credited: 1110-ACCOUNTS RECEIVABLE.

Type the following amount:

### 20148 RETURN

The system displays the dollar amount, increments both the TOTAL and BATCH TOTAL accordingly, and prompts ENTER ACCT NO. Press RETURN to advance to the OK?(Y/N) prompt. Verify the entry.



Now the system sets you at ENTRY 2 OF 2. Enter the customer number and amount for the next three customers, following the procedure above.

Payor No.	Amount
C8	7454
C12	10485
C9	3420

At this point, you are at ENTRY 5 OF 5. To close the batch, advance to the PAYOR: position and press RETURN. Now verify the BATCH TOTAL amount of \$415.07. The system records all the entries in that batch, and displays the first screen for the next batch.

To enter the second batch for this date, press **RETURN** at the DAY: position. Now enter the following, again making each line a separate entry:

Payor No.	Amount
C17	18663
C20	1740
P1	4222
C10	15690
P3	16868

When the system prompts for the next payor, press **RETURN** and verify the BATCH TOTAL amount of \$571.83. If your amount does not match this one, follow the procedures for reviewing and correcting entries described earlier in "Reviewing Cash Disbursements Journal Entries." Although not shown in this example, cash received could have been from vendors or employees who have been defined as payees or payors.

You have now finished making Cash Receipts Journal entries. To proceed to the next function in the queue, press the ESC key.

To proceed from any batched function to another General Accounting System function, you must first close the present batch as described, then press **ESC** at the next batch entry screen.

### **ENTERING INVOICES TO AN INVOICE REGISTER (COMMAND 13)**

The system now displays:



The Invoice Register maintains a record of all invoiced credit or cash sales. The system separates credit from cash sales, and posts amounts to the designated bank account, to the accounts receivable controlling account, and to the subsidiary ledger accounts.

## Viewing the G/A-INVOICE REGISTER Screen Display

The screen looks like previous screens. In the exercise to follow, the number displayed at the INVOICE NO: position increments automatically beginning at number 629.

### **Making Invoice Register Entries**

As before, enter the date as follows:



The system now advances the cursor to the CUSTOMER NO: position. You can use the Invoice Register in three ways: to enter a credit sales invoice, a credit memo, or a cash sale.

#### 1. Entering an Invoice for a Credit Sale

To enter the number of a customer regularly invoiced by The Action Sales Co. for credit sales, type the letter C and the customer number. For example, type:

C4 RETURN

The system displays the customer name and lists the account numbers and names to which amounts are to be credited from each invoice. Enter the following sales amount:

4599 RETURN

Enter the sales tax: **276** RETURN

Press RETURN again to advance to the OK?(Y/N) prompt and verify the entry.

G/A- INVO	ICE REGISTER	: ACTIC	N
ENTRY 1 OF	1 INV	OICE NO	:629
MONTH: 02	DAY: 09		YEAR:81
CUSTOMER NO	4-CHRISMAN	, WAYNE	
4011-SALES 2030-SALES	TAX PAYABLE	\$ \$	45.99 2.76
OK?EY/NJ	TOTAI		48.75
	ВАТСН ТОТА		48,75

#### 2. Entering a Credit Memo

At ENTRY 2 OF 2, advance the cursor to the CUSTOMER NO: line. Enter Customer 18, as follows:

C18 RETURN

To record a credit memo, enter the dollar amount followed by the minus sign:

8852- RETURN 531- RETURN

Press **RETURN** and verify the entry. After you verify, the system displays the screen for ENTRY 3 OF 3.

#### 3. Entering an Invoiced Cash Sale

To record a cash sale in the Invoice Register, enter the word **CASH** at the CUSTOMER NO: line:

#### CASH RETURN

The system now prompts for two amounts. Enter these amounts as follows:

3920	RETURN
185	RETURN

When the system asks for the next account number, press **RETURN** and verify at the OK?(Y/N) prompt.

#### **Ending Invoice Register Entries**

To end Invoice Register entries, you must first close the batch as before by pressing RETURN at the CUSTOMER NO: prompt. The system displays the OK?(Y/N) prompt at the BATCH TOTAL line. Verify the batch total amount of \$4.03-. If your total does not match this one, follow the procedure for reviewing and correcting entries.

The system now records the batch and returns you to ENTRY 1 OF 1 for another batch of Invoice Register entries. To stop performing the Invoice Register function, press the **ESC** key.

### **ENTERING MERCHANDISE PURCHASED (COMMAND 14)**

The system displays:

6	G/A- MERC	HANDI	SE PURC	HASED	ACTION	
	ENTRY 1 0	IF 1	I	VOICE	NO:	
	MONTH:		DAY :		YEAR:	
	VENDOR	NO:				
		BATCH	TOTAL		. 88	
19. B.						
						-

A Merchandise Purchased Journal records invoice numbers, amounts, and due dates for merchandise purchased. This journal accesses up to 10 different Cost of Sales accounts, plus up to three other General Ledger accounts which may be designated, to produce various departmental Profit and Loss Statements.

## Viewing the G/A-MERCHANDISE PURCHASED Screen Display

The system accepts invoice numbers up to eight characters (numbers or letters). Also, it prompts you for a date at each new entry.

#### **Entering Merchandise Purchased**

At the INVOICE NO: position, enter the following number:

01 RETURN

#### 36215 RETURN

Next, enter the invoice date:

81 RETURN

At the VENDOR NO: position, type the following vendor number:

V10 RETURN

02 RETURN

The system displays the vendor name, and the number and name of the account to be charged. Type the following amount:

#### 238950 RETURN

The system records \$2,389.50 and then prompts you to enter the SUPPLIES amount. Because there is no SUPPLIES amount to enter, press RETURN again to advance to the DATE DUE line. Enter this due date:

03/10/81 RETURN

G/A- MERCHA	NDISE	PURCHA	SED:	ACTION	
ENTRY 1 OF 1		INVOI	CE NO	36215	
MONTH:02	DAY	: 01		YEAR: 81	
VENDOR NO:	10-IMF	ERIAL	PROD	ICTS	
5011-COST OF 6631-SUPPLIE DATE DUE:03/ 08219/N1	5ALES 5 10/81	TOTAL	\$ \$	2,389.50	
	ВАТСН	TOTAL	5	2,389.50	

Verify the entry.

# **Ending Merchandise Purchased Entries**

To leave the Merchandise Purchased entry function, press **RETURN** at the VENDOR NO: position. The system asks you to verify the batch total by displaying the OK?(Y/N) prompt. Enter **Y RETURN**. The system records the entries in the batch and prompts you to begin another batch. Press the **ESC** key to continue to the next queued function.

# **ENTERING CASH SALES (COMMAND 15)**

The system now displays:

MONTH	82	DAY:10	FOR:81
INC	OMING C	ASH	
SAL	S TAX		. 81
SAL	S DEPT .	L	. 01
SALE	ES DEPT		. 81
OTHE	R INCOM	E	. 61
OPE	ING CASI		. 61
CAS	H PAY O	UT5 & D	
MERC	CH. PURCI	IASES	. 81
MISC	EXPEN	5 E	\$ . 8
CASH	I DEPOSI	TED	. 81
CLOS	SING CAS		. 81
CASH	I OVER/SI	IORT	\$ . 81
		тота	. 00

The Cash Sales Journal records sales that take place using a cash register. It is not the same as a Cash Receipts Journal, which records all other types of cash received.

When you edit your General Accounting System accounts, you can assign the Cash Sales prompts to match the keys of your cash register. These prompts record both incoming cash (credits) and cash paid out or deposited (debits).

The system requires *credit* amounts, such as opening cash and other income, to be entered as negative numbers, with the minus sign. *Debit* amounts, such as closing cash and other amounts paid out, are entered as positive numbers. Cash short is a debit item (positive amount); cash over is a credit item (negative amount).

The system also requires that the total of each day's entries equal \$0.00; otherwise, it does not permit you to continue.

#### Viewing the G/A-CASH SALES Screen Display

The screen shows the date line and two sections for various income and cash pay-out accounts.

**Date Line.** Because you record cash sales totals in this journal daily, the system automatically increments the date after you complete the totals for each day.

**Incoming Cash.** The Action Sales Co. uses INCOMING CASH as a general heading for various kinds of income amounts. It uses the remaining subheadings to correspond to the cash register keys which track the income from sales. These headings represent accounts in the General Ledger income accounts.

**Cash Pay-Outs and Deposits.** The Action Sales Co. likewise uses CASH PAY OUTS AND DEP (Deposits) as a general heading for various kinds of distribution accounts. These headings represent accounts in the General Ledger expense accounts.

# **Entering Cash Sales Totals**

Notice that the first heading (here, SALES TAX) is highlighted and that the cursor blinks at the position for the first amount. Enter the following income amounts as negative numbers and the following cash pay-outs as positive numbers.

Incoming Cash	Enter
Sales Tax	3384-
Sales Dept 1	2690-
Sales Dept 2	123776-
Other Income	0
Opening Cash	38707-

Cash Pay Outs & Dep.	Enter
Merch. Purchased	4045
Misc. Expense	0
Cash Deposited	127478
Closing Cash	36819
Cash Över/Short	215

After you enter the last amount, the TOTAL line shows the balance. If it is not zero, the system flashes ERROR: TOTAL NOT ZERO. Press RETURN to move back to the last entry position; then press DELETE BACK S to back up to your error and correct it.

If the total is zero, the system displays the OK?(Y/N) prompt.

MONTH:02 DAY	:10	YEAR:81
THOOMTHE OACH		
INCOMING CASH	-	77 94.
SALES TAX	2	33,04
SALES DEPT 1		20.70
SALES DEPT 2		1,237.76
OTHER INCOME		.00
OPENING CASH		387.07
CASH PAY OUTS &	D	
MERCH. PURCHASES		40.45
MISC EXPENSE		. 80
CASH DEPOSITED		1.274.78
CLOSTNG COSH		368 .19
CASH OUED/SHOPT		2 15
CHSH OVER SHORT		
OK?[Y/N]	TOTAL \$	.00

Responding Y RETURN causes the system to record all of the information onto the data diskette and display the screen for the next Cash Sales Journal entry.

At the next entry, notice that DAY: has increased by one. If that is an incorrect date, use the **DELETE BACK S** key to change it. Again the system prompts you to enter the first income amount. At this point, enter the following amounts for February 12 and verify the total. Then repeat the procedure for the February 13 amounts.

Entries for:	02/12/81	02/13/81
Sales Tax	3507-	3638-
Sales Dept 1	2255-	2305-
Sales Dept 2	130807-	115264-
Other Income	0	0
Opening Cash	36819-	38600-
Merch. Purchased	2550	2480
Misc. Expense	30	0
Cash Deposited	132280	124151
Closing Cash	38600	33607
Cash Over/Short	72-	431-

## **Ending Cash Sales Journal Entries**

After you complete all entries, press **ESC** to proceed to the next function in the queue. The program responds by loading the instructions for the next queued function.

# ENTERING DATA TO A GENERAL JOURNAL (COMMAND 16)

The system now displays:



The General Journal is the most versatile journal in the General Accounting System. It can gain access to any account in the General Ledger or any subsidiary ledger. You use the General Journal to enter original balances in a new set of books, to correct or adjust entries in any account, and to make entries for accrued and deferred items at the close of an accounting period.

The General Journal operates according to a double-entry system. When you debit one account, you must credit another account so that the balance of the transaction equals zero.

## Viewing the G/A-GENERAL JOURNAL Screen Display

The G/A-GENERAL JOURNAL screen differs in appearance from previous screens.

**Date Line.** The system does not automatically increment the date for the General Journal. Instead, the system sets the cursor at the MONTH: position at the beginning of each entry.

**General Journal Number.** The system gives each entry a unique General Journal number (GJ#). Each time you enter a transaction, the system increases the entry number by one. Each General Journal entry number is posted in the General Ledger for reference.

## **Making General Journal Entries**

Enter the following date and account number:



The system displays the name of the DEPRECIATION account. Now enter the depreciation amount:

47956 RETURN

To complete the other side of the transaction, type the following account number at the ENTER ACCT NO prompt:

#### 1550 RETURN

The system displays the account name, and prompts you for the amount. Enter the accumulated depreciation as a negative number, as follows:

47956- RETURN

Because you have no more transactions to enter, press **RETURN** at the ENTER ACCT NO prompt. At this point, the system asks you to enter an explanation. If you do not want to enter an explanation, press **RETURN** to advance to the OK?(Y/N) prompt.

To enter an explanation, you may enter one or more lines of text. Each line may consist of 38 characters. For practice, type the following explanation:

#### DEPRECIATION ACCRUED FOR ALL MACHINERY RETURN AND EQUIPMENT FOR FEB, 1981 RETURN

The cursor now blinks at the beginning of the third line. To advance to the  $OK?(Y/N)\ prompt,\ press\ \ensuremath{\texttt{RETURN}}\ .$ 

1	G/A-	GENERAL	JOURNAL	-: ACTI	ON	
м	DNTH:02	DAY : 28	YEAR :	81 GJ	#: 16	
67	81 DEPR	ECIATIO	•		479.56	
15	550 ACCU	MULATED	DEPRECI	A\$	479.56-	
			TOTAL		. 89	
EN	TER EXP	LANATIO	BELOH:			
DE	PRECIAT	ION ACCE	UED FOR	ALL M	ACHINERY	
Al		MENT FOR	FEB. 198			
01	2 EY/N1					

At the OK?(Y/N) prompt, you can correct information by responding N, then backspacing to the item you wish to correct. Each time you backspace, the system removes the last account name and number entered, and positions the cursor in the amount column of the account above it. To reinsert the account name, enter the account number again.

To proceed to the next journal entry screen, enter Y at the OK?(Y/N) prompt. The system stores the entry on the diskette and displays the next entry screen.

### **Ending General Journal Entries**

To end General Journal entries, simply press **ESC** at the next entry screen.

#### **SUMMARY**

You have completed the practice session for data entry. In the next section, you will learn how to obtain The Action Sales Co. financial reports.

# POSTING FUNCTIONS

After entering all the available data to the books of The Action Sales Co., you may prepare reports, post accounts, and perform regular period processing. You must use the Posting Diskette to perform these functions.

#### CHANGING TO THE POSTING DISKETTE (COMMAND 2)

To change diskettes without reloading all the system instructions into the computer, return to the GENERAL ACCOUNTING SYSTEM screen by pressing ESC. (If you have just completed the last queued function, the system returns you to the GENERAL ACCOUNTING SYSTEM screen automatically.)

Select the CHANGE PROGRAM DISK function by entering the command number:

2 RETURN

The system displays:

THE ATARI ACCOUNTANT G/A- Change program disk Company Code: Action
CHANGE PROGRAM DISKS BY INSTALLING The proper disk in drive 1.
WHEN READY, PRESS RETURN.

Remove the Data Entry Diskette from Drive 1 and place it in its envelope. Then insert the Posting Diskette (label up) into Drive 1 and press the door shut. Now press **RETURN**. The system displays the GENERAL ACCOUNTING SYSTEM screen of the Posting Diskette.

# Viewing the GENERAL ACCOUNTING SYSTEM Screen Display

Note the following items on your screen display:

**Start-Up Commands.** Consult the Reference Guide for a complete explanation of these functions.

**Change Program Disk.** This function was described in "Changing to the Posting Diskette" above.

**List Journals Function.** The LIST JOURNALS function enables you to print the contents of the various journals in the General Accounting System.

**Posting and Period Processing Function.** The POSTING AND PERIOD PRO-CESSING function enables you to post accounts, issue period reports, and perform period closings.

**Display Accounts Function.** The DISPLAY ACCOUNTS function enables you to examine the contents of a specific account in a journal or ledger.

**List Schedules Function.** The LIST SCHEDULES function lets you print a listing of all General Ledger, payee/payor, vendor, customer, and employee accounts in numerical or alphabetical order.

The cursor blinks at the ENTER COMMAND NUMBER: prompt. To select a function, enter the corresponding command number.

### USING THE LIST JOURNALS FUNCTION (COMMAND 3)

Select the LIST JOURNALS function by entering the number:

3 RETURN

The system now displays:



This function prints the various journals to which you have just entered data. Before you issue any List Journals commands, you may check your printer status by entering the PRINTER STATUS command, as described in "Defining Printer Status" (Command 33, under START-UP functions) earlier in this section. To print, your printer status must be ON. Also the As-Of Date must be set.

## Viewing the G/A-LIST JOURNALS Screen Display

The screen lists two Queue commands and seven Report commands.

**Queue Commands.** You may queue List Journals commands, just as you did Data Entry commands. The queue accepts up to eight commands.

**Report Processing Commands.** These commands print the contents of the various journals.

# **Printing Journals**

The cursor blinks at the ENTER COMMAND NUMBER OR ESC: prompt. For practice, enter each command in the queue:

51	RETURN
52	RETURN
53	RETURN
54	RETURN
55	RETURN
56	RETURN
57	RETURN

Now enter the RUN QUEUE command:

1 RETURN

Before processing the first command, the system displays the following caution:



The CAUTION screen indicates that your printer is ON. Press RETURN to continue. The system now loads all report data. Next, it begins printing the reports, beginning with the first report in the queue and continuing until the last report is finished. Printing these reports takes several minutes.

As explained in Section 1, you may interrupt the report processing at any point by entering one of the Interrupt commands:

Interrupt Command	Function
S	STOP
G	GO
Q	QUIT
F	FLUSH

# **POSTING AND PERIOD PROCESSING FUNCTIONS (COMMAND 4)**

To select the POSTING AND PERIOD PROCESSING function, enter the command number by typing:

4 RETURN

The system now displays:



## Viewing the G/A-POST/PERIOD PROCESS Screen Display

The screen displays four sets of functions and their command numbers:

**Queue Commands.** As before, you can enter the commands on the screen into the queue. However, you must perform the posting and period reporting functions before the period closing functions.

**Posting.** The POST function sorts journal entries by account number and places them in the various General Ledger accounts. It then prints all the ledgers.

**Period Reporting.** The period reporting functions direct the system to print Profit and Loss Statements, Trial Balances, and Balance Sheets.

**Period Closings.** The period closing functions perform month-end, end-ofquarter, and year-end closings.

#### **Posting Accounts**

The POST function sorts all journal entries on the data diskette by account number, and then arranges them into chronological order. After sorting, the system posts all journal entries to their respective General Ledger accounts and prints the ledgers.

You may execute the POST function any number of times before the END-OF-MONTH function. Thus, you may enter additional transactions in the various journals or make adjusting entries in the General Journal. (Note that the END-OF-MONTH function erases all journal entries for the current month.)

To post accounts, enter the POST command number into the queue and initiate processing by typing:



The system displays a screen reminding you of your printer status. To proceed, press RETURN . Next, the system notifies you that it is sorting the entries to be posted.

The system displays a STATUS line at the bottom left of your screen. The larger number on the right indicates how many journal entries have been made. The smaller number on the left indicates which entry the system is currently sorting. The ''sort phase'' of the posting process ends when the number on the left increases to equal the number on the right.

Now the system begins to print the General Ledger. After completing the General Ledger, the system prints all the subsidiary ledgers, including the payroll ledger. When the system finishes printing all the ledgers (allow a few minutes), it returns you to the GENERAL ACCOUNTING SYSTEM screen for another function. To return to the G/A-POST/PERIOD PROCESS screen, type:

4 RETURN

#### **Period Report Functions**

You can print Profit and Loss Statements, Trial Balances, and Balance Sheets at any time. If you print these financial statements *before* executing the POST function, the system produces reports from the previous month. If you print them *after* executing the POST function, the system produces reports for the current month. To print period reports, enter the report commands into the queue and initiate processing by typing:

71	RETURN
72	RETURN
73	RETURN
1	RETURN

At the CAUTION screen, press **RETURN** to continue. The system begins printing the various reports. The system prints the period reports in the order in which you entered the commands in the queue. (These reports should match The Action Sales Co. reports in Appendix A.)

**Profit and Loss Statement (Command 71).** First, the system prints the Profit and Loss Statement.

THE PROFIT FER	ACTION SALES C AND LOSS STATE RUARY 28, 1981	D MENT		
	CURRENT	7.	YEAR-TO-DATE	%
INCOME SALES	58,552.90	100.0	191,541.19	100.
COST OF SALES COST OF SALES	35,768.69	61.1	117,215.06	61.
GROSS PROFIT	22,784.21	38.9	74,326+13	38.
EXPENSES				
SALARIES AND WAGES	16,242.55	27 . 7	31,385.10	16+
FRANCHISE FEES	+ 0 0	• 0	2;400+00	.l. • ·
LAUNDRY AND UNIFURMS	1 27	. U	00+10	
DENT UVER/STURI	750.00	1.3	6.750.00	3.
	495.08	.8	2,118,65	1.
TELEPHONE	83+58	.1	252+37	
GARBAGE SERVICE	63.50	• 1	190.50	
REPAIRS AND MAINTENANCE	82.70	• 1	430+23	
PAYROLL TAXES	302.28	.5	1,517.07	

107.06 $1,814.87$ $27.75$ $15.00$ $13.29$ $45.00$ $6.22$ $20.00$ $25.00$ $.00$ $54.00$ $1,479.56$ $125.30$	.2 3.1 .0 .0 .1 .0 .0 .0 .0 .0 .0 .1 2.5 .2	968.20 2;562.03 500.61 30.45 1226.58 125.00 14.02 40.00 40.84 428.52 129.31 162.00 3,397.80	5 1.3 .0 .1 .0 .0 .0 .0 .2 .1 1.8
$1,814,87 \\ 27.75 \\ 15.00 \\ 13.29 \\ 45.00 \\ 6.22 \\ 20.00 \\ 25.00 \\ .00 \\ .00 \\ 54.00 \\ 1,479,56 \\ 125.30 \\ \hline$	3.1 .0 .0 .1 .0 .0 .0 .0 .0 .1 2.5 .2	2,562.03 $500.61$ $30.45$ $126.58$ $125.00$ $14.02$ $40.00$ $40.84$ $428.52$ $129.31$ $162.00$ $3,397.80$	1.3 .3 .0 .1 .1 .0 .0 .0 .2 .1 .1
27.75 15.00 13.29 45.00 6:22 20.00 25.00 .00 54.00 1,479.56 125.30	.0 .0 .1 .0 .0 .0 .0 .1 2.5 .2	500.6130.45122.58125.0014.0240.0040.84428.52129.31162.003,397.80	.3 .0 .1 .1 .0 .0 .0 .2 .1 .1
$\begin{array}{c} 15.00\\ 13.29\\ 45.00\\ 6.22\\ 20.00\\ 25.00\\ .00\\ 54.00\\ 1,479.56\\ 125.30\\ \hline\end{array}$	• 0 • 0 • 1 • 0 • 0 • 0 • 0 • 1 2 • 5 • 2	30,45 1226,58 125,00 14,02 40,00 40,84 428,52 129,31 162,00 3,397,80	+ 0 + 1 + 1 + 0 + 0 + 0 + 2 + 1 + 1 + 8
13.29 45.00 6.22 20.00 25.00 .00 54.00 1,479.56 125.30	* 0 * 1 * 0 * 0 * 0 * 0 * 0 * 1 2 * 5 * 2	126.58 125.00 14.02 40.00 40.84 428.52 129.31 162.00 3,397.80	•1 •1 •0 •0 •2 •1 •1
45.00 6.22 20.00 25.00 .00 54.00 1,479.56 125.30	+1 +0 +0 +0 +0 +1 2+5 +2	125.00 14.02 40.00 40.84 428.52 129.31 162.00 3,397.80	+1 +0 +0 +2 +1 +1
$\begin{array}{r} 6,22\\ 20,00\\ 25,00\\ 00\\ 54,00\\ 1,479,56\\ 125,30\\ \hline\end{array}$	*0 *0 *0 *0 *1 2*5 *2	14.02 40.00 40.84 428.52 129.31 162.00 3,397.80	+0 +0 +2 +1 +1
20.00 25.00 .00 54.00 1,479.56 125.30	• 0 • 0 • 0 • 1 2 • 5 • 2	40.00 40.84 428.52 129.31 162.00 3,397.80	•0 •0 •2 •1 •1
25.00 .00 .00 54.00 1,479.56 125.30	•0 •0 •1 2•5 •2	40.84 428.52 129.31 162.00 3,397.80	+0 +2 +1 +1
,00 ,00 54.00 1,479.56 125.30	• 0 • 0 • 1 2 • 5 • 2	428.52 129.31 162.00 3,397.80	•2 •1 •1
.00 54.00 1,479.56 125.30	•0 •1 2•5 •2	129.31 162.00 3,397.80	•1 •1 1.8
54.00 1,479.56 125.30	+1 2+5 +2	162.00 3,397.80	+1
1,479.56 125.30	2.5	3,397,80	1.8
125+30	+ 2	1/5 0/	
21 000 01		1.60+24	+ 1
4.1.9803+31.	37.2	53,912.91	28.1
980.90	1.7	20,413.22	10 + 7
+00	. 0	1,941,46	1.0
.00	.0	174.08	+ 1.
• 0 0	* 0	2,115.54	1+1
• 0 0	* 0	4,550.00	2.4
980.90	1.7	17,978.76	9.4
	980.90 .00 .00 .00 .00 .00 .00	980.90       1.7         .00       .0         .00       .0         .00       .0         .00       .0         .00       .0         .00       .0         .00       .0         .00       .0         .00       .0         .00       .0         .00       .0	$\begin{array}{cccccccccccccccccccccccccccccccccccc$

**Trial Balance (Command 72).** After completing the Profit and Loss Statement, the system prints a Trial Balance.

THE ACTION SALES CO TRIAL BALANCE FEBRUARY 28, 1981				
		FAGE 1		
CUERCAS				
1010	HODELD HAND	7.04 .01		
1020	CASH ON DEPOSIT	20 412 41		
1020	NATTONAL DANK	2 225 54		
1110	ACCOUNTS RECETUARIE	42 407 24		
1120	EMPLOYEE ADUANCES	574 50		
1150	TNUENTORY	20.235.00		
1170	PREPATD RENT	1.750.00		
1180	PREPAID INSURANCE	3,995.40		
FIXED A	SSETS			
1520	MACHINERY AND EQUIPMENT	26,754.49		
1550	ACCUMULATED DEPRECIATION	5,275.03~		
OTHER A	SSETS			
1.800	DEPOSITS	6,966.58		
1810	FRANCHISE FEES	10,000.00		
CURRENT	LIABILITIES			
2.01.0	ACCOUNTS PAYABLE	30,331.08-		
2030	SALES TAX PAYABLE	4,531.28-		
2040	FICA PAYABLE	968.17-		
2050	WITHHOLDING TAX PAYABLE	1,111.60-		
2060	INCOME TAX PAYABLE	612.84-		
2070	NUTES PAYABLE	5,000.00		

	$\sim$	$\sim \sim$	1
CAPITAL			
3010	CAPITAL STOCK	41,286.69-	
3050	RETAINED EARNINGS	5,027.33-	
INCOME			
4011	SALES	191,541.19	
COST OF	SALES		
5011	COST OF SALES	117,215.06	
EXPENSE	S		
6521	SALARIES AND WAGES	31,385,10	
6531	FRANCHISE FEES	2,400.00	
6541	LAUNDRY AND UNIFORMS	86.10	
6551	CASH OVERZSHORT	92.29	
6561	RENT	6,750,00	
6571	UTILITIES	2,118.65	
6581	TELEPHONE	252.37	
6591	GARBAGE SERVICE	190.50	
6601	REPAIRS AND MAINTENANCE	430+23	
6611	PAYROLL TAXES	1,517.07	
6631	SUPPLIES	968.20	
6641	INTEREST EXPENSE	2,562.03	



**Balance Sheet (Command 73).** The system now prints a Balance Sheet of the activities of the month. If the General Ledger contains more than 22 accounts, the system divides the Balance Sheet into two pages, with assets on the first page and liabilities on the second.

THE ACTION SALES BALANCE SHEET FEBRUARY 28, 19	CO 81	
ASSETS CURRENT ASSETS CASH ON HAND CASH ON DEPOSIT NATIONAL BANK ACCOUNTS RECEIVABLE EMPLOYEE ADVANCES INVENTORY FREPAID RENT FREPAID RENT FREPAID INSUKANCE TOTAL CURRENT ASSETS	631.21 23,612.41 2,225.34 42,407.34 574.50 20,235.00 1,750.00 3,995.40	95,431,20
FIXED ASSETS MACHINERY AND EQUIPMENT ACCUMULATED DEPRECIATION TOTAL FIXED ASSETS	26,754,49 (5,275,03)	21,479.46
OTHER ASSETS DEPOSITS FRANCHISE FEES TOTAL OTHER ASSETS TOTAL ASSETS	6,966.58 10,000.00	16,966,58
LIABILITIES CURRENT LIABILITIES ACCOUNTS PAYABLE SALES TAX PAYABLE FICA PAYABLE WITHHOLDING TAX PAYABLE INCOME TAX PAYABLE NOTES PAYABLE TOTAL CURRENT LIABILITIES LONG TERM LIABILITIES NOTES PAYABLE TOTAL LIABILITIES CAPITAL CAPITAL STOCK	30,331.08 4,531.28 968.17 1,11.60 612.84 5,000.00 45,008.25 41,286.69	42,554.97 87,563.22
RETAINED EARNINGS TOTAL CAPITAL TOTAL LIABILITIES & CAPITAL	5,027.33	46,314.02
	THE AT	ARI ACCOUNTANT

After printing all period reports, the system returns to the GENERAL ACCOUNT-ING SYSTEM screen. To proceed to the Period Closing commands, reenter Command 4. The system now displays the G/A-POST/PERIOD PROCESS screen again.

### **Period Closing Functions**

Before you can open the accounts for the next accounting period, you must close the accounts for the current period. There are four period closing functions in the General Accounting System: End-of-Month, End-of-Quarter, Endof-Fourth-Quarter, and End-of-Fiscal-Year.

**Queuing Period Closing Functions.** Because period closing functions affect all your journal entries, the system queues them differently from other functions. When you enter a period closing command number, the system first displays a list of functions which must be performed before the function you are queuing is executed. If you have not performed the listed functions, press the ESC key to return to the G/A-POST/PERIOD PROCESS screen. If you have performed the required functions, type:

#### CONTINUE RETURN

The system queues the command number.

**End-of-Month Closing (Command 81).** Execute this command only after you are satisfied that all of your journal entries, including final General Journal adjusting entries for the month, are complete and correct. The END-OF-MONTH command erases all journal entries. Enter the END-OF-MONTH command by typing:

#### 81 RETURN

Before queuing the command, the system displays:



Note that in the sample company, you do not need to be concerned with "Standard" entries. Also, because this is only a training exercise, it is not necessary to back up The Action Sales Co. diskette.

Proceed by typing:

#### CONTINUE RETURN

The system returns to the G/A-POST PERIOD PROCESS screen, showing Command 81 in the queue. Now enter the RUN QUEUE command:

1 RETURN

The system now begins the monthly closing function, and displays a screen telling you which ledger it is currently processing. After the system has pro-

cessed all four ledgers, it returns to the GENERAL ACCOUNTING SYSTEM screen. (For information on other period closing functions, consult the Reference Guide.)

### **DISPLAYING ACCOUNTS (COMMAND 5)**

To display the balances for each account, enter the DISPLAY ACCOUNTS command number at the GENERAL ACCOUNTING SYSTEM screen:

5 RETURN

The system sorts the accounts in numerical order, and then displays the G/A-DISPLAY ACCOUNTS screen.



The screen displays the screen title and a set of instructions at the lower left corner of your display screen.

To display an account, enter a General Ledger account number or a customer or vendor number at the cursor position. To enter a General Ledger account number, simply type the number; to enter a customer or vendor number, use the prefix C or V before the number. For example, to view the account of Customer 1, type:

C1 RETURN

The system displays the Balance Forward and Current Balance amounts for that account. In the case of General Ledger account numbers, the system itemizes the Balance Forward amounts and indicates the type of entry, such as Cash Disbursements or Merchandise Purchased.

You may display as many individual accounts as you wish, using this procedure. (To view all of your accounts at once, use the LIST JOURNALS function discussed earlier in this section.) To return to the GENERAL ACCOUNTING SYSTEM screen, press ESC.

## LISTING ACCOUNT SCHEDULES (COMMAND 6)

To list your company schedule of accounts, enter the LIST SCHEDULES command number at the GENERAL ACCOUNTING SYSTEM screen:



The system reminds you of your printer status by displaying a cautionary screen. If necessary, use the START-UP COMMANDS to turn the printer ON-LINE. Otherwise, press RETURN to continue. The system now displays the G/A-LIST SCHEDULES screen.

	ENTE	R TODAY'S	DATE: MM	1/00/44
	LIST	GENERAL L	EDGER A	COUNTS
	LIST	CUSTOMERS	[NUMER]	[CAL]
	LIST	CUSTOMERS	EALPHAL	BETICALI
	LIST	VENDORS	[NUMER]	CAL 1
	LIST	VENDORS	CALPHA	BETICAL
6	LIST	EMPLOYEES	[NUMER]	CALJ
	LIST	EMPLOYEES	CALPHAE	BETICALI
8	LIST	PAYEES	[NUMER]	CALI
9	LIST	PAYEES	CALPHA	BETICAL
10	LIST	STANDARD	JOURNAL	ENTRIES

The screen displays a list of commands which enable you to print your schedule of accounts numerically or alphabetically. You can also print your list of General Ledger accounts and your standard entries.

At the G/A-LIST SCHEDULES screen, enter today's date at the blinking cursor position. For example:

#### 02/28/81 RETURN

The system prompts you to select a command number. For example, to list the accounts in your General Ledger, type:

1 RETURN

The system prints the General Ledger Accounts schedule, and returns to the G/A-LIST SCHEDULES screen. Select another LIST SCHEDULES command or press **ESC** to return to the GENERAL ACCOUNTING SYSTEM screen.

# ENDING THE GENERAL ACCOUNTING SYSTEM SESSION

You have now finished making practice entries to the books of The Action Sales Co. At this point, you may repeat all or part of the practice session, go on to Section 3 ("Creating and Editing Your Company Books"), or end the session.

To end the session, press the **ESC** key to return to the GENERAL ACCOUNTING SYSTEM screen. This enables the system to record all transactions being entered and to complete functions without losing any data. To turn off the system, press the POWER switch on the ATARI 800 computer to the OFF position.

Remove the diskettes from both disk drives, and insert them in their protective envelopes. If you do not wish to use your ATARI 800 Personal Computer System for another application, be sure to turn off the power to all other components.
## **CREATING BOOKS FOR YOUR COMPANY**



## CREATING AND EDITING YOUR COMPANY BOOKS

Section 2 showed you how to use the General Accounting System to automate the normal routines of business accounting. There, you entered transactions in the books of a demonstration company. You updated its journals, posted its accounts, printed its reports, and performed its period closings.

In this section you will *create* a set of books for your own company. That is, you will learn to transfer your existing account structure to the General Accounting System.

Normally, you *create* a set of books only once, unless you start another company. However, you may occasionally need to add or delete accounts or change account names. You may accumulate new customers, change vendors, insert or remove employee payroll accounts, and so forth. In this section, you will also learn to perform the occasional task of *editing* your company's books.

The accounting concepts and procedures used in this section are explained fully in the *Business Manager's Companion Guide* which accompanies this manual. The examples used in this section are taken from the chart of accounts and the books of The Action Sales Co.

## CREATING ACCOUNTS

Before creating a set of computerized books with the General Accounting System, you should obtain and assign numbers to your complete chart of accounts. A trial balance from your existing books may provide an adequate chart of accounts. If you have any difficulty establishing a chart of accounts, consult your Certified Public Accountant. (For samples of various charts of accounts, see the Business Manager's Companion Guide.)

## ASSIGNING ACCOUNT NUMBERS

After you have a chart of accounts prepared, you must assign to each account a unique number. The General Accounting System requires that certain types of accounts be assigned certain ranges of numbers, in accord with standard accounting practices.

## **Applying the General Numbering Rules**

Accounts fall into different categories or types. For example, a "Repairs and Maintenance" account is an *expense* account, whereas a "Sales-Merchandise" account is an *income* account.

Each category of accounts has a range of numbers which can be assigned to the accounts within it. For example, you can assign a Current Asset account any number from 1000 to 1499.

Because the General Accounting System lists accounts on the Balance Sheet in ascending numerical order, you should assign accounts in the order in which you want them printed on the Balance Sheet. For example, account 1010-CASH ON HAND would appear on the Balance Sheet before account 1050-ACCOUNTS RECEIVABLE.

Number your accounts as follows:

Account Type	Range of Numbers
Current Assets	1000 - 1499
Fixed Assets	1500 - 1799
Other Assets	1800 - 1999
Current Liabilities	2000 - 2599
Long-Term Liabilities	2600 - 2999
Capital	3000 - 3999
Income	4000 - 4999
Cost of Sales	5000 - 5999
Expense	6000 - 7999
Other Income	8000 - 8499
Other Expense	8500 - 8999

## **Applying Special-Purpose Numbering Rules**

The General Accounting System enables you to modify the above numbering system to achieve particular results, such as consolidated and departmentalized Profit and Loss Statements.

**Consolidating Accounts.** In the General Accounting System, all balance sheet accounts beginning with the same three digits consolidate to the lowest numbered account.

For example, suppose you wish to consolidate the funds deposited at three banks into a single Cash on Deposit controlling account:

G/L Acct. No.	Account Name	Amount
1020	CASH ON DEPOSIT	\$ 0.00
1021	FIRST NATIONAL BANK	10,000.00
1022	CITY NATIONAL BANK	5,000.00
1023	AMERICAN NATIONAL BANK	5,000.00

When printing the Balance Sheet, the system consolidates all these accounts into the Cash on Deposit account number 1020, showing the total of \$20,000.

**Obtaining Multiple Profit and Loss (Operating) Statements.** To obtain only one Profit and Loss Statement for the entire company, end every Income and Expense account number with the same digit. You may use any digit from 0 through 9. For example:

Account Name	G/L Acct. No.
SALES	4011
COST OF SALES	5011
SALARIES AND WAGES	6521
NTEREST EXPENSE	6641
other income	8021
fed income tax	8501

To obtain separate Profit and Loss Statements for each store or department, end the Income and Expense account numbers with the same digit for each store or department. For example:

Account Name	Home Office	Store No. 1	Store No. 2	Store No. 3
SALES	4010	4011	4012	4013
COST OF SALES	5010	5011	5012	5013
SALARIES AND WAGES	6520	6521	6522	6523
INTEREST EXPENSE	6640	6641	6642	6643
OTHER INCOME	8000	8001	800Ż	8003
OTHER EXPENSE	8500	8501	8502	8503

The last digit is the same for each group. You can use this numbering convention for 10 stores or departments (0 through 9). This numbering system produces up to 10 separate Profit and Loss Statements, plus a summary Profit and Loss Statement covering all the stores or departments.

## **The Income Transfer Account**

One exception to the above numbering system is account 9999-INCOME TRANSFER, a system feature which cannot be changed or deleted. The INCOME TRANSFER account moves the amount of profit or loss for the current period to the CURRENT EARNINGS account in the Capital section of the Balance Sheet.

## **CREATING GENERAL LEDGER ACCOUNTS**

Use the Data Entry Program Diskette to create General Ledger accounts. Insert the Data Entry Diskette into Drive 1 and turn on the system. At the GENERAL ACCOUNTING SYSTEM screen, enter the ACCOUNT MAINTENANCE function by typing:

4 RETURN

The system displays:



The G/A-ACCOUNT MAINTENANCE screen displays two functions:

- The **CREATE ACCOUNTS** function (Command 21) enables the system to allocate the proper amount of diskette space for your accounts.
- The **EDIT ACCOUNTS** function (Command 22) enables you to add, change, delete, and display accounts and account prompts.

At the G/A-ACCOUNT MAINTENANCE screen, enter the CREATE ACCOUNTS command by typing:

21 RETURN

The system displays:

THE ATARI ACCOUNTANT G/A- CREATE ACCOUNTS
INSTALL IN DRIVE 2, THE DISK THAT WILL Contain the New General Ledger Data.
THIS FUNCTION WILL DESTROY ALL DATA That is currently on this disk.
THEREFORE, USE CAUTION AND INSERT THE Correct Disk.
TO CONTINUE, ENTER THE 6-CHARACTER Company code which will identify this Data disk,
- OR -
PRESS ESC.

The CREATE ACCOUNTS function formats the data diskette to record both the General Ledger accounts and the transactions made to them, and names the files to be contained there.

**Caution:** Because this function erases all data on the diskette, be careful to select either a blank diskette or one whose contents you do not wish to keep. Insert the new data diskette into Drive 2 and press the door shut. (If the diskette is write-protected, be sure to remove the write-protect tab.)

Now type the six-character company code by which you intend to identify this diskette, and press RETURN. You may use either letters or numbers for your company code; however, the first character must be a letter. Throughout this section, The Action Sales Co. is used for examples. The system now displays these instructions.

	THE ATA G/A- CRE COMPANY	RI ACCOU ATE ACC Code: A	NTANT Ounts Ction	
ENTER PLUS PLUS PLUS PLUS	THE TOTAL The Total The Total The Total	NUMBER NUMBER NUMBER NUMBER	OF G/L A DF CUSTO OF VENDO OF PAYEE DF EMPLO	CCOUNTS MERS RS 5 YEES
IN TH ENTER EMPL	NAXIMUM N	CMAXIMUM UMBER OF THE SYSTE	EM	0
ENTER Pay	THE NUMBER	R OF Dunts		

The APPROXIMATE JOURNAL ENTRY CAPACITY line at the bottom of the screen indicates the approximate number of journal entries (transactions) your data diskette can hold. As you enter the account maximum numbers which the system requests, the resulting journal entry capacity number may decrease.

The cursor blinks at the ENTER...G/L ACCOUNTS line. Before typing a number, add the total number of General Ledger accounts, customers, vendors, payees/ payors, and employees you have. Increase that total by roughly 15 percent to ensure adequate growth space for each category. Next, enter the result. For example, if you have a total of 42 accounts, a 15-percent increase gives you a round number of 50. Type:

50 RETURN

The system prompts you to specify how many of these are employee accounts. Add about 15 percent to the total number of employees, and enter the number. (The system handles employee accounts separately, reducing the total number of accounts receiving standard transaction space). For example, if you have 13 employees, enter a number such as:

15 RETURN

At the PAYROLL ACCOUNTS line, enter the maximum number of payroll accounts which apply to *all* employees; for example, gross wages, FICA payable, federal income tax withheld, state tax, and any insurance and savings accounts used for employee deductions (maximum of 9). For example:

3 RETURN

After you enter the number of payroll accounts, a prompt asks you to verify your entries. If you respond **N** at the OK?(Y/N) prompt, the system moves the cursor back to the PAYROLL ACCOUNTS line. From there, you can backspace to any entry position on the screen and change a number. Press the RETURN key repeatedly until you return to the OK?(Y/N) prompt.

When you respond **Y** to the prompt, the system first formats the data diskette in Drive 2, and then allocates space for all accounts and entries. During the allocation procedure, the system displays a STATUS line which indicates the percentage of diskette formatting completed. When formatting is completed, the system advances to the G/A-EDIT ACCOUNTS screen.

EDITING ACCOUNTS AND PROMPTS The EDIT function of the General Accounting System enables you to modify all or part of your accounting records. After you create your accounts, you can ADD new accounts, CHANGE existing accounts, DELETE, DISPLAY, or SCROLL any account.

You can arrive at the screen shown here either through the CREATE ACCOUNTS function described above, or by entering **4** on the GENERAL ACCOUNTING SYSTEM screen and then entering **22** on the G/A-ACCOUNT MAINTENANCE SCREEN.

	G/A-EDIT ACCOUNTS
	COMPANY CODE: ACTION
	EDIT GENERAL LEDGER
	EDIT COMPANY CONFIGURATION
	EDIT CUSTOMERS
	EDIT VENDORS
	EDIT EMPLOYEES
	EDIT PAYEES/PAYORS
	EDIT INVOICE REGISTER PROMPTS
	EDIT MERCH. PURCHASED PROMPTS
	EDIT CASH SALES PROMPTS
10	ERASE JOURNAL ENTRIES
11	CREATE STANDARD ENTRIES
ENTE	FR COMMAND NUMBER OR ESC:

## **CREATING THE GENERAL LEDGER (EDIT COMMAND 1)**

At the G/A-EDIT ACCOUNTS screen, enter the command to edit the General Ledger:

1 RETURN

The system displays the G/A-EDITING G/L ACCOUNTS screen.

G/A-	THE AT EDITING	ARI G/L	ACCOUNTANT Accounts: Action	
	DISPLAY	G/L	ACCOUNT	
2	ADD DELETE	6/L 6/L	ACCOUNT ACCOUNT ACCOUNT	
5 Ent	SCROLL ER COMMAI	G/L	ACCOUNTS UMBER OR ESC:	

To create your General Ledger, you should have on hand your complete list of General Ledger account names and the numbers you have assigned to them.

The title lines contain your new company code. Beneath the title is a blank area which serves as a "window" where the system displays entries and editing functions.

The lower half of the screen displays a list of five commands: the DISPLAY, CHANGE, ADD, DELETE, and SCROLL commands. To create the various ledgers and prompts; you must use command 3, the ADD command. (The other commands are discussed later under "Editing Accounts.")

To add General Ledger accounts, select the ADD command by typing:

3 RETURN

In the window, the system displays the following:

ADDING NEW G/L ACCOUNTS NO: NAME:

The prompt line at the bottom of the screen reads ENTER NEW G/L ACCOUNT NUMBER OR ESC

The cursor blinks at the NO: position. Enter the four-digit number of your first General Ledger account. For example:

1010 RETURN

The prompt line at the bottom of the screen now reads ENTER NEW G/L AC-COUNT NAME. The cursor blinks at the NAME: position. Type the account name. For example:

### CASH ON HAND RETURN

Now the system displays the OK?(Y/N) prompt. Verify the entry.

At the next NO: position, enter the second General Ledger account number. Then follow the procedure just described for entering the name. Continue in this manner until you finish adding all your General Ledger accounts.

If you enter the same account number twice, the system flashes the message ERROR: G/L ACCOUNT ALREADY EXISTS. To correct the situation, press RETURN and enter the proper account number. You do not have to enter account numbers in numerical sequence. The system automatically arranges accounts in numerical order. After you enter all your General Ledger accounts, press ESC until you return to the G/A-EDIT ACCOUNTS screen.

If you exceed the space allocated on your diskette for accounts and still have accounts to enter, you may reallocate the space by using the REALLOCATE DISK SPACE function described in Section 4.

# CREATING THE COMPANY CONFIGURATION (EDIT COMMAND 2)

The Company Configuration ties together the whole accounting system for the computer. The configuration integrates all ledgers and allows the General Accounting System to automate the process of entering transactions and posting accounts to the proper books.

At the G/A-EDIT ACCOUNTS screen, enter the command to edit the Company Configuration:

2 RETURN

The system displays the G/A-EDIT COMPANY CONFIGURATION screen.

G/A-EDIT	THE ATAK Company	RI ACCOUNTANT Configuration: Action	
PRINTED	COMPANY	NAME :	
0< 0< 0< N< 0< 0<	CAPITAL INVOICE INVOICE MERCH. I Cash Sai C-D JNL C-D JNL C-R JNL	INCOME ACCOUNT Register A/R Account Register Cursor Method Purch, JNL A/P Account Les Journal Indicator Cash Credit Account & INU Reg Cash db Acct	
3<	NUMBER (	OF PAYROLL ACCOUNTS	
ENTER PF	INTED CO	OMPANY NAME	

This screen displays a list of account types which correspond to the various journals and registers:

**Printed Company Name.** Although you have assigned a company code which identifies the data diskette, you must now specify a full company name which you want printed on all reports and financial statements.

**Capital Income Account.** The system uses the General Ledger Capital Income account number to produce the Balance Sheet and the Profit and Loss Statement. The particular number and name of this account depend on your own accounting requirements.

**Invoice Register Accounts Receivable Account.** The system charges credit sales from the Invoice Register to a designated Accounts Receivable account.

**Invoice Register Cursor Method.** The system lets you select one of three methods of numbering invoices: *automatic numerical sequencing*, where the system increases the number of each invoice by one; *required alphanumeric numbering*, where you must enter an invoice number consisting of numbers or letters; or *optional alphanumeric numbering*, where you may omit the invoice number.

**Merchandise Purchased Journal Accounts Payable Account.** The system credits a designated Accounts Payable account for sales from the Merchandise Purchased Journal.

**Cash Sales Journal Indicator.** By entering **Y** (for Yes) or **N** (for No), you tell the system whether your accounting system uses a Cash Sales Journal or not. Currently, the indicator is set to **N**.

**Cash Disbursements Journal Cash Credit Account.** The system credits the designated bank account for entries to the Cash Disbursements Journal.

**Cash Receipts Journal and Invoice Register Debit Account.** The system debits the designated account for cash sales from the Invoice Register and cash receipts from the Cash Receipts Journal.

**Number of Payroll Accounts.** The system charges only one controlling account for gross salaries and wages. If, during the CREATE ACCOUNTS functions, you indicated the use of more than one payroll account (that is, a con-

trolling account and one or more subsidiary accounts), the system here displays the number of accounts you specified, and asks for the account numbers and names when you add the payroll information.

When the cursor blinks below the PRINTED COMPANY NAME: prompt, enter a name of up to 70 characters. For example:

### THE ACTION SALES CO. RETURN

Now the cursor blinks in front of the zero in the CAPITAL INCOME ACCOUNT line, and the prompt at the bottom of the screen tells you to ENTER APPROPRI-ATE ACCT NO. From your chart of accounts, select the General Ledger account number you are using for Capital Income, and enter it. For example:

### 3050 RETURN

The system searches your newly created General Ledger for that number and displays the account name at the bottom of the screen; for example, 3050: RETAINED EARNINGS. Then it displays the OK?(Y/N) prompt to ask you to verify the entry.

If your present accounts have an Accounts Receivable section, enter the appropriate number at the INVOICE REGISTER A/R ACCOUNT line, and verify it as before. If you do not have an Accounts Receivable section, enter the number 0 (for "no entry").

At the INVOICE REGISTER CURSOR METHOD line, select the numbering method you wish for your Invoice Register entries. Type 1 for automatic sequencing, 2 for required alphanumeric numbering, or 3 for optional alphanumeric numbering.

To respond to the MERCH. PURCH. JNL A/P ACCOUNT prompt, enter the appropriate Accounts Payable account number (or the number **0** if you have no such account), and verify the entry, as before.

At the CASH SALES JOURNAL INDICATOR line, the cursor blinks next to the letter N, indicating that the system you are configuring does not use a Cash Sales Journal. If you do not want a Cash Sales Journal, simply press the RETURN key to proceed to the next entry position. If you do want a Cash Sales Journal, enter Y.

At the C-D JNL CASH CREDIT ACCOUNT line, enter the number of the account to which Cash Disbursements Journal entries are credited, for example:

### 1020 RETURN

As before, the system displays the account name and asks you to verify.

At the C-R JNL & INV REG CASH DB ACCT line, if your present accounts use an Invoice Register and a Cash Receipts Journal, enter the account number to which these are debited (for example, **1020** for CASH ON DEPOSIT). If your accounts do not use these journals, enter the number **0**. The system now displays PAYROLL ACCOUNT once for each payroll account you are using. The cursor blinks at the first entry position, prompting you for a payroll account number. Enter the number; for example:

### 6521 RETURN

The system displays the name as listed in the General Ledger and asks for a Y/N response. At a Y response, it blinks the cursor at that account name and, at the bottom of the screen, displays the prompt ENTER PRINTED REPORT HEADING. Type the name of the payroll account, up to 20 characters long, as you want it to read on printed reports; for example:

### GROSS WAGES RETURN

Next to the account number, the system displays the name you typed and advances to the next PAYROLL ACCOUNT line. Proceed as for the previous account.

After you enter the last payroll account heading, the system asks you to verify the entire Company Configuration by displaying the ALL OK?(Y/N) prompt. To correct an error, enter N and backspace to the error, correct it, and return to the ALL OK?(Y/N) prompt. To verify, enter Y. The system now returns to the G/A-EDIT ACCOUNTS screen.

### CREATING THE ACCOUNTS RECEIVABLE AND ACCOUNTS PAY-ABLE LEDGERS (EDIT COMMANDS 3 AND 4)

**Note:** Because these two commands function similarly, they are described here together. Also, note that you need to use these commands only if your accounting requires formal Accounts Receivable and Accounts Payable records.

At the G/A-EDIT ACCOUNTS screen, enter command number **3** for Accounts Receivable, or **4** for Accounts Payable. Depending on the command entered, the system displays either the G/A-EDITING CUSTOMERS or the G/A-EDITING VENDORS screen. This discussion uses examples from the EDITING CUSTOM-ERS screen.

	DISPLAT	CUSTOMER		
	ADD	CUSTOMERS		
	DELETE	CUSTOMER		
	SCROLL	CUSTOMERS		
ENT	ER COMMA	ND NUMBER O	R ESC:	

To create either of these ledgers, you should have a complete list of your customers and vendors in front of you.

Both screens look similar to the G/A-EDITING G/L ACCOUNTS screen described earlier. For either ledger, select the ADD command by typing:

3 RETURN

The system indicates that it is adding new customers and automatically sequences customer numbers. However, you may start a numbering sequence at any point by backspacing to the NO: position and entering a number. To assign the number, enter a customer number up to four digits long.

101 RETURN

The prompt line at the bottom now reads ENTER NEW CUSTOMER NAME. Enter the customer name as you wish it to appear in an alphabetical listing; for example, ACME CO. You may enter a name up to 30 characters long. For example:

### JONES TRANSPORT CO. RETURN

The system now prompts you to verify the entry. When you verify, the system records the customer number and name, and prompts you for the next entry. Proceed as before.

To return to the G/A-EDITING CUSTOMERS screen, press **ESC** at the NO: position.

To return to the G/A-EDIT ACCOUNTS screen, press **ESC**.

## **CREATING THE PAYROLL REGISTER (EDIT COMMAND 5)**

At the G/A-EDIT ACCOUNTS screen, enter the command to edit the Payroll Register:

5 RETURN

The system now displays the G/A-EDITING EMPLOYEES screen.



When you add new employees, their numbers are assigned automatically by the system. You can override this number by backspacing to the NO: position and entering another employee number.

Select the ADD command. The system now asks for the employee name. Enter the employee's name as you wish it to appear in an alphabetical listing; for example, THOMPSON, MARY. You may enter a name up to 30 characters in length. Now verify the entry, and proceed to the next employee number.

To return to the G/A-EDIT ACCOUNTS screen, backspace to the NO: position and press **ESC** twice.

## **CREATING THE PAYEE/PAYOR LIST (EDIT COMMAND 6)**

At the G/A-EDIT ACCOUNTS screen, enter the command to edit payees/payors by typing:

6 RETURN

The system now displays the G/A-EDITING PAYEES/PAYORS screen.



This command enables you to compile a list of regular or frequent payees and payors, and assign up to two General Ledger distribution accounts for each. This feature lets you save countless keystrokes and eliminate errors when entering transactions. (For infrequent payees and payors, see Section 4 under "Enter Cash Disbursements" and "Enter Cash Receipts.")

As in previous screens, the system displays the edit command list on the lower half and the data entry "window" on the upper half of the screen.

Before adding payees or payors, review your records for the previous several months. From them, make a list of regular payees and payors, along with the accounts normally debited or credited for each. (Do not include on this list employees or companies for which you use a formal Accounts Payable subsidiary ledger.)

Enter the ADD command, as before. The system automatically sequences payee/payor numbers. However, you may start a new numbering sequence by backspacing to the NO: prompt and entering a number of up to four digits.

The system now asks for the payee/payor name. Enter a name up to 30 characters long in the form you wish it to appear on an alphabetized listing. For example:

### JONES REALTY CO. RETURN

The system displays an account distribution prompt:

1. 0 N/A 2. 0 N/A

You may preassign up to two General Ledger distribution accounts for each payee or payor. The prompt line at the bottom of the screen instructs you to ENTER 1ST G/L ACCOUNT NUMBER OR '0'. If no General Ledger account regularly applies to this payee or payor, type **0** and press **NETURN**. If there is a General Ledger account number, enter it at the cursor position. For example:

1020 RETURN

The system searches the General Ledger for that number, and displays the account name. Next, the system prompts for the second General Ledger distribution account number. Enter the number, or 0 if not applicable. After you enter both accounts, the system displays the OK?(Y/N) prompt. If they are correct, enter Y.

The system now records all the information, then prompts you to add a second payee or payor. Proceed as before.

To return to the G/A-EDIT ACCOUNTS screen, backspace to the NO: position and press [ESC] twice.

## **CREATING INVOICE REGISTER PROMPTS (EDIT COMMAND 7)**

At the G/A-EDIT ACCOUNTS screen, enter the command to edit Invoice Register prompts by typing:

7 RETURN

The system displays the G/A-EDIT INV. REG. PROMPTS screen.



Creating *prompts* means that you instruct the system to prompt you with certain sales accounts automatically when you enter customer transactions to the Invoice Register. With this capability, you do not have to retype the account numbers for each customer when you record sales.

This command assigns all sales accounts, sales tax accounts, and other accounts for entering sales invoices. You may assign up to 1.3 accounts. If your company has several branches, stores, or departments, you may assign up to 10 of the 13 accounts for their invoices. This feature assists in producing multiple Profit and Loss Statements.

The screen simply displays the number 1 and below it the prompt ENTER A G/L SALES ACCOUNT NUMBER, OR RETURN.

You can add the Invoice Register prompts when the cursor blinks at the number. As prompted, enter the number of a General Ledger sales account (or any General Ledger account used for the Invoice Register). For example:

4011 RETURN

The system searches for that account number, and displays the account name. The system now displays the number 2, and prompts you for the second entry. Enter an account number, as before. Proceed in this manner until all of your entries are made.

To leave this function, press the **RETURN** key and verify the entries. The system returns you to the G/A-EDIT ACCOUNTS screen.

## CREATING MERCHANDISE PURCHASED PROMPTS (EDIT COMMAND 8)

At the G/A-EDIT ACCOUNTS screen, enter the command to edit Merchandise Purchased prompts by typing:

8 RETURN

The system displays the G/A-EDIT MDSE PRCH JNL PROMPTS screen. Now enter the ADD command. The system next displays:

THE ATARI ACCOUNTANT G/A-EDIT MDSE PRCH JNL PROMPTS; ACTION
ENTER A G/L COST OF MERCH. NUMBER, Or Return.

Creating *prompts* means that you instruct the system to prompt you with specific expense accounts automatically when you enter vendor transactions to the Merchandise Purchased Journal.

Use this command to display Cost of Sales, Inventory, Purchases, or other accounts with vendor transactions. You may wish to use only one account, or to match the accounts used here with those used for the Invoice Register. You may enter up to 13 accounts. This feature assists in producing multiple Profit and Loss Statements.

As with the Invoice Register prompts, the system displays the number 1 and the ENTER A G/L COST OF MERCH. NUMBER, OR RETURN prompt.

Follow the procedure just described for adding Invoice Register prompts.

### **CREATING CASH SALES PROMPTS (EDIT COMMAND 9)**

At the G/A-EDIT ACCOUNTS screen, enter the command to edit Cash Sales prompts by typing:

9 RETURN

The system displays the G/A-EDIT CASH SALES PROMPTS screen.



Creating *prompts* means that you customize your Cash Sales Journal by instructing the system to prompt with the accounts you use to record cash register sales.

As an aid to yourself when making Cash Sales Journal entries, you can create "headings" which separate income (credit) from expense (debit) accounts; for example, INCOMING CASH or CASH PAID OUT. You can also assign names to the General Ledger accounts to match the keys of your cash register; for example, the General Ledger account called SALES might be called SALES-DEPT. 1. You can add up to 18 such "headings" and account names.

The screen displays the number 1 and the ENTER G/L ACCT NO OR '0' OR RETURN prompt.

To add Cash Sales prompts, make a list of your cash register keys used for recording income and expense items. Then determine which General Ledger account number is used with each key.

Note the cursor position. At the extreme left of the screen, the first five character positions are for General Ledger account numbers. The remaining spaces on the line are for account names. To create a heading such as INCOMING CASH, first enter a zero:

0 RETURN

Notice that the zero does not display on the screen. Instead, the cursor moves five spaces to the right. At the same time, the system displays ENTER PRINTED PROMPT. Now type the prompt heading; for example:

### INCOMING CASH RETURN

If you do not wish to create a heading, enter the account number where the cursor blinks at the left screen margin; for example:

2030 RETURN

The system now displays the General Ledger account name. At the same time, the cursor blinks at the first character-position in the name, and the system requests ENTER PRINTED PROMPT. Enter the name of your cash register key. For example:

### SALES TAX RETURN

(If the name of the key is identical to the account name, or you do not want to change the name displayed, press RETURN .The system accepts the account name as your Cash Sales Journal prompt.)

The cursor now blinks at the number 3. Proceed in the same manner.

To change a printed prompt, account number, or heading, backspace to that position and enter the change. To finish entering Cash Sales prompts, press RETURN. The system first states the number of prompt lines, then asks you to verify.

After you verify the entries, the system returns you to the G/A-EDIT ACCOUNTS screen.

### **CREATING STANDARD CLOSING ENTRIES (EDIT COMMAND 11)**

At the G/A-EDIT ACCOUNTS screen, enter the command to create standard closing entries by typing:

11 RETURN

### The system displays the G/A-GENERAL JOURNAL screen:



Standard closing entries are regular General Journal entries made once a month just before you close the monthly accounts. The amounts entered almost never change; for example, a Depreciation amount of \$120 remains the same from month to month.

The ATARI General Accounting System enables you to establish a list of account numbers and dollar amounts, which you can enter to the General Journal by means of a single Data Entry command.

The system displays the date line and a General Journal number at the top of the screen.

To create standard entries, enter the date on which you are creating the entries. When the system prompts you for an account number, enter the General Ledger account that you wish to debit each month. For example:

### 6781 RETURN

The system displays the account name: DEPRECIATION. (If you enter the number of a General Ledger controlling account such as Accounts Payable, the system also prompts you for a specific payee number.)

The cursor now blinks next to the dollar sign, prompting you for the standard amount. If this is a debit account, enter the amount as a positive number. For example:

### 12000 RETURN

At the next ENTER ACCT NO prompt, enter the corresponding General Ledger account that you wish to credit each month, and the negative (credit) dollar amount:

Account Number	Amount
1550 RETURN	12000- RETURN

You may enter up to 10 accounts, either debit or credit, for each standard entry.

To end the CREATE STANDARD ENTRIES function, first be sure that the TOTAL line at the bottom of the screen reads \$0.00. Then press **RETURN** at the ENTER ACCT NO prompt. The system now prompts you for an explanation. You may enter up to three lines of text, consisting of 38 characters per line. Press **RETURN** upon completion of each line. To end the explanation, press **RETURN** at the beginning of the fourth line.

At the OK?(Y/N) prompt, verify the entries. The system records them on the data diskette and returns for the next standard entry. To return to the GENERAL ACCOUNTING SYSTEM screen, press [ESC].

### **EDITING ACCOUNTS**

You can perform certain editing functions only after End-of-Month processing. For example, to edit the Company Configuration or the Cash Sales Journal prompts, you must first close the books at the end of the month. Likewise, to delete any General Ledger, customer, vendor, payee, or employee accounts, you must first complete the End-of-Month procedure. Refer to Section 2 for explanations of how to use the End-of-Month function.

You can edit the General Ledger, Accounts Receivable Ledger, Accounts Payable Ledger, Payroll Ledger, or the list of payees/payors by entering the command number for the kind of ledger you want to edit (numbers, **1**, **3**, **4**, **5**, or **6**, respectively) at the G/A-EDIT ACCOUNTS screen. For example, to edit the General Ledger, type:

### RETURN

The system now displays the EDIT command list for that type of account; for example:

G/A -	THE AT Editing	ARI G/L	ACCOUNTANT Accounts: Action	
	DISPLAY	G/L G/L	ACCOUNT ACCOUNT	
34	ADD	G/L G/L	ACCOUNT 5 ACCOUNT ACCOUNT	
ENTE	R COMMAN	D NL	IMBER OR ESC:	

### **Displaying an Account**

At the screen, select the command you wish to perform. Then follow the procedures described in each of the following sections.

The DISPLAY command displays the number and name of the account you specify. To display the account, enter the DISPLAY command number at the ENTER COMMAND NUMBER OR ESC: prompt. For example:

1 RETURN

In a prompt at the bottom of the screen, the system asks which account you want to see. Enter the account number. For example, to display General Ledger account 1010, type:

### 1010 RETURN

The system displays the corresponding account name at the top of the screen and returns you to the ENTER COMMAND NO OR ESC: prompt. You may now enter another EDIT command, or press **ESC** to return to the G/A-EDIT AC-COUNTS screen.

### **Changing an Account**

The CHANGE function enables you to change an account name, and, when appropriate, to change the subsidiary accounts accessed by it. To change an account name, enter the CHANGE command number:

2 RETURN

The system prompts for the account you want to change. For example, to change the name of a General Ledger account, type the account number:

### 1010 RETURN

The system displays the current account number and name at the top of the screen; for example, 1010-CASH ON HAND. The prompt at the bottom of the screen directs you to change the account name. To change the name, simply type in the new one; for example:

### PETTY CASH RETURN

If the system displays subsidiary accounts (as in the case of payees), the cursor now blinks at the General Ledger account number of the first subsidiary account. You can change the account that the system accesses for this payee by typing the new General Ledger account number you want to change to; for example:

### 2010 RETURN

The system displays the account name. Then the cursor blinks at the next subsidiary account number for you to make another change.

After you enter all the changes, the system asks you to verify them by displaying the OK?(Y/N) prompt. If you respond N, the system returns you to the last entry position. If you respond Y, the system returns to the EDIT command list.

You may now enter another EDIT command, or press **ESC** to return to the G/A-EDIT ACCOUNTS screen.

### Adding an Account

The ADD function enables you to add a new account to your existing ledger. For a description of the ADD function, consult the material on creating the General Ledger, earlier in this section.

### **Deleting an Account**

The DELETE function removes an account number and name from the existing ledger. Before you can delete accounts, the system requires that you perform End-of-Month period processing. If journal entries exist in the book containing the account you wish to delete, the system flashes the message ERROR: JOUR-NAL ENTRIES HAVE BEEN MADE. To continue, perform the End-of-Month procedure or erase the entries.

After you perform End-of-Month processing, you can delete accounts by typing the DELETE command number, as follows:

4 RETURN

The system prompts you to enter an account number or press the **RETURN** key to return to the EDIT command list. To delete an account, enter the number of the account you want to delete. For example, to delete account 1010 from the General Ledger, type:

1010 RETURN

The system displays the account number and name (and the numbers and names of any subsidiary accounts accessed by this account), and asks you to verify the deletion. If you enter N, the system returns to the EDIT command list without deleting the account. If you enter Y, the system displays G/L AC-COUNT 1010 DELETED, and then returns to the command list.

### **Scrolling Accounts**

The SCROLL function enables you to view, in numerical order, the entire list of accounts in the ledger. The system displays each account, beginning from the account you specify, until it reaches the end of the list. (To obtain a printed list of accounts, use the LIST SCHEDULES command, described in Section 2.)

To view the list of accounts on your video screen, enter the SCROLL command number:

5 RETURN

The system now displays a screen requesting you to enter the account number at which scrolling is to begin, or to press the **RETURN** key to begin at the first account. To begin scrolling the account list, enter the number of the account you want to see first; for example:

1010 RETURN

The system now begins to display the accounts. When it reaches the end of the list, it returns you to the Edit command list.

To return to the G/A-EDIT ACCOUNTS screen, press **ESC**.

### **Editing the Company Configuration**

If journal entries exist, the system lets you edit the Company Configuration only if you have first completed End-of-Month processing. To edit the Company Configuration after End-of-Month processing, enter the EDIT COMPANY CON-FIGURATION command number at the G/A-EDIT ACCOUNTS screen:

2 RETURN

The system displays the present configuration and blinks the cursor at the first character of the company's full name. To change the name, simply type the new name; to advance to the first General Ledger account number, press

The first account on the list is a capital income account. You may enter a new account number here or press RETURN again to advance to the OK?(Y/N) prompt. For example, to change the capital income account your company uses, type the new number:

### 3050 RETURN

The system displays the account name and asks you to verify it. If you answer N at the OK?(Y/N) prompt, the cursor remains at that number until you enter a new one or press **RETURN**. If you answer Y at the prompt, the system enters the account number and advances to the next number.

At the INVOICE REGISTER CURSOR METHOD line, enter **1** if you want automatic invoice numbering, **2** if you want the system to prompt you for an invoice number, and **3** if you want optional (not required) invoice numbering.

At the CASH SALES JOURNAL INDICATOR, enter  ${\sf N}$  if you do not wish to use a Cash Sales Journal, or  ${\sf Y}$  if you do.

When the cursor reaches the PAYROLL ACCOUNTS line, the system displays the account numbers and asks you to edit each one, as before. When you enter a new number, the system displays the General Ledger account name and asks you to verify it. The system also lets you change the printed heading of the account to what you want to appear on all printed payroll reports. Type in the new heading, or press RETURN to advance to the next payroll account.

After you edit all of the items in the Company Configuration, the system displays ALL OK?(Y/N). If you wish to make an additional change, enter **N**. If you enter **Y**, the system returns you to the G/A-EDIT ACCOUNTS screen.

### **EDITING PROMPTS**

The procedures for editing prompts for the Invoice Register and for the Merchandise Purchased Journal are identical. The prompts for the Cash Sales Journal require a slightly different procedure. Both are described in this section.

### **Editing Invoice Register and Merchandise Purchased Prompts**

The EDIT function for these two journals enables you to display, add, change, or delete the preassigned prompts used for allocating transactions to certain accounts.

At the G/A-EDIT ACCOUNTS screen, enter command 7 to edit prompts for the Invoice Register. Enter command 8 to edit prompts for the Merchandise Purchased Journal. When you enter the command, the system displays all of the prompts currently preassigned; for example:

4011 SALES
2030 SALES TAX PAYABLE

Below the display, the system asks you to enter either a General Ledger Sales account number (for the Invoice Register) or a General Ledger Cost of Merchandise account number (for Merchandise Purchased). To preassign a new prompt, enter the General Ledger account number at the position where the cursor is blinking. For example, assuming the cursor is at item 3, you might type:

2020 RETURN

The system searches for the account name, displays it, and prompts for a fourth item.

To change or delete an existing prompt, press the **DELETE BACK S** key. The system deletes the line above the present cursor position and blinks the cursor on the line deleted. Now enter a new account number if desired.

To leave the EDIT function, press the **RETURN** key. The system first asks you to verify the accounts now displayed. Respond **Y** to return to the G/A-EDIT ACCOUNTS screen.

### **Editing Cash Sales Prompts**

If journal entries exist, the system lets you edit existing Cash Sales prompts only if you have first completed End-of-Month processing. To edit Cash Sales Journal prompts after End-of-Month processing, enter the command number for that function at the G/A-EDIT ACCOUNTS screen:

9 RETURN

The system displays the present list of prompts. If the list is less than 18 items long, the system displays the cursor on the line beneath the last account number for you to add another number. If the list is 18 lines long, the system blinks the cursor at the last account number position.

To add a new prompt, first type the General Ledger account number you wish to use for your Cash Sales Journal. For example:

1010 RETURN

The system displays the General Ledger account name, and prompts you to change it to the desired Cash Sales Journal heading. Type the new heading, or press RETURN to advance to the next entry position.

To insert an explanatory heading (without an account number), type **0** (zero) at the account number position. The character **0** does not display on the screen; instead, the cursor moves five spaces to the right and prompts you to enter the printed heading. Type the heading and press RETURN.

To change an existing prompt, press the DELETE BACK S key to move the cursor to the position of the desired change.

If you backspace to a heading position, the system asks you to enter the printed heading. Type the heading, as before. If you backspace to an account number position, the system asks you to enter a General Ledger account number. Enter a number, as before. Now the system asks you to enter a printed heading. Type a new heading, or press RETURN to advance to the next account number position.

To delete a prompt, backspace to the account number position of the prompt you wish to delete, and enter 0 (zero). At the PRINTED PROMPT position, press RETURN; then continue to press RETURN until the system displays the OK?(Y/N) prompt. Enter Y.

After you edit all your Cash Sales Journal prompts, press the RETURN key until the cursor reaches the account number position below the last entry. Now press the RETURN key to leave the EDIT function. The system displays a message telling you how many prompt lines you have entered and asks you to verify the entries. When you respond **Y**, the system returns you to the G/A-EDIT AC-COUNTS screen.

## **ERASING JOURNAL ENTRIES (EDIT COMMAND 10)**

The ERASE JOURNAL ENTRIES function is useful for eliminating incorrect entries without having to make adjusting entries in the General Journal. The function erases all transactions or activities entered during the month; it does not affect the books themselves or the Company Configuration.

It should be noted that in normal accounting practice this function would not be used. Instead, adjustments should be made through journal entries to ensure a complete audit trail.

To erase all journal entries, enter the ERASE JOURNAL ENTRIES command at the G/A-EDIT ACCOUNTS screen:

10 RETURN

The system now displays:

G	THE ATARI ACCOUNTANT 5/A- ERASE JOURNAL ENTRIES: ACTION	
TH En Cu	IIS FUNCTION WILL ERASE ALL JOURNAL ATRIES OF ALL KINDS THAT ARE IRRENTLY ON THIS DISK.	
TO En	) ERASE JOURNAL ENTRIES, HTER 'CONTINUE',	
PR	-OR- RESS ESC.	

To return to the G/A-EDIT ACCOUNTS screen without deleting journal entries, press the **Esc** key. To erase the entries, type:

### CONTINUE RETURN

The system now erases all journal entries on the diskette, and returns you to the G/A-EDIT ACCOUNTS screen.

## EDITING STANDARD ENTRIES (EDIT COMMAND 11)

This function deletes all of the standard entries currently being used. To edit the standard entries, you must create a new list of General Journal entries. At the G/A-EDIT ACCOUNTS screen, enter the command number for the CREATE STANDARD ENTRIES function by typing:

11 RETURN

The system displays a warning screen cautioning you that this command will erase any standard entries currently on your data diskette. This command requires that you reenter all standard entries whenever there is a change to be made.

To continue, type: CONTINUE RETURN

The system displays:



Follow the procedure described earlier in the subsection, "Creating Standard Closing Entries." To return to the G/A-EDIT ACCOUNTS screen, press ESC.



REFERENCE GUIDE

# 4 REFERENCE GUIDE

The Reference Guide explains the purpose of and lists the steps required to perform each function in the General Accounting System.

The functions in the Reference Guide are grouped according to the accounts, devices, or special procedures that they control, such as Accounts Payable and Balance Sheet. See Appendix B for a summary of screens you will view to make your command selections.

Each function description provides an explanation of the operation of that function and identifies which program diskette to use for that function. The "Screen Path" information lists which command you enter and which screen titles appear as you move from the beginning of the system to a specific function. Finally, the step-by-step procedure explains the sequence of operations required to complete the function. (For an explanation of error conditions, consult Appendix C.)

The following conventions are used throughout the Reference Guide:

- 1. The word "type" means press the key(s) shown after the word "type."
- 2. The word "enter" means to type data as described and then press the RETURN key.
- 3. The title shown in the "Screen Path" column is the screen title as it appears when the screen is ready for input. The phrase (RUN QUEUE) always appears within parentheses, as shown. (RUN QUEUE) is not a screen title but a function which begins the operation of queued commands.
- 4. The column labeled "You Type" describes what you must enter to move through the Screen Path to arrive at the desired function.
- 5. The procedure section gives specific details on the operation of the function.



To list your company schedule of accounts, use the LIST SCHEDULES function.

**Diskette:** Posting

Screen	Path:
Title	
GENER	AL ACCOUNTING SYSTEM

You Type 6 RETURN

### Procedure:

- 1. Enter the current date.
- 2. Select the schedule you want to print and enter the command number. Wait for the printer to finish. You can interrupt the printing operation before it is complete by using one of the following characters: S(TOP), G(O), Q(UIT), and F(LUSH).

You Type

You Type

4 RETURN 22 RETURN

4 RETURN 2 RETURN

3. Press ESC to return to the GENERAL ACCOUNTING SYSTEM screen.

#### **ACCOUNTS** ADD ACCOUNTS PAYABLE VENDOR ACCOUNTS

Diskette: Data Entry

## **Screen Path:**

Title

GENERAL ACCOUNTING SYSTEM	4	RETURN
G/A-ACCOUNT MAINTENANCE	22	RETURN
G/A-EDIT ACCOUNTS	4	RETURN
G/A-EDITING VENDORS	3	RETURN

### **Procedure:**

- 1. Enter the new unique vendor number (4 digits maximum).
- 2. Enter the new vendor name (38 characters maximum).
- 3. Verify the addition.
- 4. Repeat steps 1 through 3 until all new vendors are added.
- 5. Press ESC to return to the G/A-EDITING VENDORS screen.

## CHANGE AN ACCOUNTS PAYABLE VENDOR ACCOUNT

#### **Diskette:** Data Entry

### **Screen Path:**

### Title

GENERAL ACCOUNTING SYSTEM G/A-ACCOUNT MAINTENANCE G/A-EDIT ACCOUNTS G/A-EDITING VENDORS

### **Procedure:**

- 1. Enter the number of the vendor name to be changed.
- 2. Enter the new vendor name.
- 3. Verify the change.
- 4. Press **ESC** to return to the G/A-EDIT ACCOUNTS screen.

PAYABLE

## DELETE AN ACCOUNTS PAYABLE VENDOR ACCOUNT

**Diskette:** Data Entry

**Screen Path:** 

Title

GENERAL ACCOUNTING SYSTEM G/A-ACCOUNT MAINTENANCE G/A-EDIT ACCOUNTS G/A-EDITING VENDORS

- 1. Enter the number of the vendor to be deleted.
- 2. Verify the deletion.
- 3. Press ESC to return to the G/A-EDIT ACCOUNTS screen.

## DISPLAY AN ACCOUNTS PAYABLE VENDOR ACCOUNT

**Diskette:** Data Entry

### Screen Path:

Title

GENERAL ACCOUNTING SYSTEM G/A-ACCOUNT MAINTENANCE G/A-EDIT ACCOUNTS G/A-EDITING VENDORS

## You Type 4 RETURN 22 RETURN

4 RETURN

1 RETURN

### **Procedure:**

- 1. Enter a vendor number.
- 2. Press ESC to return to the G/A-EDIT ACCOUNTS screen.

## EDIT THE ACCOUNTS PAYABLE LEDGER

To edit the Accounts Payable information on vendors, perform the appropriate functions on the G/A-EDITING VENDORS screen. These functions are DIS-PLAY, CHANGE, ADD, DELETE, and SCROLL. Each function is described separately in this section.

**Diskette:** Data Entry

Screen	Path:
--------	-------

Title

GENERAL ACCOUNTING SYSTEM G/A-ACCOUNT MAINTENANCE G/A-EDIT ACCOUNTS

4	RETURN
22	RETURN
4	RETURN

You Type

You Type 4 RETURN 22 RETURN

4 RETURN 4 RETURN

### **Procedure:**

- 1. At the G/A-EDITING VENDORS screen, select one of the following functions by entering the appropriate number:
  - 1. DIŚPLAY VĔNDOR
  - 2. CHANGE VENDOR
  - 3. ADD VENDORS
  - 4. DELETE VENDOR
  - 5. SCROLL VENDORS
- 2. Press ESC to return to the G/A-EDIT ACCOUNTS screen.

### SCROLL ACCOUNTS PAYABLE VENDOR ACCOUNTS

Diskette: Data Entry

Screen Path:

Title

The second se		ouiype
GENERAL ACCOUNTING SYSTEM	4	RETURN
G/A-ACCOUNT MAINTENANCE	22	RETURN
G/A-EDIT ACCOUNTS	4	RETURN
G/A-EDITING VENDORS	5	RETURN

### **Procedure:**

- 1. Enter the customer number at which you want scrolling to begin, or press RETURN to start scrolling at the first vendor number.
- 2. You can interrupt the system while it is performing the SCROLL function by using one of the following characters: **S**(TOP), **G**(O), **Q**(UIT), and **F**(LUSH).
- 3. Press ESC to return to the G/A-EDIT ACCOUNTS screen.

ACCOUNTS RECEIVABLE

### ADD ACCOUNTS RECEIVABLE CUSTOMER ACCOUNTS

**Diskette:** Data Entry

### **Screen Path:**

TitleYou TypeGENERAL ACCOUNTING SYSTEM4G/A-ACCOUNT MAINTENANCE22G/A-EDIT ACCOUNTS3G/A-EDITING CUSTOMERS3RETURN

### **Procedure:**

- 1. Enter the new customer number (4 digits maximum).
- 2. Enter the new customer name (38 characters maximum).
- 3. Verify the addition.
- 4. Repeat steps 1 through 3 until all customers are added.
- 5. Press ESC to return to the G/A-EDITING CUSTOMERS screen.

## CHANGE AN ACCOUNTS RECEIVABLE CUSTOMER ACCOUNT

**Diskette:** Data Entry

**Screen Path:** 

Title

GENERAL ACCOUNTING SYSTEM G/A-ACCOUNT MAINTENANCE G/A-EDIT ACCOUNTS G/A-EDITING CUSTOMERS

pe

4 RETURN 22 RETURN 3 RETURN 2 RETURN

### **Procedure:**

- 1. Enter the customer number corresponding to the customer name you want to change.
- 2. Enter the new customer name.
- 3. Verify the change.
- 4. Press **ESC** to return to the G/A-EDIT ACCOUNTS screen.

## DELETE AN ACCOUNTS RECEIVABLE CUSTOMER ACCOUNT

**Diskette:** Data Entry

### **Screen Path:**

Title

GENERAL ACCOUNTING SYSTEM G/A-ACCOUNT MAINTENANCE G/A-EDIT ACCOUNTS G/A-EDITING CUSTOMERS

Y	ou Type
4	RETURN
22	RETURN
3	RETURN
4	RETURN

### **Procedure:**

- 1. Enter the number of the Accounts Receivable Customer account to be deleted.
- 2. Verify the deletion.
- 3. Press ESC to return to the G/A-EDIT ACCOUNTS screen.

## DISPLAY AN ACCOUNTS RECEIVABLE CUSTOMER ACCOUNT

**Diskette:** Data Entry

**Screen Path:** 

Title

GENERAL ACCOUNTING SYSTEM G/A-ACCOUNT MAINTENANCE G/A-EDIT ACCOUNTS G/A-EDITING CUSTOMERS

4	RETURN
22	RETURN
3	RETURN
1	RETURN

You Type

### **Procedure:**

- 1. Enter the number of the customer you want to display.
- 2. Press ESC to return to the G/A-EDIT ACCOUNTS screen.

## EDIT ACCOUNTS RECEIVABLE CUSTOMER ACCOUNTS

To edit Accounts Receivable Customer accounts, perform the functions on the G/A-EDITING CUSTOMERS screen. These functions are DISPLAY, CHANGE, ADD, DELETE, and SCROLL. Each function is described separately in this section.

**Diskette:** Data Entry

### **Screen Path:**

Title

GENERAL ACCOUNTING SYSTEM 4	RETURN	
G/A-ACCOUNT MAINTENANCE 22	RETURN	
G/A-EDIT ACCOUNTS 3	RETURN	

You Type

### **Procedure:**

- 1. The G/A-EDITING CUSTOMERS screen displays the following functions for your selection:
  - 1. DISPLAY CUSTOMER
  - 2. CHANGE CUSTOMER
  - 3. ADD CUSTOMERS
  - 4. DELETE CUSTOMER
  - 5. SCROLL CUSTOMERS
- 2. Press ESC to return to the G/A-EDIT ACCOUNTS screen.

## SCROLL ACCOUNTS RECEIVABLE CUSTOMER ACCOUNTS

**Diskette:** Data Entry

### Screen Path:

Title	Y	ou Type
GENERAL ACCOUNTING SYSTEM G/A-ACCOUNT MAINTENANCE	4 22	RETURN RETURN
G/A-EDIT ACCOUNTS G/A-EDITING CUSTOMERS	3 5	RETURN

### **Procedure:**

- 1. Enter the customer number at which you want scrolling to begin or press RETURN to start scrolling at the first customer number.
- 2. You can interrupt the system while it is performing the SCROLL function by using one of the following characters: **S**(TOP), **G**(O), **Q**(UIT), and **F**(LUSH).
- 3. Press ESC to return to the G/A-EDIT ACCOUNTS screen.

BALANCE	
SHEET	

The Balance Sheet details a company's assets, liabilities, and capital. To print the Balance Sheet, use the following procedure:

**Diskette:** Posting

**Screen Path:** 

Title

GENERAL ACCOUNTING SYSTEM G/A-POST/PERIOD PROCESS (RUN QUEUE)

Y	ou	T	ур	e
4	R	Ī	RN	ļ
73	Ŕ	τı	RN	ļ
1	BE	Ē٦	IŔN_	

### **Procedure:**

- 1. Check to be sure the printer is on and switched to ON-LINE.
- 2. Press RETURN to print the Balance Sheet.
- 3. Wait for the printer to finish. You can interrupt the printing operation before it is complete by using one of the following characters: S(TOP), G(O), Q(UIT), and F(LUSH).

## BATCHING

Several data entry functions of the ATARI General Accounting System accept information in collections of entries called *batches*. A batch can hold up to 99 entries, so it is seldom necessary to enter more than one batch per day for each data entry function. The system numbers each entry in a batch. (For example, it displays ENTRY 4 OF 4 when you verify your third entry and prepare to enter the fourth.)

When you finish entering all the information in a batch, press RETURN. The system asks you to verify the number of entries and the total dollar amount for that batch with the OK?(Y/N) prompt. If you answer by typing Y followed by RETURN, the batch is recorded on the diskette and a new batch can be entered or another function selected. If you answer by typing N, the batch is not recorded and you can use the DELETE BACK S key to move back to the entry requiring modification.

To review any entry in the batch (such as ENTRY 1 OF 4), type at the ENTRY position the number of the entry you want to see, and press RETURN. The system returns to that entry; you may now use the DELETE BACK S key to move the cursor to an item on the screen, or press RETURN at the OK?(Y/N) prompt to proceed to ENTRY 2 OF 4. (To return immediately to ENTRY 4 OF 4, backspace to the ENTRY position and enter the number 4.)

CASH DISBURSEMENTS JOURNAL

The Cash Disbursements Journal lists by number all checks written against the company account. Each entry in the Cash Disbursements Journal includes the date the check was written and to whom the check was issued. The net amount of the check may be distributed to more than one account.

Four prompt prefixes (V, E, P, and C) enable you to minimize keystrokes and speed entries to the Cash Disbursements Journal. Preassigned accounts may be entered simply by typing the appropriate prefix followed by the account

number: **V** indicates a vendor account from the Accounts Payable Ledger; **E** indicates an employee; **P** indicates all regular payees; and **C** indicates customers. The names of payees who do not have a preassigned account number may be entered directly. (See "Enter Cash Disbursements.")

### **ENTER CASH DISBURSEMENTS**

**Diskette:** Data Entry

Screen Path:

Title	Үои Туре
GENERAL ACCOUNTING SYSTEM	3 RETURN
G/A-DATA ENTRY	11 RETURN
(RUN QUEUE)	RETURN

### **Procedure:**

- 1. At the G/A-CASH DISBURSEMENTS screen, press the **DELETE BACK** s key to move the cursor up to the check number to make a change if necessary.
- 2 Enter the date the check was written.
- 3. Enter the account number for that payee (the prefix V, E, C, or P followed by a vendor, employee, customer, or payee number, respectively). If no account exists for that payee, enter the name at the PAYEE: line. Enter VOID to indicate a void check.
- 4. Enter the dollar amounts for each General Ledger account until the entire amount of the check is distributed.
- 5. Press RETURN to end the account entries for that check and verify the entries.
- 6. Repeat steps 2 through 5 until all checks issued on that date are entered.
- 7. When all check entries are complete, press RETURN at the PAYEE: line to proceed to the BATCH TOTAL line. Verify the batch.
- 8. If there are no other checks to be entered, press **ESC** at the DAY: position to return to the GENERAL ACCOUNTING SYSTEM screen.

### LIST CASH DISBURSEMENTS JOURNAL

Diskette: Posting

**Screen Path:** 

Title

GENERAL ACCOUNTING SYSTEM 3	RETURN
G/A-LIST JOURNALS 51	RETURN
(RUN QUEUE) 1	RETURN

You Type

### **Procedure:**

- 1. Verify that the printer switches are ON and ON-LINE.
- Wait for the printer to finish. You can interrupt the printing operation before it is complete by using one of the following characters: S(TOP), G(O), Q(UIT), and F(LUSH).
# CASH RECEIPTS JOURNAL

The Cash Receipts Journal is a daily record of customer payments on their open account balances. Four prompt prefixes (V, E, P, and C) enable you to minimize keystrokes and speed entries to the Cash Disbursements Journal. Preassigned accounts may be entered simply by typing the appropriate prefix followed by the account number: V indicates a vendor account from the Accounts Payable Ledger; E indicates an employee; P indicates all regular payors; and C indicates customers. The names of payors who do not have a preassigned account number may be entered directly. (See "Enter Cash Receipts.")

# **ENTER CASH RECEIPTS**

**Diskette:** Data Entry

Screen rain:	
Title	Үои Туре
GENERAL ACCOUNTING SYSTEM G/A-DATA ENTRY (RUN QUEUE)	3 RETURN 12 RETURN 1 RETURN

### **Procedure:**

- 1. At the G/A-CASH RECEIPTS screen, enter the date the payment is received.
- 2. Enter the payor number (prefix **C** or **P** followed by a number). If no number exists for that payor, enter the name up to 20 characters long.
- 3. If a General Ledger account number (usually the Accounts Receivable account) is displayed with the payor name, enter the amount paid to that account. Press RETURN if that account does not apply. Perform this step again if other accounts are displayed.
- 4. If no account number is displayed, enter the appropriate General Ledger account number and then enter the amount.
- 5. Repeat step 4 until the entire amount of the payment is distributed.
- 6. Press **RETURN** to end the account entries for that payment.
- 7. Verify the entries for that payment.
- 8. Repeat steps 1 through 7 until all payments for that date are entered.
- 9. When all payment entries are complete, press RETURN at the PAYOR: line to proceed to the BATCH TOTAL line.
- 10. Verify the batch.
- 11. If no other payments remain to be entered, press **ESC** to return to the GENERAL ACCOUNTING SYSTEM screen.

# LIST CASH RECEIPTS

**Diskette:** Posting

### Screen Path:

Title

GENERAL ACCOUNTING SYSTEM G/A-LIST JOURNALS (RUN QUEUE) You Type 3 RETURN 52 RETURN 1 RETURN

### **Procedure:**

- 1. Verify that the printer is on and switched to ON-LINE.
- 2. Wait for the printer to finish. You can interrupt the printing operation before it is complete by using one of the following characters: S(TOP), G(O), Q(UIT), and F(LUSH).

CASH SALES<br/>JOURNALThe Cash Sales Journal is a daily record of the sales recorded by cash registers.<br/>Each category found on the keys of the cash register is assigned a corresponding<br/>Cash Sales prompt.

# EDIT CASH SALES PROMPTS

Editing the Cash Sales prompts enables you to match the sales categories from a cash register with the corresponding General Ledger accounts. However, you cannot edit the Cash Sales prompts if there are any current journal entries. After you perform End-of-Month closing, you can change the existing General Ledger account numbers or add new ones. You can also define headings for the Cash Sales Journal with this function. (Note: The system automatically deletes headings with no account numbers.)

## Diskette: Data Entry

Screen Path:

Title	Yo	и Туре
GENERAL ACCOUNTING SYSTEM	4	RETURN
G/A-ACCOUNT MAINTENANCE	22	RETURN
G/A-EDIT ACCOUNTS	9	RETURN

- 1. Use the DELETE BACK S key to step back through and change the existing prompts.
- 2. Enter the General Ledger account number (or zero if you only wish to create a heading).
- 3. Enter the sales category (or the heading).
- 4. Repeat steps 2 and 3 until all categories are added.
- 5. Press **RETURN** when editing the Cash Sales prompts is complete.
- 6. Verify the Cash Sales prompts displayed to return to the G/A-EDIT ACCOUNTS screen.

# **ENTER CASH SALES**

Cash Sales are recorded by entering the daily totals from cash register tapes into the Cash Sales Journal. Each set of entries must total zero, but the system does not accept entries with all zeroes.

**Diskette:** Data Entry

### **Screen Path:**

Title	Үои Туре
GENERAL ACCOUNTING SYSTEM	3 RETURN
G/A-DATA ENTRY	15 RETURN
(RUN QUEUE)	1 RETURN

### **Procedure:**

- 1. If the date at the top of the screen is incorrect, press the DELETE BACK S key to move the cursor up to the part of the date needing modification. Enter the correct date.
- 2. Enter each total according to the highlighted sales category; include a minus sign (-) for all credit cash amounts.
- 3. When all applicable categories have been entered, press RETURN.
- 4. Verify the entries for that date.
- 5. The system automatically advances the date. Repeat steps 1 through 4 until all sales are entered.
- 6. Press ESC to return to the GENERAL ACCOUNTING SYSTEM screen.

# LIST CASH SALES

Listing the Cash Sales Journal prints the contents of this journal. The LIST CASH SALES function may be placed in a queue to save time. (For more information, see "Queue" in this Reference Guide.)

Diskette: Posting

### **Screen Path:**

Title

GENERAL ACCOUNTING SYSTEM	3	RETURN
G/A-LIST JOURNALS 5.	5	RETURN
(RUN QUEUE)	1	RETURN

### **Procedure:**

- 1. Verify that the printer is on and switched to ON-LINE.
- 2. Wait for the printer to finish. You can interrupt the printing operation before it is complete by using one of the following characters: S(TOP), G(O), Q(UIT), and F(LUSH).

You Type

CHANGE Program Diskette	The CHANG diskette to an <b>Note:</b> Do no	E PROGRAM DISK function is used to switch from one nother. t remove diskettes from a disk drive while its BUSY ligh	e program t is lit.
	Diskette:	Data Entry or Posting	
	Screen Path:		
	Title		You Type
	GENERAL AG	CCOUNTING SYSTEM	2 RETURN
	Procedure:		
	1. At the G ette and	/A-CHANGE PROGRAM DISK screen, remove one prog install the other program diskette.	ram disk-
	2. Press RE	to return to the GENERAL ACCOUNTING SYSTEM	screen.
COMPANY CONFIGURATION	The Compan report to the involves asso activity (for e Ledger Capit can be assign	y Configuration defines how the different ledgers in the General Ledger. The process of editing a Company Con ociating a journal to the proper General Ledger accour xample, Retained Earnings is a valid account name for the al Income Account). All accounts must already exist be ned to a journal.	ne system figuration at for that e General efore they
	Diskette:	Data Entry	
	Screen Path:		
	Title		V T

THE	rou rype
GENERAL ACCOUNTING SYSTEM	4 RETURN
G/A-ACCOUNT MAINTENANCE	22 RETURN
G/A-EDIT ACCOUNTS	2 RETURN

- 1. At the G/A-EDIT COMPANY CONFIGURATION screen, enter the company name as it should be printed on reports.
- 2. Enter and verify the account number to be used for the Capital Income account.
- 3. Enter the account number to be used for the Invoice Register Accounts Receivable account. A zero may be entered if the Invoice Register is not required.
- 4. At the INVOICE REGISTER CURSOR METHOD prompt, enter the number (1, 2, or 3) to indicate the method desired. Enter 1 if you want the system to increment the invoice number automatically; 2 if you want the system to prompt you for a required alphanumeric invoice number; or 3 if you want optional alphanumeric invoice numbering.
- 5. Enter the account number for the Merchandise Purchased Accounts Payable account. A zero may be entered if the Merchandise Purchased account is not required. Verify the account if required.

- 6. Enter Y if the Cash Sales Journal will be used to enter sales from cash registers. Enter N if Cash Sales are not required.
- 7. Enter the number of the Cash Disbursements Journal/Cash Credit account. A zero may be entered if this option is not required.
- 8. Enter the number of the Cash Receipts Journal and Invoice Register Cash Disbursements accounts. Zero may be entered if these accounts are not required.
- 9. Enter each Payroll account number and the printed report heading for each Payroll account.
- 10. At the ALL OK?(Y/N) prompt, verify all entries.

CREATE ACCOUNTS

**Warning:** CREATE erases all data previously entered on the company data diskette. This function is only for creating a new set of accounts for a company. Use EDIT ACCOUNTS functions to add new account information without erasing all previous entries.

Creating accounts allocates diskette storage for each group of accounts.

**Diskette:** Data Entry

Screen Path:

Title

nuc		ou iype
GENERAL ACCOUNTING SYSTEM	4	RETURN
G/A-ACCOUNT MAINTENANCE	21	RETURN

### **Procedure:**

- 1. Enter your six-character Company Code.
- 2. Estimate the maximum number of accounts you expect to use for each of the five following categories:
  - General Ledger Accounts
  - Customer Accounts Receivable Accounts
  - Vendor Accounts Payable Accounts
  - Other Payee or Payor Accounts
  - Employee Accounts (To anticipate future growth in the number of accounts, you may want to increase this number by 15%.)
- 3. Enter the maximum number of employees you expect to have.
- 4. Enter the total of the number of Payroll accounts you expect to use.
- 5. Verify the totals entered above.
- 6. At this point, formatting begins. During formatting, a status number showing percent complete is displayed at the bottom of the screen.
- 7. Use the EDIT ACCOUNTS function to enter the accounts for the new Company. Press Esc to return to the GENERAL ACCOUNTING SYSTEM screen.

Vou Tuno

# DISK COMMANDS

Disk commands enable you to perform various operations on your data diskette. You can duplicate the diskette, rename it, check the amount of recording space left, and reallocate space.

# **DUPLICATE DATA DISK**

Diskette: Data Entry

# **Screen Path:**

Title	Үои Туре
GENERAL ACCOUNTING SYSTEM	RETURN
G/A-START-UP AND DISK	41 RETURN

### **Procedure:**

- 1. At the G/A-DUPLICATE DISK screen, place your current company data diskette in Drive 2.
- 2. Place a blank or outdated diskette in Drive 1.
- 3. Enter **CONTINUE** to copy the data from Drive 2 to Drive 1.
- 4. Formatting begins. The status number on the bottom of the screen indicates the percentage of duplication completed.
- 5. Install a program diskette in Drive 1 and press ESC to return to the GENER-AL ACCOUNTING SYSTEM screen.

# **CHECK DISK SPACE**

The CHECK DISK SPACE command indicates how much space remains on your company data diskette.

### Diskette: Data Entry

### Screen Path:

Title	Үои Туре
GENERAL ACCOUNTING SYSTEM	1 RETURN
G/A-START-UP AND DISK	42 RETURN

### **Procedure:**

- 1. The CHECK DISK SPACE screen is on the display. Place your company data diskette in Drive 2.
- 2. Press RETURN .
- 3. The screen displays your original allocation. Below each allocation number is the percentage currently in use.
- 4. Press ESC to return to the GENERAL ACCOUNTING SYSTEM screen.

# **REALLOCATE DISK SPACE**

The REALLOCATE DISK SPACE command enables you to change the diskette space as originally allocated.

### **Diskette:** Data Entry

Screen Path:

Title

GENERAL ACCOUNTING SYSTEM G/A-START-UP AND DISK You Type

1 RETURN 43 RETURN

### **Procedure:**

- 1. The G/A-REALLOCATE DISK SPACE screen is on the display. Place your current company data diskette in Drive 2.
- 2. Place a blank or outdated diskette in Drive 1.
- 3. Enter **CONTINUE**.
- 4. The screen displays your previous allocation and prompts you to enter a new value.
- 5. Enter new values where you wish to change the allocation.
- 6. Verify the new values to begin reallocation. The status number at the bottom of the screen indicates the percentage of allocation completed.
- 7. Install a program diskette in Drive 1 and the new reallocated data diskette in Drive 2.
- 8. Press **ESC** to return to the GENERAL ACCOUNTING SYSTEM screen.

# **RENAME DATA DISKETTE (CHANGE COMPANY CODE)**

You can change the Company Code on the data diskette using the RENAME DATA DISK function.

Diskette: Data Entry

### Screen Path:

### Title

GENERAL ACCOUNTING SYSTEM G/A-START-UP AND DISK



### **Procedure:**

- 1. The G/A-RENAME DATA DISK screen is on the display. Place the company data diskette in Drive 2. Press AETURN .
- 2. Enter the new company code.
- 3. Verify the change.
- 4. Press **ESC** to return to the GENERAL ACCOUNTING SYSTEM screen.

DISPLAY ACCOUNTS The DISPLAY ACCOUNTS function allows you to display the detail in a General Ledger account, a customer account, or a vendor account.

Diskette:	Posting
Screen Path:	

Title

GENERAL ACCOUNTING SYSTEM

### **Procedure:**

1. When the G/A-DISPLAY ACCOUNTS screen appears, enter a General Ledger number, a customer number (with the prefix **C**), or a vendor number (with the prefix **V**) for display.

You Type

5 RETURN

You Type

2. Press **ESC** to return to the GENERAL ACCOUNTING SYSTEM screen.

# END-OF-PERIOD END-OF-FISCAL-YEAR FUNCTION REPORTING

The END-OF-FISCAL-YEAR function resets to zero the fiscal year-to-date amounts in all income and expense accounts, to prepare for the next fiscal year.

### Diskette: Posting

### Screen Path:

Title	Үои Туре
GENERAL ACCOUNTING SYSTEM	4 RETURN
G/A-POST/PERIOD PROCESS	84 RETURN

### **Procedure:**

- 1. Provided the END-OF-MONTH and END-OF-FOURTH-QUARTER commands have been processed, enter **CONTINUE** at the cautionary screen to add the END-OF-FISCAL-YEAR function to the queue.
- 2. Enter 1 to run the queue and perform the END-OF-FISCAL-YEAR function.

# **END-OF-FOURTH-QUARTER FUNCTION**

The END-OF-FOURTH-QUARTER function resets to zero the Payroll Register calendar year-to-date totals for each employee, to prepare for the next calendar year.

Diskette: Posting

Screen Path:

Title

GENERAL ACCOUNTING SYSTEM	4	RETURN
G/A-POST/PERIOD PROCESS 8	3	RETURN

- 1. Provided the END-OF-MONTH function has been processed, enter **CON-TINUE** at the cautionary screen to add the END-OF-QUARTER function to the queue.
- 2. Enter **1** to run the queue and perform the END-OF-FOURTH-QUARTER function.

# **END-OF-MONTH FUNCTION**

The END-OF-MONTH function resets to zero the monthly account totals to prepare for the next month's entries. It also carries forward the fiscal year-to-date balance in all income and expense accounts.

**Warning:** The END-OF-MONTH function erases all journal entries to make space for the entries for the next month.

Diskette: Posting

Screen Path:	
Title	Үои Туре
GENERAL ACCOUNTING SYSTEM	4 RETURN
G/A-POST/PERIOD PROCESS	81 RETURN

### **Procedure:**

1. Review the functions that are outlined on the cautionary screen. Type **CONTINUE** and press **RETURN** to add the END-OF-MONTH function to the queue.

2. Enter 1 to run the queue and perform the END-OF-MONTH function.

## **END-OF-QUARTER FUNCTION**

The END-OF-QUARTER function carries forward the calendar year-to-date balances for each employee in the Payroll Register, and resets to zero the quarter-to-date totals, to prepare for the next quarter's entries.

**Diskette:** Posting

Screen Path:

Title	Үои Туре
GENERAL ACCOUNTING SYSTEM	4 RETURN
G/A-POST/PERIOD PROCESS	82 RETURN

### **Procedure:**

- 1. If the END-OF-MONTH function has been performed, enter **CONTINUE** at the cautionary screen to add the END-OF-QUARTER function to the queue.
- 2. Enter 1 to run the queue and perform the END-OF-QUARTER function.

GENERAL JOURNAL

Diskette: Data Entry

Screen Path:

Title

GENERAL ACCOUNTING SYSTEM G/A-DATA ENTRY (RUN QUEUE)

ENTER GENERAL JOURNAL TRANSACTIONS

Ye	ou Type
3	RETURN
16	RETURN
1	RETURN

- 1. Enter the date of the entry.
- 2. To change the General Journal entry number, use the **DELETE BACK S** key to move the cursor back up to the GJ #: position. Enter the new General Journal entry number.
- 3. Enter the General Ledger account number of the account to be debited.
- 4. Enter the debit amount for this account.
- 5. Enter the number of the corresponding General Ledger account to be credited.
- 6. Enter the credit amount for this account. The total of the two entries must equal zero.
- 7. Repeat steps 3 through 6 until all entries are made. Then press RETURN.
- 8. Enter an explanation of the entry. A maximum of ten 38-character lines may be entered for each General Journal entry.
- 9. Press RETURN on a blank line to terminate the explanation. Verify the entries.
- 10. The system automatically increments the General Journal entry number. Repeat steps 3 through 9 until all General Journal entries are complete.
- 11. Press **ESC** to return to the GENERAL ACCOUNTING SYSTEM screen.

# LIST GENERAL JOURNAL

**Diskette:** Posting

Screen Path:

Title

GENERAL ACCOUNTING SYSTEM 3	RETURN
G/A-LIST JOURNALS 56	RETURN
(RUN QUEUE) 1	RETURN

You Type

### **Procedure:**

Screen Path

- 1. Verify that you have the printer turned on, the system is ON-LINE, and the As-Of Date has been set.
- 2. Wait for the printer to finish. You can interrupt the printing operation before it is complete by using one of the interrupt commands: S(TOP), G(O), Q(UIT), and F(LUSH).

GENERAL
LEDGER
ACCOUNTS

# ADD GENERAL LEDGER ACCOUNTS

### Diskette: Data Entry

Screen rutin		
Title	You Ty	pe
GENERAL ACCOUNTING SYSTEM	4 RETUR	IN
G/A-ACCOUNT MAINTENANCE	22 RETUR	N
G/A-EDIT ACCOUNTS	1 RETUR	N
G/A-EDITING G/L ACCOUNTS	3 RETUR	IN

- 1. Enter the new General Ledger account number (4 digits maximum).
- 2. Enter the General Ledger account description (30 characters maximum).
- 3. Verify the addition.
- 4. Repeat steps 1 through 3 until all additions are complete.
- 5. Press ESC to return to the G/A-EDITING G/L ACCOUNTS screen.

# CHANGE A GENERAL LEDGER ACCOUNT DESCRIPTION

### **Diskette:** Data Entry

### Screen Path:

Title

GENERAL ACCOUNTING SYSTEM G/A-ACCOUNT MAINTENANCE G/A-EDIT ACCOUNTS G/A-EDITING G/L ACCOUNTS

# Procedure:

- 1. Enter the General Ledger account number to be changed.
- 2. Enter the new account description.
- 3. Verify the change.
- 4. Press **ESC** to return to the G/A-EDIT ACCOUNTS screen.

# **DELETE A GENERAL LEDGER ACCOUNT**

### **Diskette:** Data Entry

### Screen Path:

## Title

GENERAL LEDGER G/A-ACCOUNT MAINTENANCE G/A-EDIT ACCOUNTS G/A-EDITING G/L ACCOUNTS

### **Procedure:**

- 1. Enter the General Ledger account number to be deleted.
- 2. Verify the deletion.
- 3. Press **ESC** to return to the G/A-EDIT ACCOUNTS screen.

### You Type

4	RETURN
22	RETURN
1	RETURN
4	RETURN

# You Type 4 RETURN

4	RETURN
22	RETURN
1	RETURN
2	RETURN

# **DISPLAY A GENERAL LEDGER ACCOUNT**

Diskette: Data Entry

### **Screen Path:**

Title

GENERAL ACCOUNTING SYSTEM G/A-ACCOUNT MAINTENANCE G/A-EDIT ACCOUNTS G/A-EDITING G/L ACCOUNTS You Type 4 RETURN 22 RETURN

1 RETURN 1 RETURN 1 RETURN

### **Procedure:**

- 1. Enter a General Ledger account number for display.
- 2. Press ESC to return to the G/A-EDIT ACCOUNTS screen.

# EDIT GENERAL LEDGER ACCOUNTS

To edit General Ledger accounts, perform the functions on the G/A-EDITING G/L ACCOUNTS screen. These functions are DISPLAY, CHANGE, ADD, DELETE, and SCROLL.

**Diskette:** Data Entry

### Screen Path:

# TitleYou TypeGENERAL ACCOUNTING SYSTEM4 RETURNG/A-ACCOUNT MAINTENANCE22 RETURNG/A-EDIT ACCOUNTS1 RETURN

### **Procedure:**

- 1. At the G/A-EDITING G/L ACCOUNTS screen, select one of the following commands:
  - 1. DISPLAY G/L ACCOUNT
  - 2. CHANGE G/L ACCOUNT
  - 3. ADD G/L ACCOUNTS
  - 4. DELETE G/L ACCOUNT
  - 5. SCROLL G/L ACCOUNTS
- 2. Press ESC to return to the G/A-EDIT ACCOUNTS screen.

# SCROLL GENERAL LEDGER ACCOUNTS

# Diskette: Data Entry

### **Screen Path:**

Title	Үои Турс
GENERAL ACCOUNTING SYSTEM	4 RETURN
G/A-ACCOUNT MAINTENANCE	22 RETURN
G/A-EDIT ACCOUNTS	RETURN
G/A-EDITING G/L ACCOUNTS	5 RETURN

- 1. Enter the General Ledger account number at which you want scrolling to begin. Press RETURN to start at the first account number.
- 2. You can interrupt the system while it is performing the SCROLL command by using one of the interrupt commands: S(TOP), G(O), Q(UIT), and F(LUSH).
- 3. Press ESC to return to the G/A-EDIT ACCOUNTS screen.

# INVOICE EDIT INVOICE REGISTER PROMPTS

REGISTER

Diskette: Data Entry

### Screen Path:

Title	Үои Туре
GENERAL ACCOUNTING SYSTEM	4 RETURN
G/A-ACCOUNT MAINTENANCE	22 RETURN
G/A-EDIT ACCOUNTS	7 RETURN

### **Procedure:**

- 1. Use the DELETE BACK S key to delete existing prompts as desired.
- 2. Enter any additional General Ledger account numbers to be included as prompts.
- 3. Press RETURN when prompt editing is complete.
- 4. Verify the prompts displayed to return to the G/A-EDIT ACCOUNTS screen.

# ENTER INVOICE REGISTER TRANSACTIONS

### **Diskette:** Data Entry

### Screen Path:

Title	Үои Туре
GENERAL ACCOUNTING SYSTEM	3 AETURN
G/A-DATA ENTRY	13 RETURN
(RUN QUEUE)	1 RETURN

- 1. If automatic invoice numbering is used proceed to step 2. Otherwise, enter the invoice number up to eight characters long.
- 2. Enter the date the invoice is issued.
- 3. Enter the customer number (preceded by the prefix **C**) or the customer name if no number is preassigned. If the invoice is being used to record a cash sale, enter **CASH** at the customer number prompt.
- 4. Enter the dollar amounts for each preassigned General Ledger account and any additional accounts until the entire amount of the invoice is entered.
- 5. Press RETURN to end the account entries for that invoice. Verify the entries for that invoice.

- 6. Repeat steps 1 through 5 until all invoices issued on that date are entered.
- 7. When all invoice entries are complete, press **RETURN** at the CUSTOMER NO: position to advance to the BATCH TOTAL line. Verify the batch.
- 8. If you do not have another batch to enter, press **ESC** to return to the GENERAL ACCOUNTING SYSTEM screen.

# LIST INVOICE REGISTER

Diskette: Posting

Screen Path:		
Title	Үои Туре	
GENERAL ACCOUNTING SYSTEM	3 RETURN	
G/A-LIST JOURNALS	53 RETURN	
(RUN QUEUE)	RETURN	

### **Procedure:**

- 1. Verify that the printer is on and switched to ON-LINE, and that an As-Of Date has been entered.
- 2. Wait for the printer to finish. You can interrupt the printing operation before it is complete by using one of the interrupt commands: S(TOP), G(O), Q(UIT), and F(LUSH).

# JOURNAL ERASE JOURNAL ENTRIES

ENTRIES

# Diskette: Data Entry

Screen Path:

Title	Үои Туре
GENERAL ACCOUNTING SYSTEM	4 RETURN
G/A-ACCOUNT MAINTENANCE	22 RETURN
G/A-EDIT ACCOUNTS	10 RETURN

**Warning:** This command will erase journal entries of all kinds that are currently on the diskette. The ERASE JOURNAL ENTRIES function enables you to correct major errors without making adjusting entries in the General Journal.

- 1. Enter **CONTINUE** to erase all journal entries.
- 2. Press **ESC** to return to the GENERAL ACCOUNTING SYSTEM screen.

MERCHANDISE	EDIT MERC
PURCHASED	Dickotto
JOURNAL	Diskelle:

## CHANDISE PURCHASED JOURNAL PROMPTS

Data Entry

### **Screen Path:**

Title

GENERAL ACCOUNTING SYSTEM G/A-ACCOUNT MAINTENANCE G/A-EDIT ACCOUNTS

# You Type

4 RETURN 22 RETURN 8 RETURN

### **Procedure:**

- 1. Use the DELETE BACK S key to erase existing prompts as desired.
- 2. Enter any additional General Ledger account numbers to be included as prompts.
- 3. Press **RETURN** when prompt editing is complete.
- 4. Verify the prompts displayed to return to the G/A-EDIT ACCOUNTS screen.

# ENTER MERCHANDISE PURCHASED JOURNAL TRANSACTIONS

**Diskette:** Data Entry

**Screen Path:** 

Title

You Type 3 RETURN GENERAL ACCOUNTING SYSTEM G/A-DATA ENTRY 14 RETURN 1 RETURN (RUN QUEUE)

- 1. Enter the vendor's invoice number. The invoice number is optional and can be up to eight alphanumeric characters.
- 2. Enter the invoice date.
- 3. Enter the vendor number.
- 4. For each preassigned General Ledger account, enter the amount you are distributing to that account. Press RETURN if that account does not apply.
- If no account numbers are preassigned or if any additional accounts are to 5. be distributed, enter the General Ledger account number which applies and then enter the amount.
- 6. Repeat step 5 until the entire amount of the invoice is distributed.
- 7. Press RETURN to end the account entries for that invoice.
- 8. Enter the due date for that invoice in the form: MM/DD/YY.
- 9. Verify the entries for that invoice.
- 10. Repeat steps 1 through 9 until all invoices are entered.
- 11. To change the date, press the DELETE BACK S key until the cursor blinks on the part of the date you need to change. Enter the new date.

- 12. When all invoice entries are complete, press **RETURN** at the VENDOR NO: position to advance to the BATCH TOTAL line.
- 13. Verify the batch.
- 14. Enter the next batch or press **ESC** to return to the GENERAL ACCOUNT-ING SYSTEM screen.

# LIST MERCHANDISE PURCHASED JOURNAL

**Diskette:** Posting

Screen Path:	
Title	Үои Туре
GENERAL ACCOUNTING SYSTEM G/A-LIST JOURNALS (RUN QUEUE)	3 RETURN 54 RETURN 1 RETURN

### **Procedure:**

- 1. Verify that the printer is on and switched to ON-LINE and that the As-Of Date is entered.
- 2. Wait for the printer to finish. You can interrupt the printing operation before it is complete by using one of the interrupt commands: S(TOP), G(O), Q(UIT), and F(LUSH).
- 3. To obtain a listing sorted by date due, enter command 57 at the G/A-LIST JOURNALS screen, and repeat steps 1 and 2.

Companies using auxiliary checking accounts in addition to the main accoun
should use the following procedures to keep track of the separate accounts.

Diskette: Data Entry

PROCEDURES	Screen Path:	
	Title	Үои Туре
	GENERAL ACCOUNTING SYSTEM G/A-DATA ENTRY	3 RETURN 11 RETURN
	(RUN QUEUE)	RETURN

### **Procedure:**

- 1. Set the beginning check number for the first check from the first auxiliary checking account. Enter the checks for this checking account.
- 2. Verify the batch total amount and proceed to the first entry of the next batch.
- 3. Change the check number to a 5-digit number (such as 88888) for identification of this subsidiary checking account.
- 4. At the PAYEE: position, type a phrase such as TOTAL CKS FOR ACCT 88888.
- 5. Enter the number of the appropriate General Ledger checking account.

MULTIPLE CHECKING ACCOUNT

- 6. Enter the batch total amount from step 2 as a negative amount. Press RETURN again and verify the entries.
- 7. Press RETURN at the PAYEE: position to advance to the BATCH TOTAL line.
- 8. Verify the batch.
- Enter checks from the main checking account in the usual manner, remembering to change the check number to the next check for this account.

PAYEE/PAYOR ACCOUNTS

The General Accounting System enables you to maintain a list of payee accounts for entries to the Cash Disbursements Journal and payor accounts for entries to the Cash Receipts Journal.

# ADD PAYEE/PAYOR ACCOUNTS

Diskette: Data Entry

### Screen Path:

Title	Үои Туре
GENERAL ACCOUNTING SYSTEM	4 RETURN
G/A-ACCOUNT MAINTENANCE	22 RETURN
G/A-EDIT ACCOUNTS	6 RETURN
G/A-EDITING PAYEES/PAYORS	3 RETURN

### **Procedure:**

- 1. The system automatically assigns the new payee/payor number (4 digits maximum). You can override this assignment if you wish by moving the cursor back, using the DELETE BACK S key, and entering the new number.
- 2. Enter the new payee/payor name (30 characters maximum).
- 3. Enter the first distribution account or **0** if you have no account. If you type zero or press **RETURN**, the system advances to step 5.
- 4. Enter the second distribution account or **0** if you have no account.
- 5. Verify the information.
- 6. Repeat steps 1 through 5 until all new payees and payors are added.
- 7. Backspace to the No.: position and press **ESC** to return to the G/A-EDITING PAYEES/PAYORS screen.

# CHANGE A PAYEE/PAYOR ACCOUNT

### Diskette: Data Entry

Screen Path:

Title

GENERAL ACCOUNTING SYSTEM G/A-ACCOUNT MAINTENANCE G/A-EDIT ACCOUNTS G/A-EDITING PAYEES/PAYORS

I UU I ypo	Υοι	ı T	y	pe
------------	-----	-----	---	----

4	RETURN
22	RETURN
6	RETURN
2	RETURN

- 1. Enter the number of the payee or payor account to be changed.
- 2. Enter the new payee or payor name.
- 3. Enter the first distribution account number or **0** if you have no account.
- 4. Enter the second distribution account number or **0** if you have no account.
- 5. Verify the change.
- 6. Press **ESC** to return to the G/A-EDIT ACCOUNTS screen.

# **DELETE A PAYEE/PAYOR ACCOUNT**

Diskette: Data Entry

### Screen Path:

TitleYou TypeGENERAL ACCOUNTING SYSTEM4G/A-ACCOUNT MAINTENANCE22G/A-EDIT ACCOUNTS6G/A-EDITING PAYEES/PAYORS4RETURN

# **Procedure:**

- 1. Enter the number of the payee or payor to be deleted.
- 2. Verify the deletion.
- 3. Press ESC to return to the G/A-EDIT ACCOUNTS screen.

# **DISPLAY A PAYEE/PAYOR ACCOUNT**

### Diskette: Data Entry

### Screen Path:

Title

GENERAL ACCOUNTING SYSTEM G/A-ACCOUNT MAINTENANCE G/A-EDIT ACCOUNTS G/A-EDITING PAYEES/PAYORS

### **Procedure:**

- 1. Enter the payee/payor number.
- 2. Press ESC to return to the G/A-EDIT ACCOUNTS screen.

### **EDIT PAYEES/PAYORS**

To edit payees and payors, perform the functions on the G/A-EDITING PAYEES/ PAYORS screen. These functions are DISPLAY, CHANGE, ADD, DELETE, and SCROLL.

Yo	u	Туре
-	-	

4	RETURN
22	RETURN
6	RETURN
1	RETURN

### Diskette: Data Entry

### Screen Path:

### Title

GENERAL ACCOUNTING SYSTEM G/A-ACCOUNT MAINTENANCE G/A-EDIT ACCOUNTS

### **Procedure:**

- Select one of the following commands:
  DISPLAY PAYEE/PAYOR
  - 2. CHANGE PAYEE/PAYOR
  - 3. ADD PAYEES/PAYORS
  - 4. DELETE PAYEE/PAYOR
  - A. DELETE PATEE/PATOR
  - 5. SCROLL PAYEES/PAYORS
- 2. Press **ESC** to return to the G/A-EDIT ACCOUNTS screen.

# SCROLL PAYEE/PAYOR ACCOUNTS

Diskette: Data Entry

### Screen Path:

### Title

# GENERAL ACCOUNTING SYSTEM4G/A-ACCOUNT MAINTENANCE22G/A-EDIT ACCOUNTS6G/A-EDITING PAYEES/PAYORS5RETURN

### **Procedure:**

- 1. Enter the payee/payor number at which scrolling is to begin, or press RETURN to begin scrolling at the first payee/payor number.
- 2. You can interrupt the system while it is performing the SCROLL function by using one of the interrupt commands: **S**(TOP), **G**(O), **Q**(UIT), and **F**(LUSH).
- 3. Press **ESC** to return to the G/A-EDIT ACCOUNTS screen.

PAYROLL REGISTER The Payroll Register contains employee accounts arranged by employee name and number.

# ADD EMPLOYEE ACCOUNTS

**Diskette:** Data Entry

Screen Path:

Title

GENERAL ACCOUNTING SYSTEM G/A-ACCOUNT MAINTENANCE G/A-EDIT ACCOUNTS G/A-EDITING EMPLOYEES

You	Туре
-----	------

4	RETURN
22	RETURN
5	RETURN
3	RETURN

206000000	Cuida	4 37
<i>kererence</i>	Guiae	4-Z/

Yo	u	T	yı	pe
4	R	ΕŢ	UF	RN

22	RETURN
6	RETURN

You Type

- 1. Enter the new employee number (4 digits maximum).
- 2. Enter the new employee name (30 characters maximum).
- 3. Verify the information.
- 4. Repeat steps 1 through 3 until all new employees are added.
- 5. Press ESC to return to the G/A-EDITING EMPLOYEES screen.

# CHANGE AN EMPLOYEE ACCOUNT

Diskette: Data Entry

### Screen Path:

Title

GENERAL ACCOUNTING SYSTEM G/A-ACCOUNT MAINTENANCE G/A-EDIT ACCOUNTS G/A-EDITING EMPLOYEES

### **Procedure:**

- 1. Enter the employee number to be changed.
- 2. Enter the new employee name.
- 3. Verify the change.
- 4. Press ESC to return to the G/A-EDIT ACCOUNTS screen.

# **DELETE AN EMPLOYEE ACCOUNT**

# Diskette: Data Entry

### Screen Path:

Title	١
GENERAL ACCOUNTING SYSTEM	4
G/A-ACCOUNT MAINTENANCE	22
G/A-EDIT ACCOUNTS	!
G/A-EDITING EMPLOYEES	4

### **Procedure:**

- 1. Enter the employee number to be deleted.
- 2. Verify the deletion.
- 3. Press ESC to return to the G/A-EDIT ACCOUNTS screen.

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You Type

4	RETURN
22	RETURN
5	RETURN
2	RETURN

	Yo	u	Τv	pe
--	----	---	----	----

4	RETURN
22	RETURN
5	RETURN
4	RETURN

/

# DISPLAY AN EMPLOYEE ACCOUNT

**Diskette:** Data Entry

Screen Path:

Title

GENERAL ACCOUNTING SYSTEM G/A-ACCOUNT MAINTENANCE G/A-EDIT ACCOUNTS G/A-EDITING EMPLOYEES You Type 4 RETURN

22 RETURN 5 RETURN 1 RETURN

> You Type 4 RETURN

22 RETURN 5 RETURN

### **Procedure:**

- 1. Enter an employee number.
- 2. Press ESC to return to the G/A-EDIT ACCOUNTS screen.

# EDIT THE PAYROLL REGISTER

To edit employee accounts, perform the functions on the G/A-EDITING EMPLOYEES screen. These functions are DISPLAY, CHANGE, ADD, DELETE, and SCROLL.

**Diskette:** Data Entry

# Screen Path:

Title

GENERAL ACCOUNTING SYSTEM	
G/A-ACCOUNT MAINTENANCE	
G/A-EDIT ACCOUNTS	

### **Procedure:**

1. Enter one of the following commands:

- 1. DISPLAY EMPLOYEE
- 2. CHANGE EMPLOYEE
- 3. ADD EMPLOYEES
- 4. DELETE EMPLOYEE
- 5. SCROLL EMPLOYEES
- 2. Press ESC to return to the G/A-EDIT ACCOUNTS screen.

# SCROLL EMPLOYEE ACCOUNTS

### Diskette: Data Entry

### Screen Path:

Title

GENERAL ACCOUNTING SYSTEM G/A-ACCOUNT MAINTENANCE G/A-EDIT ACCOUNTS G/A-EDITING EMPLOYEES

You	Туре
-----	------

4	RETURN
22	RETURN
5	RETURN
5	RETURN

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- 1. Enter the employee number at which scrolling is to begin, or press RETURN to begin scrolling at the first employee number.
- 2. You can interrupt the system while it is performing the SCROLL function by using one of the interrupt commands: **S**(TOP), **G**(O), **Q**(UIT), and **F**(LUSH).
- 3. Press **ESC** to return to the G/A-EDIT ACCOUNTS screen.

POSTING ACCOUNTS

Posting is the name given to the set of operations required to merge the account entries from the six General Accounting System journals into the General Ledger. Although posting is normally an End-of-Month procedure, you may post at any time.

The POST function sorts the entries from the various journals and assigns them to the proper General Ledger accounts. When this sorting is complete, the General Ledger and all subsidiary ledgers are printed automatically if the printer is connected. If the printer is not connected, the reports are displayed on the screen.

### Diskette: Posting

### Screen Path:

Title	Үои Туре
GENERAL ACCOUNTING SYSTEM G/A-POST/PERIOD PROCESS	4 RETURN 61 RETURN
(RUN QUEUE)	RETURN

### **Procedure:**

- 1. Verify that the printer is on and switched to ON-LINE and that an As-Of Date has been entered.
- 2. Wait for the printer to finish. You can interrupt the printing by using one of the interrupt commands: S(TOP), G(O), Q(UIT), and F(LUSH). (If you interrupt the printing or display of ledgers with the Q or F commands, the system will not complete the posting of accounts. However, you can post accounts at any time during the month.)

PROFIT AND LOSS STATEMENT

The Profit and Loss Statement is a summary of the revenues earned, expenses incurred, and net profit (or loss) since the last Profit and Loss Statement was printed. In addition to the actual dollar amounts, the Profit and Loss Statement shows each item as a percentage of the gross income.

### **Diskette:** Posting

Screen Path:		
Title	Yo	ou Type
GENERAL ACCOUNTING SYSTEM	4	RETURN
G/A-POST/PERIOD PROCESS	71	RETURN
(RUN QUEUE)	1	RETURN

- 1. Verify that the printer is on and switched to ON-LINE and that an As-Of Date has been entered.
- 2. Wait for the printer to finish. You can interrupt the printing operation before it is complete by using one of the interrupt commands: **S**(TOP), **G**(O), **Q**(UIT), and **F**(LUSH).

# QUEUE

The QUEUE function instructs the system to store other functions for automatic operation. Without the QUEUE function, if you want to perform a series of functions, you must select and run each one separately. With a queue, you can preset and run a series of commands.

You can use the QUEUE function with DATA ENTRY, LIST JOURNALS, or POST/PERIOD PROCESS functions. Each of the screens that lists these functions displays a COMMAND QUEUE: line near the bottom of the screen which shows you the commands entered in the queue. As you enter the command number of a function, the system displays that number on this line.

When you enter all the desired command numbers, enter the RUN QUEUE function by typing a 1 followed by RETURN. If you accidentally enter the wrong number, you can erase the command stored in the queue by typing a 2 followed by RETURN.

The system processes each command stored in the queue when the previous command is finished. When all commands in the queue are processed, the system returns you to the GENERAL ACCOUNTING SYSTEM screen.

You can use four interrupt commands to stop or restart queued operations: S(TOP), G(O), Q(UIT), and F(LUSH). The S stops performing the current function; G restarts the function where it left off; Q instructs the system to quit performing the current function and to move on to the next command in the queue; and F stops the operation of the current function and flushes all remaining commands from the queue. You do not have to press RETURN when using these commands.

# SCREEN PRINTING

When you scroll accounts onto your screen using one of the EDIT ACCOUNTS functions, or when you display an account using the DISPLAY ACCOUNTS function, you can print the screen contents with your printer by using the following procedure:

- 1. Enter the number of the account you wish to display (for DISPLAY AC-COUNTS) or the number at which you want scrolling to begin (for EDIT ACCOUNTS).
- 2. If necessary, press the **S** key to interrupt the scrolling and stop on the screen the information you want to print.
- 3. Press the **CTRL** and the **P** keys simultaneously. The system prints the image displayed on the screen and, when finished, resumes scrolling.

# SPECIAL SYSTEM PROCEDURES

The following section explains how you can gain greater use from your General Accounting System by using special system procedures for obtaining interim financial reports, creating additional disk space when your data diskette becomes full, and expanding disk space for Accounts Receivable entries.

# **OBTAINING INTERIM FINANCIAL REPORTS**

Because the General Accounting System enables you to print financial reports at any time during the month, your reports can be as current as your most recent transaction. Follow this simple procedure:

- 1. Perform the POST function, as described in Section 2.
- 2. Print the financial statements you desire (Profit and Loss, Trial Balance, and Balance Sheet). These reflect all account activity since the last end-of-period processing.

# **DISK FULL PROCEDURES**

You may check the amount of transaction recording space on your data diskette at any time by using the CHECK DISK SPACE procedure, explained in this section. If you fill all the available disk space before the end of the month, the system notifies you by displaying the DISK SPACE EXHAUSTED message.

The procedure for recovering transaction space is simple:

- 1. When you fill all the disk space, immediately duplicate your data diskette by entering the DUPLICATE DISK function at the START-UP AND DISK screen, as described in "Disk Commands" in this section.
- 2. Perform the CHANGE PROGRAM DISK function, and insert the Posting diskette.
- 3. Using the duplicate data diskette, perform in sequence the LIST JOUR-NALS, POST, and END-OF-MONTH functions. Each function is described in detail in Section 2.

Note that this procedure erases all journal entries for the month, and immediately makes additional transaction space available. The procedure has no effect on the End-of-Month ledger balances, the Balance Sheet, or the Year-to-Date column of the Profit and Loss Statement. However, the current Profit and Loss Statement, which you prepare at the end of the month, now represents only the portion of those transactions entered after the original data diskette became filled. To remedy this situation, perform the following procedure.

- 1. Because your backup data diskette now contains all journal entries for the remainder of the month, produce a Profit and Loss Statement from the backup diskette. Follow the procedure described in Section 2 for "Period Report Functions."
- 2. Now insert the Data Entry diskette and enter the GENERAL JOURNAL function at the G/A-DATA ENTRY screen.

- 3. Make General Journal entries, using the Profit and Loss Statement(s) from the original (full) diskette. First, enter the values in the *Current* column of the Profit and Loss Statement for all accounts. Next, enter the resulting profit or loss as a debit or credit (respectively) to the Current Earnings account in the Capital section of the Balance Sheet.
- 4. Now, reinsert the Posting diskette, and enter the POST command at the G/A-POST/PERIOD PROCESS screen.
- 5. When the system finishes posting accounts, enter the PROFIT AND LOSS function at the same screen. The system prints a Profit and Loss Statement containing the correct values for the current month. (The Year-to-Date figure remains unchanged.)
- 6. If you do not wish to obtain Profit and Loss values for the current month, perform the End-of-Month function as described in "Period Closing Functions" in Section 2, using the backup data diskette referred to above.

# EXPANDING DISK SPACE FOR ACCOUNTS RECEIVABLE

The space requirements for Accounts Receivable vary widely from business to business. If the maximum number of accounts normally allowed by the system (1000) is insufficient, or if the number of entries to the accounts each month is very great, you may wish to build one or more subsystems on separate diskettes to handle transactions. Use the following procedure to build a subsystem for Accounts Receivable.

- 1. Insert the Data Entry diskette into Drive 1.
- 2. Now insert a blank data diskette into Drive 2.
- 3. Enter the CREATE ACCOUNTS command number at the G/A-ACCOUNT MAINTENANCE screen. Now enter the new six-character company code that identifies this data diskette. You should enter a code name which is similar but not identical to your primary company code. When you press RETURN, the system asks you to estimate the number of accounts. Enter the information for General Ledger accounts, Accounts Receivable accounts, and the Invoice Register. Type **0** for the remaining items. Verify the entries. The system formats the diskette by allocating space as indicated by your responses, and places you at the G/A-EDIT ACCOUNTS screen.
- 4. At the G/A-EDIT ACCOUNTS screen, enter the EDIT GENERAL LEDGER command number. At the G/A-EDITING G/L ACCOUNTS screen, enter the ADD command number. Add only those General Ledger accounts used for Accounts Receivable entries to create a skeleton General Ledger. For example, with the demonstration set of books, the following accounts are opened in the skeleton General Ledger:

Acct. No.	Name
1020	CASH ON DEPOSIT
1110	ACCOUNTS RECEIVABLE
2030	SALES TAX PAYABLE
4011	SALES

**Note**: Use multiple sales accounts if you desire Profit and Loss Statements for various departments, offices, stores, and so on.

After you add accounts to your skeleton General Ledger, return to the G/A-EDIT ACCOUNTS screen by pressing RETURN .

- 5. At the G/A-EDIT ACCOUNTS screen, enter command **3** to create the Accounts Receivable Ledger and all subsidiary accounts. When the system displays the G/A-EDITING CUSTOMERS screen, add your Accounts Receivable accounts. Then return to the G/A-EDIT ACCOUNTS screen.
- 6. At the G/A-EDIT ACCOUNTS screen, enter command number 7 to edit Invoice Register Prompts. Add the prompts as before, and return to the G/A-EDIT ACCOUNTS screen.
- 7. At the G/A-EDIT ACCOUNTS screen, enter command number **2** to edit the Company Configuration. The following example applies to the Company Configuration for The Action Sales Co.:

(Printed Company Name) THE ACTION SALES CO.

9999—This account number (the Income Transfer account) causes the capital account to be removed from the skeleton Trial Balance, because it will not be needed.

1110—The number for Accounts Receivable Control Account, used for the Invoice Register.

1-The Invoice Register cursor method.

- 0-There is no Merchandise Purchased Journal.
- N-There is no Cash Sales Journal. The response is N.
- 0-There is no Cash Disbursements Journal.

1020-Cash on Deposit, for collections on Accounts Receivable.

0—The remaining items are zero because there are no payroll accounts involved.

- 8. You may now begin entering transactions in the General Journal on the Data Entry diskette. This function enters all opening balances to the Accounts Receivable Control Account and Subsidiary Ledgers (assuming there are balances forward).
- 9. Change to the Posting diskette. At the G/A-POST/PERIOD PROCESS screen, enter the POST command number 61. After posting, execute the End-of-Month command to place all accounts in a balance forward position. The balance in the Accounts Receivable Control Account of the skeleton General Ledger now equals the control account on the General Ledger of the master set of books.
- 10. Change to the Data Entry diskette again. You may now enter transactions

for the current month by using the ENTER INVOICE REGISTER and ENTER CASH RECEIPTS commands as explained in Section 2.

- 11. After you enter your transactions, list your journals by using the LIST JOURNALS command on the Posting diskette as explained in Section 2.
- 12. Now make a General Journal entry to adjust for the current month transactions.

The above procedure joins the subsystem to the Master set of books.

If your business requires more than 995 Accounts Receivable, you can open additional Accounts Receivable subsystems by following the procedure just described. You may wish to use a different series of invoice numbers with each subsystem and to divide the Accounts Receivable ledger alphabetically, such as A through L and M through Z. You may also open subsystems for other requirements.

# STANDARD CLOSING ENTRIES

Some journal entries remain the same from month to month. These are standard journal entries. Loan or rent payments and depreciation amounts are examples of standard entries which do not change.

# **CREATE STANDARD ENTRIES**

**Diskette:** Data Entry

### Screen Path:

Title

GENERAL ACCOUNTING SYSTEM 4	RETURN
G/A-ACCOUNT MAINTENANCE 22	RETURN
G/A-EDIT ACCOUNTS 11	RETURN

### **Procedure:**

- 1. Enter **CONTINUE** in response to the warning screen.
- 2. At the G/A-CREATE STANDARD ENTRIES screen, enter the General Journal entries to be made as described in the General Journal section of this Reference Guide.
- 3. Press ESC to return to the G/A-EDIT ACCOUNTS screen.

### EDIT STANDARD ENTRIES

Use the CREATE STANDARD ENTRIES procedure to change the current list of standard entries.

You Type

# ENTER STANDARD CLOSING ENTRIES

The ENTER STANDARD ENTRIES function enables you to enter all your standard amounts at one time in the appropriate ledgers before using the POST command. The current As-Of Date is the entry date.

**Diskette:** Data Entry

### **Screen Path:**

Title		ou Type
GENERAL ACCOUNTING SYSTEM G/A-DATA ENTRY	3 17	RETURN RETURN
(RUN QUEUE)	1	RETURN

### **Procedure:**

Enter **CONTINUE** in response to the information screen. When all standard entries have been entered by the system, the system returns to the GENERAL ACCOUNTING SYSTEM screen.

START-UP COMMANDS

# **AS-OF DATE**

The AS-OF DATE function enables you to specify the date to be printed on reports. It is also used as the transaction date during posting. You should enter this date each time you begin using the system.

**Diskette:** Data Entry or Posting

Screen Path:

Title	Үои Туре
GENERAL ACCOUNTING SYSTEM	RETURN
G/A-START-UP AND DISK	32 RETURN

### **Procedure:**

- 1. Enter the date in the form MM/DD/YY. (Spaces may be used in place of slashes for convenience.)
- 2. Press **ESC** to return to the GENERAL ACCOUNTING SYSTEM screen.

# **COMPANY CODE**

Before you can select other functions, you must enter the COMPANY CODE function to identify your data diskette. The Company Code is defined in the CREATE function and can be changed by using the G/A-RENAME DATA DISK function.

**Diskette:** Data Entry or Posting

Screen Path:	
Title	Үои Туре
GENERAL ACCOUNTING SYSTEM	1 RETURN
G/A-START-UP AND DISK	31 RETURN

- 1. Enter the six-character Company Code. This code must begin with an alphabetic character.
- 2. Press **ESC** to return to the GENERAL ACCOUNTING SYSTEM screen.

## **ID LINE**

The ID Line appears at the bottom of the last page of all printed reports. The ID Line may be used for any special notation and may contain a maximum of 70 characters.

Diskette: Data Entry or Posting

### Screen Path:

Title

The		ou iype
GENERAL ACCOUNTING SYSTEM	1	RETURN
G/A-START-UP AND DISK	36	RETURN

### **Procedure:**

- 1. Enter the desired ID Line (70 characters maximum).
- 2. Press **ESC** to return to the GENERAL ACCOUNTING SYSTEM screen.

### **PRINTER ADJUSTMENT**

The ADJUST PRINTER function prints two lines of characters on the page for you to check the paper alignment.

**Diskette:** Data Entry or Posting

### Screen Path:

Title	Үои Туре
GENERAL ACCOUNTING SYSTEM	1 RETURN
G/A-START-UP AND DISK	34 RETURN

### **Procedure:**

- 1. Press RETURN to print two lines of characters.
- 2. Press ESC to return to the G/A-START-UP AND DISK screen.

# **START-UP: PRINTER STATUS**

The PRINTER STATUS function serves two purposes. It informs the system that the printer is ready to use and it reconfigures the system for use with a printer other than the ATARI 825<sup>™</sup> 80-Column Printer.

You Type

Diskette:	Data Entry or Posting	
Screen Path:		
Title		Үои Туре
GENERAL AG G/A-START-	CCOUNTING SYSTEM UP AND DISK	1 RETURN 33 RETURN

### **Connect Printer (Procedure 1):**

- 1. Enter **1** to select PRINTER STATUS.
- 2. Enter **1** to establish the printer (ON-LINE). If you wish to view information on the video screen, enter **2** to set the printer (OFF-LINE).
- 3. Press ESC to return to the G/A-START-UP AND DISK screen.

### Change Interface (Procedure 2):

This function establishes the protocol between the ATARI 800 Personal Computer System and your printer. This function is not required if you are using an ATARI 825 80-Column Printer.

- 1. Enter a **2** to change the interface and port used.
- 2. Enter the number of the port connected to your printer.
- 3. If the baud rate is not 300, change it by:
  - Entering 5 to change baud rate.
  - Entering the baud rate option number.
- 4. Press ESC to return to the G/A-START-UP AND DISK screen.

## Form Feed (Procedure 3):

This function tells the system whether the printer automatically feeds paper to the correct top-of-form position, or whether the system must control the printer form-feed. This function is not required if you are using an ATARI 825 80-Column Printer.

- 1. Enter 3 to change the form-feed status.
- 2. Enter **2** if your printer has a built-in form-feed option, or enter **1** if it does not.
- 3. Press ESC to return to the G/A-START-UP AND DISK screen.

### **Printer Right-Shift (Procedure 4):**

The system is preset to start printing five spaces from the left margin of the paper. You can use this procedure to shift the print-margin to the right. This allows three-hole punching without losing data.

- 1. Enter 4 to change the printer right-shift value.
- 2. Enter the number of spaces all reports are to be shifted toward the right of the paper edge.
- 3. Press ESC to return to the G/A-START-UP AND DISK screen.

### SET SCREEN COLOR

The ATARI 800 Personal Computer System is capable of generating 16 different colors for the screen display. Even if you are using a black and white television or video monitor, the SET SCREEN COLOR function may be useful to improve the contrast of your screen by changing the luminance of the background or the characters.

Diskette: Data Entry or Posting

### Screen Path:

Title

		/ •
GENERAL ACCOUNTING SYSTEM	1	RETURN
G/A-START-UP AND DISK	35	RETURN

### **Procedure:**

- 1. At the G/A-SET CRT COLOR screen, enter a number from 0 to 15 for the screen color. For example, 0 is gray, 2 is orange, 7 is blue, and 12 is green on most color televisions. The default is 7.
- 2. Enter a number from 0 to 7 for the screen background luminance (0 is dark, 7 is light). The default is 1.
- 3. Enter a number from 0 to 7 for the character luminance. The default is 5. The system returns to the G/A-START-UP AND DISK screen.

# BACKUP PROCEDURES: DAILY AND MONTHLY

The information entered onto your data diskette is very valuable and costly to replace. For these reasons, performing daily backup is essential. A carefully controlled rotation of three or four data diskettes assures you of having the data from the past two days of system operation. In addition, you should backup your diskette before performing the End-of-Month procedures. Backup diskettes should be stored separately from the data diskette in use to prevent an accidental use of backup diskettes.

The backup procedures described here enable you to restore your data quickly if something unforeseen should happen to your current diskette. Because program diskettes cannot be backed up, these procedures apply only to data diskettes. Purchase replacement program diskettes from your ATARI dealer.

### **Diskette:** Data Entry

Screen Path:

Title	Үои Туре
GENERAL ACCOUNTING SYSTEM	1 RETURN
G/A-START-UP AND DISK	41 RETURN

### **Procedure:**

1. At the G/A-DUPLICATE DISK screen, follow the procedures to copy the original diskette onto a backup diskette.

You Type

- 2. Use the backup diskette as your new data diskette. Keep the original in a safe place. At the end of the day, copy the new data diskette onto another backup diskette.
- 3. On the next day, you should use the last diskette you created. At the close of this day's activity, copy the in-use diskette onto the original diskette. Now you are back where you started, but you also have backup diskettes for the two preceding days.
- 4. If you ruin the data on a diskette, use the last backup diskette and reenter the transactions made since the last backup process.



Figure 4-1 Use of Backup Diskettes

TRANSITION SCREENS The General Accounting System is comprised of many separate computer programs which are loaded, as required, from the program diskette. When you request a function which requires a change of programs, the system displays a Transition Screen informing you that the computer is loading the program or data table required for the selected function.

TRIALThe Trial Balance lists all accounts in the General Ledger and shows their<br/>current balances. Use the following procedure to print a Trial Balance.

### Diskette: Posting

# Screen Path:

Title

GENERAL ACCOUNTING SYSTEM	4	RETURN
G/A-POST/PERIOD PROCESS	72	RETURN
(RUN QUEUE)	1	RETURN

You Type

- 1. Verify that the printer is turned on and switched to ON-LINE and that an As-Of Date has been entered. Printing begins immediately after responding to the caution message on the screen.
- 2. Wait for the printer to finish. You can interrupt the printing operation before it is complete by using one of the interrupt commands: S(TOP), G(O), Q(UIT), and F(LUSH).




# APPENDIX A

## PRINTOUTS OF DEMONSTRATION COMPANY BOOKS

This appendix contains a complete set of printed reports for The Action Sales Co. transactions as of February 28, 1981.

Depending on the reporting needs of your Company, the General Accounting System can print up to six separate journals: the Cash Disbursements, Cash Receipts, Invoice Register, Merchandise Purchased, Cash Sales, and General Journals. For additional reporting capacity, the system can sort entries in the Merchandise Purchased Journal according to the dates on which payments are due.

While the General Accounting System is posting the transaction information from the journals to the various ledgers, it prints first the General Ledger, and then up to four subsidiary ledgers: the Monthly Payroll Register, the Quarter and Year-to-Date Register, the Accounts Receivable Ledger, and the Accounts Payable Ledger.

The General Accounting System prints three financial statements: the Profit and Loss Statement, the Trial Balance, and the Balance Sheet. Depending on your account numbering system, explained at the beginning of Section 3, the system can print up to nine departmental Profit and Loss Statements, plus a consolidated Profit and Loss Statement.

The General Accounting System prints up to six different account schedules, or lists: the General Ledger ("chart of accounts"), the customer list, the vendor list, the employee list, the payee list, and the list of standard entries. In addition, the system can sort the customer, vendor, employee, and payee/payor lists into either numerical or alphabetical order.

	10.05	THE ACTION SA	LES CO	
	AS UF 02/28/81	CASH DISBURSE	MENTS	PAGE 1
	DATE PAYEE	CHECK NO.	ACCT SUB NO+ ACCT	DETAIL NET AMT.
	02/01/81 BELL TELEPHONE	CO 112	6581	125.80
	02/01/81 DEPT OF WATER A	ND PO 113	6571	376+24
1	02/01/81 THE GAS CO	114	6571	287+52
	02/01/81 VALLEY DISPOSAL	CO 115	6591	63.50
2	02/01/81 RELIABLE INSURA	NCE C 116	6651	27+75
2	02/01/81 SPARKLING LAUND	RY CO 117	6541	37.70
3	02/01/81 NATIONAL BANK	118	2610 1180	1,500.00 70.00- 1,410.00
4	02/01/81 CONTINENTAL SUP	PLY C 119	2610 6641	780.00 45.00 825.00
	02/01/81 MICHAEL ERIC -	ATTOR 120	6701	45.00
	02/01/81 SAM'S RENI ALL	121	6731	25.00
	02/01/81 NEIGHBORHOOD SE	CURIT 122	6771	54.00
	02/01/81 ALL STATES OUTL	ETS 123	5011	2,557.75
	02/01/81 REDI ROOTER	124	6601	27.50
	02/01/81 PERRY, LARRY	125	6521 101 2040 101 2050 101	2,000.00 40.00- 52.49- 1,907.51
	02/01/81 MCLAUGHLIN, JER	RY 126	6521 102 2040 102 2050 102	1,199.50 23.99- 33.99- 1,141.52
	02X01/81 SMITH, LARRY	127	6521 103 2040 103 2050 103	1,080.00 21.60- 32.40- 1,026.00
	02/01/81 WILKENS, PAULA	128	6521 104 2040 104 2050 104	1,410.50 28.21- 39.32- 1,342.97

- 1 Company and Journal Names
- Check Number Written for This Transaction
- 2 Chronological List of 4 V Transactions C
- Vendor, Employee, or Other Payee Name

		ТН	E ACTION SA	LES CO	0		
	AS OF 02/28/81	CA	SH DISBURSE	MENTS			PAGE 2
	DATE	PAYEE	CHECK NO+	ACCT NO,	SUE ACCT	DETAIL	NET AMT.
	02/01/81	LEEMON, SHARI	129	6521 2040 2050	105 105 105	1,064.50 21.29- 31.94- 1	.,011.27
5	02/01/81	WALTERS, DENNIS	130	6521 2040 2050	106 106 106	1,129.50 22.02- 33.89- 1	.,073.59
6	02/01/81	WIEFEL, JIM	1.31	6521 2040 2050	107 107 107	1,427.50 28.55- 40.83- 1	,358,12
7	02/01/81	HILLMAN, KEN	132	6521 2040 2050	108 108 108	1,100.55 22.01- 33.02-	,045.52
8	02/01/81	DAVIS, STEVE	133	<u>6521</u> 2040 2050	109 109 109	1,360.50 27.21- 40.82- 1	.+292+47
9	02/01/81	WRIGHT, DAVID	134	6521 2040 2050	$110\\110\\110$	1,400.00 28.00 42.00 1	.,330.00
0	02/01/81	SNODDY, HOWARD	135	6521 2040 2050	$\begin{array}{c}111\\111\\111\end{array}$	1,970.00 39.40- 50.10- 1	.,880.50
		BATCH TOTAL				20	,272.23
	02/01/81	NATIONAL SUPPLY	136	2010	• 2		178.38
	02/01/81	CONTINENTAL SUPPLY	C 137	2610 6641		112+52 28+57	141.09
	02/02/81	NATIONAL BANK	138	2610 1180 6641		1,074.69 241.30 241.30 1	.,074.69
	02/02/81	ALL STATES OUTLETS	139	1520			35.00
	02/05/81	PERRY, LARRY	140	6521	101	1,100.00	

#### 5 Report Date

- 6 General Ledger Distribution Accounts
- 7 Payee Number Identified as Subaccount Number
- 8 Detail of Payroll Disbursement, Showing Gross Wages and Withholding Amounts
- 9 Net Amount of Same Transaction
- **10** Batch Total, Showing Net Amount in Batch



- 11 Sequential Page Numbering
- 12 Voided Checks Indicated in Payee Column
- 13 Cumulative Total of Cash Disbursements This Period

AS OF 02/28/81 CASH RECEIPTS PAGE 1 DATE PAYOR NO. ACCT DETAIL NET AMT. 02/06/81 CHRISMAN, WAYNE 1110 9 201.48	
DATE PAYOR NO. ACCT DETAIL NET AMT.	
02/06/81 CHRISMAN, WAYNE 111 0 4 201.48	
02/06/81 DAHMS, BEN 1110 8 74.54	
02/04/81 RICHMAN, GEORGE 1110 12 104.85	
1 02/06/81 MORRIS, MARVIN 1110 9 34.20	
BATCH TOTAL 415.07	
02/06/81 WILLIAMS, NANCY 1110 17 186.63	
2 02/06/81 MATERA, FRANK 1110 20 17.40	
02/06/81 BELL TELEPHONE CO 6581 42,22	
<b>3</b> 02/06/81 DAVIS, ED 1110 10 156.90	
02/06/81 THE GAS CO 6571 168.68	
BATCH TOTAL 571.83	
TOTAL 986+90	
THE ATARI ACCOUNTANT	

1 Payor Identified by Name

General Ledger Account to Which Cash Receipts Are Distributed

3

2 Subaccount Number

-				
		THE ACT	ION SALES CO	
	AS OF 02/28/81	INVOICE	REGISTER	PAGE 1
	DATE	CUSTOMER NO. NAME	INVOICE ACCT NUMBER NO.	DETAIL NET AMT.
	02/01/81	1 EROWN, HOWARD	1 4011 2030	202.80 12.17 214.97
1	02/01/81	2 ANGEL, JACK	2 4011 2030	555.15 33.31 588.44
	02/01/81	3 PARKS, HARALD	<b>3</b> 4011 2030	671.20 40.27
2	02/01/81	4 CHRISMAN, WAYNE	4 4011 2030	/11.47 121.00 7.26
3	02/01/81	5 REYNOLDS, DON	5 4011 2030	128.26 789.10 47.35
	02/01/81	7 JOHNSON, JACK	6 4011 2 2030	836.45 ,521.21 151.27
	02×01/81	8 DAHMS, BEN	7 4011 1 2030	2,672.48 ,498.00 89.88
	02/01/81	9 MORRIS, MARVIN	8 4011 2030	1,587,88 604,02 36,24
	02/01/81	LO DAVIS, ED	9 4011 2 2030	640,26 ,611,82 156,71
	02/01/81	11 TAUBER, STAN	10 4011 2030	2,768,53 505.00 30.30
	02/01/81	12 RICHMAN, GEORGE	11 4011 2030	535.30 989.23 59.35
	02/01/81	14 FOX, ALAN	12 4011 2030	1,048.58 602.11 36.13
	02/01/81	15 DIAZ, JANICE	13 4011 2030	638.24 117.25 7.04
				124.29

- 1 Customer Invoice Number
- 3 Net Invoice Amount
- 2 Detail of Customer Invoice

			THE ACT:	ION SALES C	)		
	AS OF 02/28/81		INVOIC	E REGISTER			PAGE 2
	DATE	CUS1	IOMER NAME	INVOICE NUMBER	ACCT NO.	DETAIL	NET AMT.
	02/01/81	16	ARNOLD, WALT	14	4011 2030	138.55 8.31	146.86
	02/01/81	17	WILLIAMS, NANCY	15	4011 2030	135.79 8.15	143.94
4	02/01/81	18	LADD, BOB	16	4011 2030	1,248.00 74.88	L,322.88
5	02/01/81	19	STEVENS, ANDREW	17	4011 2030	138.50 8.31	146.81
	02/01/81	20	MATERA, FRANK	1.8	4011 2030	563.48 33.81	597.29
	02/01/81	21	TEPPER, FRANK	19	4011 2030	257.71 15.46	273+17
	02/01/81	22	FLUNKETT, NEIL	20	4011 2030	82.28 4.94	87.22
	02/01/81	23	BROOKS, RICHARD	21	4011 2030	888.00 53.28	941.28
	02/01/81	24	BLANDIN, ERNIE	22	4011 2030	140.75 8.45	149.20
	02/01/81	25	SHERER, JOE	23	4011 2030	533.54 32.01	565.55
	02/01/81	26	CANNADY, ED	24	4011 2030	476.00 28.56	504.56
	02/01/81	27	WILSON, GEORGE	25	4011 2030	200.00 12.00	212:00
	-02/01/81	28	SWART, DAVE	26	4011 2030	2,201.19 132.07	2,333.26

4 Date of Customer Invoice

5

Customer Identified by Customer Account Number and Name



- 6 Credit Memo, Indicated as Negative Amount
- 7 Cash Sale Indicated in Customer Column
- Summary of Credit and Cash Sale Invoices This Period

			THE ACTION	SALES CO	0	
	AS OF 02/28/81		MERCHANDISE	PURCHASE	ED	PAGE 1
	DATE	VEN NO.	IDOR NAME	INVOICE NUMBER	ACCT	DETAIL NET AMT.
	02/01/81	1	ACCESSORIES R US DUE: 03/28/81	614	5011	820,00
	02/01/81	2	NATIONAL SUPPLY DUE: 03/28/81	615	5011	5,782.60
1	02/01/81	3	ACME CARTON CO DUE: 03/28/81	616	5011	2,042.45
	02/01/81	4	SUPERIOR SUPPLY CO DUE: 03/28/81	617	5011 6631	7,791.23 101.25
2	02/01/81	5	UNIVERSAL SUPPLY CO DUE: 03/28/81	618	501.1	1,517.81
3	02/01/81	6	MID-WEST PACKAGING CO DUE: 03/28/81	619	5011	2,020.30
	02/01/81	7	FOUR-SQUARE CONTAINERS DUE: 03/28/81	620	5011	1,5750.00
	02/01/81	8	HARDWARE HEAVEN DUE: 03/28/81	621	5011	27.50
	02/01/81	9	HOLD-FAST TAPE CO DUE: 03/28/81	622	5011	124.75
	02/01/81	10	IMPERIAL PRODUCTS DUE: 03/29/81	623	5011	5,775.25
	02/01/81	11	CITY STATIONERY SUPPLY DUE: 03/28/81	624	5011	167.30
			BATCH TOTAL			27,720,44
	02/01/81	10	IMPERIAL PRODUCTS DUE: 03/10/81	36215	5011	2,389.50
			BATCH TOTAL			2,389.50
			TOTAL			30,109.94
						THE ATARI ACCOUNTANT

- 1 Vendor Identified by Vendor Account Number and Name
- 2 Detail and Net Amounts of Vendor Invoice
- 3 Date Payment Is Due

40.05	THE ACTION	SALES CO		
AS UF 02/28/81	MERCHANDISE PURCHAS	ED (DATE-	DUE SC	DRT) PAGE 1
DATE	VENDOR NO, NAME	INVOICE NUMBER	ACCT NO.	DETAIL NET AMT.
02/01/81	10 IMPERIAL PRODUCTS DUE: 03/10/81	36215	5011	2,389.50
02/01/81	3 ACME CARTON CO DUE: 03/28/81	616	5011	2,042.45
02/01/81	8 HARDWARE HEAVEN DUE: 03/28/81	621	5011	27.50
02/01/81	5 UNIVERSAL SUPPLY CO DUE: 03/28/81	618	5011	1,517.81
02/01/81	6 MID-WEST PACKAGING CO DUE: 03/28781	619	5011	2,020.30
02/01/81	7 FOUR-SQUARE CONTAINERS DUE: 03/28/81	620	5011	1,550+00
02/01/81	4 SUPERIOR SUPPLY CO DUE: 03/28/81	617	5011 6631	7,791.23 101.25 7,892.48
02/01/81	9 HOLD-FAST TAPE CO DUE: 03/28/81	622	5011	124.75
02/01/81	10 IMPERIAL PRODUCTS DUE: 03/28/81	623	5011	5,775.25
02/01/81	11 CITY STATIONERY SUPPLY DUE: 03/28/81	624	501:1	167.30
02/01/81	2 NATIONAL SUPPLY DUE: 03/28/81	615	5011	5,782.60
02/01/81	1 ACCESSORIES R US DUE: 03/28/81	614	5011	820.00
	TOTAL			30,109.94
				THE ATARI ACCOUNTANT

- 1 Report Listing Vendor Invoices by Date Due
- 2 Date of Vendor Invoice
- 3 Vendor Invoice Number
- 4 General Ledger Cost of Sales Account



- 1 Date of Cash Summary
- 2 Cash Register Key, Linked to General Ledger Account Number
- 3 Heading Showing Types of Transactions to Follow
- 4 Cash Sales Credit Amount
- 5 Cash Sales Debit Amount
- 6 Zero Total, Indicating Books in Balance



3 Credit Account Number and Name

A-12 Appendix A

LEDGERS			THE ACTIO	N SALES CO		1
	AS 0 02/28	F /81	GENERAL	LEDGER		PAGE 1
	ACCT NO	ACCOUNT NAME	FOLIO	BALANCE FORWARD	CURRENT MONTH	BALANCE
	10:10	CASH ON HAND MONTHLY C-S SUMMARY MONTHLY C-S SUMMARY	CS CS	685.96	1,741.26- 1,686.51	631.21
1	1020	CASH ON DEFOSIT MONTHLY C-S SUMMARY CHECKS FOR MONTH RECEIPTS FOR MONTH SALES SUMMARY	CS CD CR IR	6,446.26	38,767.28 22,629.08- 986.90 41.05	22 412 41
2	1030	NATIONAL BANK		2,225.34		2,225.34
3	1110	ACCOUNTS RECEIVABLE CHRISMAN, WAYNE DAHMS, BEN RICHMAN, GEDRGE MORRIS, MARVIN WILLIAMS, NANCY MATERA, FRANK DAVIS, ED SALES SUMMARY	2 CR 02/ CR 02/ CR 02/ CR 02/ CR 02/ CR 02/ CR 02/ IR	23,309,23 (06/81 (06/81 (06/81 (06/81 (06/81 (06/81 (06/81	201.48- 74.54- 104.85- 34.20- 186.63- 17.40- 156.90- 19,874.11	47 407 24
	1:120	END OVER ADUANCES				12. J T U Z + U T
	1.1.50	ENFLOTEE ADVANCES	~	0/4+00		5/4.50
	1130	INVENTORI	4.			20,230,00
	1.12.0	JE # 14	GJ	2,500.00	750.00-	1,750.00
	1180	PREPAID INSURANCE NATIONAL BANK JE # 12 NATIONAL BANK	CD # 1 GJ CD # 1	5,826.70 118 5}8	20.00- 1,500.00- 241.30-	3,995.40
	1520	MACHINERY AND EQUIPM ALL STATES OUTLETS	ENT 2 CD # 1	26,719.49 139	35.00	26,754.49
	1550	ACCUMULATED DEPRECIA JE # 13 JE # 16	NOIT GJ GJ	3,795.47-	1,000.00- 479.56-	5,275.03
	1800	DEPOSITS		6,966.58		6,966.58

## 1 Posting Date

2 General Ledger Control Account, Showing Subaccount Activity

## 3 Folio or Journal of Original Entry

			т	HE ACT:	ION SALES CO		
		AS 0	F /81	GENER	AL LEDGER		PAGE 2
		ACCT NO	ACCOUNT NAME	FOLIO	BALANCE FORWARD	CURRENT MONTH	BALANCE
		1810	FRANCHISE FEES		10,000.00		10,000.00
		2010	ACCOUNTS PAYABLE NATIONAL SUPPLY MERCH, PURCH, SUMMARY	CD # MP	399.52- 136	178,38 30,109,94-	
5		2030	SALES TAX PAYABLE MONTHLY C-5 SUMMARY SALES SUMMARY	CS IR	1,139.57-	2,264.90 1,126.81-	30,331.08-
5	33	2040	FICA PAYABLE PERRY, LARRY MCLAUGHLIN, JERRY SMITH, LARRY WILKENS, PAULA LEEMON, SHARI MALTERS, DENNIS WIEFEL, JIM HILLMAN, KEN DAVIS, STEVE 27.21- WRIGHT, DAVID SNODBY, HOWARD JE # 15 PERRY, LARRY WITHHOLDING TAX PAYAB PERRY, LARRY MCLAUGHLIN, JERRY	CD # CD # CD # CD # CD # CD # CD # CD #	<b>302.28</b> - 125 126 127 128 129 130 131 132 133 134 135 140 430.80- 125 126	40.00- 23.99- 21.60- 28.21- 21.29- 22.02- 28.55- 22.01- 27.21- 28.00- 39.40- 302.28- 61.33- 52.49- 33.99-	968.17
			SMITH, LARRY WILKENS, PAULA LEEMON, SHARI WALTERS, DENNIS WIEFEL, JIM HILLMAN, KEN DAVIS, STEVE WRIGHT, DAVID SNODDY, HOWARD PERRY, LARRY	CD # CD # CD # CD # CD # CD # CD # CD #	127 128 129 130 131 132 133 134 135 140	32.40 39.32- 31.94- 33.89- 40.83- 33.02- 40.82- 42.00- 50.10- 250.00-	1,1 11,60-
		2060	INCOME TAX PAYABLE		612.84-		612.84-
		2070	NOTES PAYABLE		5,000.00		5,000.00-
		2610	NOTES PAYABLE NATIONAL BANK CONTINENTAL SUPPLY C	CD # CD #	48,475.46- 118 119	1,500.00 780.00	

- 4 Check Number from Cash Disbursements Journal
- 6 Detail of Current Month's Activity
- 5 Balance Forwarded from Previous Month

	TI	E ACT	ION SALES CO		
AS 0 02/28	F /81	GENER	AL LEDGER		PAGE 3
ACCT NO	ACCOUNT NAME	FOL.IO	BALANCE FORWARD	CURRENT MONTH	BALANCE
	CONTINENTAL SUPPLY C NATIONAL BANK	CD # CD #	137 138	112+52 1,074+69	45.008.25-
3010	CAPITAL STOCK		41,286.69-		41,286.69-
 3050	RETAINED EARNINGS		4,046.43-		
	PERIUD NET PROFIT (CR	) OR L.(	OSS (DB)	980,90-	5,027.33-
 4011	SALES MONTHLY C-S SUMMARY MONTHLY C-S SUMMARY SALES SUMMARY	CS CS IR	132,988.29-	15,854.00- 23,910.55- 18,788.35-	
					191,541.19-
5011	COST OF SALES ALL STATES OUTLETS PETTY CASH MONTHLY C-S SUMMARY MERCH. PURCH. SUMMARY	CD # CD # CS	81,446.37 123 143	2,557.75 11.50 3,190.75 30,008.69	
					117,215.06
6521	SALARIES AND WAGES PERRY, LARRY MCLAUGHLIN, JERRY SMITH, LARRY WILKENS, PAULA LEEMON, SHARI WALTERS, DENNIS WIEFEL, JIM HILLMAN, KEN DAVIS, STEVE WRIGHT, DAVID SNODDY, HOWARD FERRY, LARRY	CD # CD # CD # CD # CD # CD # CD # CD #	15, 142, 55 125 126 127 128 129 130 131 132 133 134 135 140	2,000.00 1,199.50 1,080.00 1,410.50 1,129.50 1,129.50 1,427.50 1,360.55 1,360.50 1,400.00 1,970.00 1,100.00	21 225 10
4501					31,385.10
6541	LAUNDRY AND UNIFORMS SPARKLING LAUNDRY CO PETTY CASH	CD # CD #	36.90 117 143	37.70 11.50	2,400,00
6551	CASH OVER/SHORT PETTY CASH MONTHLY C-S SUMMARY	CD 4⊫ CS	90.92 143	.50 .87	00 + 1 U

7 Period Net Profit or Loss Summary

### Summary of Activity Related to Control Account

8 Balance as of Posting Date

<sup>9</sup> 

	1	т	HE ACTIO	IN SALES CO		
	AS 0 02/28	0F 3/81	GENERAL	LEDGER		PAGE 4
	ACCT NO	ACCOUNT NAME	FOLIO	BALANCE FOR₩ARD	CURRENT MONTH	BALANCE
	6561	RENT - JE # 14	GJ	6,000.00	750.00	6,750.00
0	. 6571	UTILITIES DEPT OF WATER AND PO THE GAS CO THE GAS CO	CD # 1 CD # 1 CR 02/	1,623.57 13 14 06/81	376.24 287.52 168.68-	2 110 /5
1	6581	TELEPHONE <u>BELL</u> TELEPHONE CO BELL TELEPHONE CO	CD # 1 CR_02/	168.79 12 06/81	125.80	252.37
	6591	GARBAGE SERVICE VALLEY DISPOSAL CO	CD # 1	127.00 15	6(3+50	190.50
	6601	REPAIRS AND MAINTENAN REDI ROOTER ACE PLUMBING PETTY CASH	CE CD # 1 CD # 1 CD # 1	347.53 24 42 43	27.50 45.00 10.20	430.23
	6611	PAYROLL TAXES JE ‡ 15	GJ	1,214,79	302+28	1,517.07
	6631	SUPPLIES PETTY CASH MERCH, PURCH, SUMMARY	CD # 1 MF	861.14 43	5.81 101.25	968.20
	6641	INTEREST EXPENSE CONTINENTAL SUPPLY C JE # 12 CONTINENTAL SUPPLY C NATIONAL BANK	CD # 1 GJ CD # 1 CD # 1	747.16 19 37 38	45.00 1,500.00 28.57 241.30	2,562.03
	6651	INSURANCE RELIABLE INSURANCE C	CD # 1	472.86 16	27.75	500.61
	6661	TRAVEL PETTY CASH	CD ⊯ 1	15.45 43	15+00	30.45

10 General Journal Entry Reference 11 Transaction Date

		Т	HE AC	TION S	SALES CO		
(	02/28	/81	GENEI	RAL LE	EDGER		PAGE 5
	ACCT NO	ACCOUNT NAME	FOLI	)	BALANCE FORWARD	CURRENT MONTH	BALANCE
	6681	AUTO EXPENSE PETTY CASH	CD	143	113.29	13.29	126.58
	6701	LEGAL AND PROFESSIONA MICHAEL ERIC - ATTOR	L CD	⊯ 120	80.00	45.00	125.00
	6711	POSTAGE AND OFFICE SU PETTY CASH	PPLIE: CD	3 ⊯ 143	7.80	6.22	14.02
	6721	LICENSES AND FEES PETTY CASH	CD	⊫ 143	20.00	20.00	40.00
	6731	MACH, AND EQUIP, RENT SAM'S RENT ALL	ALS CD	⊭ 121	15.84	25.00	40,84
	6741	HOSPITALIZATION INSUR	ANCE	5	428.52		428.52
	6751	LOSSES ON BAD CHECKS			129:31		129.31
	6771	SECURITY EXPENSE NEIGHBORHOOD SECURIT	CD :	⊫ 122	108.00	54.00	162.00
	6781	DEPRECIATION JE # 13 JE # 16	GJ GJ	1,	918,24	1,000.00 479.56	3,397.80
	6791	MISCELLANEOUS EXPENSE MONTHLY C-S SUMMARY	CS		39.94	125.30	165.24
8	8011	OFFICE RENTAL		1,	941,46-		1,941.46-
٤	8021	OTHER INCOME MONTHLY C-S SUMMARY	CS		174.08-	• 0 0	174.08
8	8511	FEDERAL INCOME TAX		4,	550+00		4,550.00
	9999	INCOME TRANSFER PERIOD NET PROFIT (DB	> OR	16, LOSS	997.86 (CR)	980+90	17,978,74
		TOTALS			. 0.0	. 0.0	
							• 0 0

- 12 Income Transfer Account, Showing Current Month's Profit or Loss Transferred to Retained Earnings Account
- 13 Zero Totals, Indicating Books in Balance

A.C. 1	)E		THE ACT	ION SALES CO		
02/2	3/81	MON	THLY PA	YROLL REGISTE	R	PAGE 1
E:MFI NO	OYEE NAME	FOLIO	G/L ACCT	BALANCE FORWARD	CURRENT MONTH	BALANCE
101	PERRY, LARRY CHECK # 125 CHECK # 125 CHECK # 125 CHECK # 140 CHECK # 140	CD CD CD CD CD CD	6521 2040 2050 6521 2040 2050		2,000.00 40.00- 52.49- 1,100.00 61.33- 250.00-	
	EMPLOYEE SUMMAR GROSS PAY FICA WITHHELD F.I.T. WITHHE NET PAY	ELD	6521 2040 2050	2,000.00 40.00- 52.49- 1,907.51	3,100.00 101.33- 302.49- 2,696.18	5,100,00 141,33 354,98 4,603,69
102	MCLAUGHLIN, JER CHECK # 126 CHECK # 126 CHECK # 126	RY CD CD CD	6521 2040 2050		1,199.50 23.99- 33.99-	
	EMPLOYEE SUMMAR GROSS PAY FICA WITHHELD F.I.T. WITHHE NET PAY	ED.	6521 2040 2050	1,199.50 23.99- 33.99- 1,141.52	1,199.50 23.99- 33.99- 1,141.52	2,399.00 47.98- 67.98- 2,283.04
103	SMITH, LARRY CHECK # 127 CHECK # 127 CHECK # 127	C D C D C D	6521 2040 2050		1,080.00 21.60- 32.40-	
	EMPLOYEE SUMMAR GROSS PAY FICA WITHHELD F.I.T. WITHHE NET PAY	TLD	6521 2040 2050	1,080.00 21.60- 32.40- 1,026.00	1,080.00 21.60- 32.40- 1,026.00	2,160.00 43.20- , 64.80- 2,052.00
104	WILKENS, PAULA CHECK # 128 CHECK # 128 CHECK # 128	CD CD CD	6521 2040 2050		1,410.50 28.21- 39.32-	
	EMPLOYEE SUMMAR GROSS PAY FICA WITHHELD F.I.T. WITHHE NET PAY	:Y LD	6521 2040 2050	1,410.50 28.21- 39.32- 1,342.97	1,410.50 28.21- 39.32- 1,342.97	2,821.00 56.42 78.64 2,685.94
105	LEEMON, SHARI CHECK # 129 CHECK # 129	CD CD	6521 2040		1,064.50	

1 Employee Identified by Number and Name

3

Payroll Checks Entered in Cash Disbursements Journal

2 Summary, by Employee, of Payroll Activity

0.0	r.	THE ACT	ION SALES CO		
02/28	- /81 MON	THLY PA	PAGE 2		
EMFL. NO	OYEE NAME FOLIO	G/L ACCT	BALANCE FORWARD	CURRENT MONTH	BALANCE
	CHECK # 129 CD	2050		31.94-	
	EMFLOYEE SUMMARY GROSS PAY FICA WITHHELD F.I.T. WITHHELD NET PAY	6521 2040 2050	1,064.50 21.29- 31.94- 1,011.27	1,064.50 21.29- 31.94- 1,011.27	2,129.00 42.58- 63.88- 2,022.54
106	WALTERS, DENNIS CHECK # 130 CD CHECK # 130 CD CHECK # 130 CD	6521 2040 2050		1,129.50 22.02- 33.89-	
	EMFLOYEE SUMMARY GROSS FAY FICA WITHHELD F.I.T. WITHHELD NET PAY	6521 2040 2050	1,129,50 22,02- 33,89- 1,073,59	1,129.50 22.02- 33.89- 1,073.59	2,259,00 44.04- 67.78- 2,147.18
107	WIEFEL, JIM CHECK # 131 CD CHECK # 131 CD CHECK # 131 CD	6521 2040 2050		1,427.50 - 28.55- 40.83-	
	EMPLOYEE SUMMARY GROSS PAY FICA WITHHELD F.I.T. WITHHELD NET PAY	6521 2040 2050	1,427.50 28.55- 40.83- 1,358.12	1,427.50 28.55- 40.83- 1,358.12	2,855.00 57.10- 81.66- 2,716.24
108	HILLMAN, KEN CHECK # 132 CD CHECK # 132 CD CHECK # 132 CD	6521 2040 2050		1,100.55 22.01- 33.02-	
	EMPLOYEE SUMMARY GROSS PAY FICA WITHHELD F.I.T. WITHHELD NET PAY	6521 2040 2050	1,100.55 22.01- 33.02- 1,045.52	1,100.55 22.01- 33.02~ 1,045.52	2,201.10 *44.02~ 66.04~ 2,091.04
109 1	DAVIS, STEVE CHECK # 133 CD CHECK # 133 CD CHECK # 133 CD	6521 2040 2050		1,360.50 27.21- 40.82-	
	EMPLOYEE SUMMARY GROSS PAY FICA WITHHELD F.I.T. WITHHELD	6521 2040 2050	1,360.50 27.21- 40.82-	1,360,50 27,21- 40,82-	2;721:00 54:42- 81:64-

- 4 Payroll Distribution Accounts
- 6 Current Net Pay for Same Employee
- 5 Current Gross Wages and Withholding Amounts



- 7 Total Wages per Employee During Current Period
- 8

Period Summary of All Payroll Activity

AS	OF	THE ACTION SALES CO				
02/2	8/81 QUARTER AND	YEAR-TO-DATE PAYROLL REGISTER			PAGE 1	
EMP NO	LOYEE NAME	ACCT	CURRENT	QUARTEER TO-DATE	YEAR TO-DATE	
10 1	PERRY, LARRY GROSS PAY FICA WITHHELD F.I.I. WITHHELD NET PAY	6521 2040 2050	3,100.00 101.33- 302.49- 2.696.18	5,100.00 141.33~ 354.98- 4.603.69	5,100.00 141.33- 354.98- 4.603.69	
102	MCLAUGHLIN, JERRY GROSS PAY FICA WITHHELD F.T.T. WITHHELD	6521 2040 2050	1,199.50	2,399,00 47,98- 47,98-	2,399.00 47.98- 	
	NET PAY	1.000	1,141.52	2,283,04	2,283.04	
103	SMITH, LARRY GROSS PAY FICA WITHHELD F.I.T. WITHHELD NET PAY	6521 2040 2050	1,080.00 21.60- 32.40- 1,026.00	2,160.00 43.20- 64.80- 2,052.00	2,160.00 43.20- 64.80- 2,052.00	
104	WILKENS, PAULA GROSS PAY FICA WITHHELD F.I.T. WITHHELD NET PAY	6521 2040 2050	1,410.50 28.21- 39.32- 1,342.97	2,821.00 56.42- 78.64- 2,685.94	2,821.00 56.42- 78.64- 2,685.94	
105	LEEMON, SHARI GROSS PAY FICA WITHHELD F.I.T. WITHHELD NET PAY	6521 2040 2050	1,064.50 21.29- 31.94- 1,011.27	2,129.00 42.58- 63.88- 2,022.54	2,129,00 42,58- 63,88- 2,022,54	
106	WALTERS, DENNIS GROSS RAY FICA WITHWELD F.I.T. WITHWELD NET PAY	6521 2040 2050	1,129.50 22.02- 33.89- 1,073.59	2,259.00 44.04- 67.78- 2,147.18	2,259.00 44.04- 67.78- 2,147.18	
107	WIEFEL, JIM GROSS PAY FICA WITHHELD F.I.T. WITHHELD NET PAY	6521 2040 2050	1,427.50 28.55- 40.83- 1,358.12	2,855.00 57.10- 81.66- 2,716.24	2,855.00 57.10- 81.66- 2,716.24	
108	HILLMAN, KEN GROSS FAY FICA WITHHELD F.I.T. WITHHELD NET PAY	6521 2040 2050	1,100.55 22.01- 33.02- 1,045.52	2,201.10 44.02- 66.04- 2,091.04	2,201.10 44.02- 66.04- 2,091.04	
109	DAVIS, STEVE					

- 1 Payroll Distribution Accounts
- 2 Employee Identified by Number and Name
- Summary, by Employee, of Current Wages and Withholding

			THE AC	TION SALES CO			
	AS 02/2	OF 8/81 QUARTER AN	AND YEAR-TO-DATE PAYROLL REGISTER				
	EMP NO	LOYEE NAME	ACCT	CURRENT	QUARTER TO-DATE	YEAR TO-DATE	
		GROSS PAY FICA WITHHELD F.I.T. WITHHELD NET PAY		1,360.50 27.21- 40.82- 1,292.47	2,721.00 54.42- 81.64- 2,584.94	2;721.00 54,42 81.64- 2;584.94	
	110	WRIGHT, DAVID GROSS PAY FICA WITHHELD F.I.T. WITHHELD NET PAY	6521 2040 2050	1,400.00 28.00- 42.00- 1,330.00	2,800.00 56.00- 84.00 2,660.00	2,800.00 56.00- 84.00- 2,660.00	
	111	SNODDY, HOWARD GROSS PAY FICA WITHHELD F.I.T. WITHHELD NET PAY	6521 2040 2050	1,970.00 39,40 50.10 1,880.50	3,940.00 78.80- 100.20- 3,761.00	3,940.00 78.80- 100.20- 3,761.00	
6		SUMMARIES					
		GROSS PAY FICA WITHHELD F.J.T. WITHHELD NET PAY	6521 2040 2050	16,242.55 363.61~ 680,80~ 15,198.14	31,385.10 665.89- 1,111.60- 29,607.61	31,385,10 665,89 1,111,60 29,607,61	

4 Summary, by Employee, of Quarterly Wages and Withholding

5 Summary, by Employee, of Total Wages and Withholding During Fiscal Year to Date Summaries of All Wage and Withholding Amounts

THE ACTION SALES CO					
AS U 02/28	F 781	ACCOUNTS REC	ACCOUNTS RECEIVABLE LEDGER		
ACCT NO	ACCOUNT NAME	FOLIO	BALANCE FORWARD	CURRENT MONTH	BALANCE
1	BROWN, HOWARD INVOICE # 1	IR	146.70	214.97	361.67
2	ANGEL, JACK INVOICE # 2	IR	781.32	588+46	1,369.78
 3	PARKS, HARALD Invoice # 3	IR	1,048.80	711.47	1,760+27
4	CHRISMAN, WAYNE INVOICE # 4 02/06/81 INVOICE # 629	IR CR IR	33.25	128.26 201.48- 48.75	8.78
5	REYNOLDS, DON INVOICE # 5	IR	691.10	836.45	1,527.55
6	ROMAN, GREG		101.79		101.79
7	JOHNSON, JACK Invoice # 6	IR	3,772.00	2,672.48	6,444.48
8	DAHMS, BEN INVOICE # 7 02/06/81	IR CR	1,703,28	1,587.88 74.54-	3,216.62
9	MORRIS, MARVIN INVOICE # 8 02/06/81	IR CR	575:02	640.26 34.20-	1,181.08
1.0	DAVIS, ED INVOICE # 9 02/06/81	IR CR	2,109.91	2,768.53 156.90-	4,721.54
1.1	TAUEER, STAN INVOICE # 10	IR	442.00	535.30	977.30
12	RICHMAN, GEORGE INVOICE # 11 02/06/81	IR CR	1,080.00	1,048.58	2,023.73

1 Payor/Customer Identified by Account Number and Name

#### 2 Customer Invoice Number

3 Date Payment Received

	10.0	7 Bee	THE ACTI	ON SALES CO		
	AS L 02/26	)F 8/81 A	CCOUNTS REC	EIVABLE LEDG	ER	PAGE 2
	ACCT NO	ACCOUNT NAME	FOLIO	BALANCE	CURRENT MONTH	EALANCE
	13	TRIMBLE, STEVE		201.80		201.80
	14	FOX, ALAN INVOICE # 12	IR	696.10	638.24	1,334.34
4	15	DIAZ, JANICE Invoice # 13	IR	268.11	124.29	392.40
5	16	ARNOLD, WALT INVOICE # 14	IR	208.08	146.86	354.94
	17	WILLIAMS, NANCY INVOICE # 15 02/06/81	IR CR	515.05	143.94 186.63-	472+36
	18	LADD, BOB INVOICE # 16 INVOICE # 630	IR IR	2,650.00	1,322.88 93,83-	3,879.05
6	19	STEVENS, ANDREW INVOICE # 17	IR	111.33	146+81	258.14
	20	MATERA: FRANK INVOICE # 18 02/06/81	<del>IR</del> CR	627.32	597.29 17.40-	1,207.21
	21	TEPPEP; FRANK INVOICE # 19	TP	308.17	273+17	581.34
	22	PLUNKETT, NEIL INVOICE # 20	IR	260.00	87.22	347.22
	23	BROOKS, RICHARD INVOICE # 21	IR	1,667.07	941.28	2,608.35
	24	BLANDIN, ERNIE INVOICE # 22	IR	177.22	149.20	326.42

- 4 Folio or Journal
- 6 Current Charges and Payments
- 5 Balance Owing from Previous Period

	40.0		THE ACT	ION SALES CO		
	02/28	/81	ACCOUNTS RE	CEIVABLE LEDG	ER	PAGE 3
	ACCT NO	ACCOUNT NAME	FOLIO	BALANCE FORWARD	CURRENT MONTH	BALANCE
	25	SHERER, JOE INVOICE # 23	IR	417.83	565.55	983、38
7	26	CANNADY, ED INVOICE # 24	IR	532.21	504.56	1.036.77
8	27	WILSON, GEORGE INVOICE # 25	IR	381.77	212,00	593.77
	28	SWART, DAVE INVOICE # 26	IR	1,802.00	2,333.26	4,135,26
		TOTALS		23,309.23	19,098.11	42,407.34
					THE ATARI	ACCOUNTANT

- 7 Total Amount Owing per Customer as of Posting Date
- Totals of Accounts Receivable as of Posting Date

	5 pro	THE ACTI	ON SALES CO		
02/28	3/81 4	ACCOUNTS P	R	PAGE 1	
ACCT NO	ACCOUNT NAME	FOLIO	BALANCE FORWARD	CURRENT MONTH	BALANCE
1	ACCESSORIES R US INVOICE # 614	MP	.00	820.00-	820.00-
2.	NATIONAL SUPPLY INVOICE # 615 - CHECK <b># 136</b>	MP CD	399+52-	5,782.60- 178,38	
З	ACME-CARTON CO INVOICE # 616	MP	.00	2,042.45-	A;013.74 - 2:042.45-
4	SUPERIOR SUPPLY CO INVOICE # 617	MP	.00	7,892.48-	7,892.48-
5	UNIVERSAL SUPPLY CO INVOICE # 618	) MP	+ 0 0	1,517.81-	1,517.81-
6	MID-WEST PACKAGING INVOICE # 619	CO MP	.00	2,020.30-	2,020,30-
Z	FOUR-SQUARE CONTAIN NVOICE # 620	VERS MP	.00	1,550.00-	1,550.00-
8	HARDWARE HEAVEN Invoice # 621	MP	.00	27.50~	27.50-
9	HOLD-FAST TAPE CO INVOICE # 622	MP	÷ 0 0	124,75-	124,75-
10	IMPERIAL PRODUCTS INVOICE # 623 INVOICE # 36215	MP MP	, 0.0	5,775.25- 2,389.50-	8,164.75-
11	CITY STATIONERY SUF INVOICE # 624	PPLY MP	.00	167.30-	167.30-
	TOTALS		399,52-	29,931.56-	30,331,08-

- 1 Payee Identified by Account Number and Name
- 2 Listing of Check Number, Journal of Original Entry, and Payment Amount
- 3 Balance Owed from 6 Totals Previous Period able as
- 4 Vendor Invoice Number, Journal of Original Entry, and Amount Due on Invoice
- 5 Total Amount Owed to Vendor as of Posting Date
- 6 Totals of Accounts Payable as of Posting Date

FINANCIAL STATEMENTS	THE AC PROFIT AN FEBRU	THE ACTION SALES CO FROFIT AND LOSS STATEMENT FEBRUARY 28, 1981							
		CURRENT	%	YEAR-TO-DATE	%				
	INCOME SALES	58,552.90	100.0	191,541.19	100.0				
	COST OF SALES COST <del>OF</del> SALES	35,768.69	61.1	117,215.06	61.2				
	GROSS PROFIT	22,784.21	38.9	74,326.13	38,8				
1	EXPENSES Sala <del>ries</del> and wages Franchise fees	16,242.55	27.7 .0	31,385.10 2,400.00	16.4 1.3				
2	LAUNDRY AND UNIFORMS CASH OVER/SHORT RENT UTUITTES	49.20 1.37 750.00 495.08	*1 .0 1+3	86.10 92.29 6,750.00 2.118.65	•0 •0 3•5 1•1				
3	TELEPHONE GARBAGE SERVICE REPAIRS AND MAINTENANCE PAYROLL TAXES	83.58 63.50 82.70 302.28	.1 .1 .5	252.37 190.50 430.23 1,517.07	•1 •1 •2 •8				
4	SUPPLIES INTEREST EXPENSE INSURANCE TRAVEL AUTO EXPENSE	1,814.87 27.75 15.00 13.29	3 • 1 • 0 • 0 • 0	2,562.03 2,562.03 500.61 30.45 126.58	.5 1.3 .3 .0 .1				
5	LEGAL AND PROFESSIONAL FOSTADE AND OFFICE SUPPLIES LICENSES AND FEES MACH, AND EQUITE, RENTALS HOSPITALIZATION INSURANCE LOSSES ON BAD CHECKS	45.00 6.22 20.00 25.00 .00	* 1 * 0 * 0 * 0 * 0	125,00 14.02 40.00 40.84 428.52 129.31	* 1 * 0 * 0 * 2 * 1				
	DEPRECIATION MISCELLANEOUS EXPENSE	1,479.56 125.30	2.5	3,397.80	*1 1 *8 *1				
	TOTALS	21,803.31	37+2	53,912,91	28.1				
	PROFIT (LOSS)	980.90	1.7	20,413.22	10.7				
	OTHER INCOME OFFICE RENTAL OTHER INCOME	00. 00.	. 0 . 0	1,941.46 174.08	1 • 0 • 1				
	TOTALS	+ 0.0	.0	2,115.54	1.1				
	OTHER EXPENSES FEDERAL INCOME TAX	.00	.0	4,550.00	2.4				
	NET PROFIT (LOSS)	980.90	1.7	17,978.76	9.4				
				THE ATARI ACCOUN	ITANT				

- 1 Current Sales
- 2 Year-to-Date Gross Profit
- 3 Total Expenses as Percentage of Income
- 4 Profit after Expenses in Dollars and Percentages for Current Period and Year-to-Date
- 5 Net Profit in Dollars and Percentages for Current Period and Year-to-Date

1 General Ledger Account Number and Name Listing of Debit and Credit Amounts



- 3 Date of Trial Balance Listing
- 4 Zero Total, Indicating Books in Balance



- 1 Subtotal of Current Assets
- Total Assets

3

- 2 Detail Summary of Other Assets
- Total Liabilities, in Balance with Total Assets



#### 1 Date of Listing

2 Heading Indicating Account Type

#### 3000-Level Accounts (Capital Accounts)



4 General Ledger Account 5 Income Transfer Account Name (Permanent)



1 Customer List, Arranged Numerically



1 Customer List, Arranged Alphabetically



1 Vendor List, Arranged Numerically



1 Vendor List, Arranged Alphabetically


1 Employee List, Arranged Numerically



1 Employee List, Arranged Alphabetically

ſ		THE ACTION SALES CO			
		PAYEES IN NUMERIC ORDER		PAGE 1	
	PAYEE NO.	DATE PRINTED: 02/28/81 PAYEE NAME	1ST GL ACCT	2ND GL ACCT	
	1 2 3 4	BELL TELEPHONE CO DEPT OF WATER AND POWER THE GAS CO ACME REALTY CO	6581 6571 6571 6561	NZA NZA NZA NZA	
1	5 6 7 8 9	VALLEY DISPUSAL CU RELIABLE INSURANCE CO SPARKLING LAUNDRY CO NATIONAL BANK CONTINENTAL SUPPLY CO P.D.O. ADVERTISING	6591 6651 6541 2610 2610 N/A	NZA NZA 1180 6641 NZA	
2	11 12 13 14 15	MICHAEL ERIC - ATTORNEY SAM'S RENT ALL NEIGHBORHOOD SECURITY SERVICE CENTRAL COMMERCIAL BANK STATE TREASURER	6701 6731 6771 2040 2030	NZA NZA 2050 NZA	
3	16	ALL STATES OUTLETS	5011	NZA	
			TFI	E ATARI (	ACCOUNTANT

- 1 Payee List, Arranged Numerically (includes payors)
- 2 General Ledger Account Preassigned as Data Entry Prompt
- No Preassigned General Ledger Account

3

	THE ACTION SALES CO		
			PAGE 1
	PAYEES IN ALPHARETTE ORDER		
	NATE DETNITED * 02/20/01		
DAVEE	PAYEE	1 CT (1	200 01
FHILL		LOI GL	ZNU GL
NO.	NAME.	ALLI	ACUI
			AND AND AND AND AND AND AND AND
4	ACME REALTY CO	6561	NZA
1.6	ALL STATES OUTLETS	5011	NZA
1	BELL TELEPHONE CO	6581	NZA
14	CENTRAL COMMERCIAL RANK	2040	2050
	CONTINENTAL CUEDLY CO	2/10	2.0.00
,	DEST OF HATED AND SOURS	2010	0.011
	DEFT OF WHICK AND FUWER	607.L	NZA
11	MICHAEL ERIC - ATTORNEY	6701	NZA
8	NATIONAL BANK	2610	1180
13	NEIGHBORHOOD SECURITY SERVICE	6771	NZA
1.0	P.D.D. ADVERTISING	NZA	NZA
6	RELIAR E INSURANCE CO	44.51	NZA
1.0	CAM/C DENT ALL	2 7 O I	
	SHELS REPLEMENT OF	07.01	NZA
	STARKLING LAUNDRY CO	6541	N/A
15	STATE TREASURER	2030	NZA
3	THE GAS CO	6571	NZA
5	VALLEY DISPOSAL CO	6591	NZA
		ΤH	E ATARI ACCOUNTANT

1 Payee List, Arranged Alphabetically (includes payors)

# APPENDIX B GENERAL ACCOUNTING SYSTEM SUMMARY

The charts in this appendix illustrate the relationship among functions in the General Accounting System. Each boxed chart shows how major functions are grouped. Each small box shows the number and name of a specific function.

### DATA ENTRY DISKETTE







### DATA ENTRY DISKETTE



### POSTING DISKETTE













# APPENDIX C ERROR CONDITIONS

Whenever the General Accounting System encounters an error condition, it stops processing information, sounds a warning tone, and displays a message on the screen.

The system displays two types of error messages: those generated by the General Accounting System and those generated by the operating system of the computer.

#### GENERAL ACCOUNTING SYSTEM ERROR MESSAGES

The General Accounting System displays an error message when you enter information unacceptable to the system, such as an invalid command number or a nonexistent account number.

An error message flashes repeatedly at the bottom of the screen and the system sounds a tone. A typical message looks like this:

ERROR: COMMAND NUMBER IS INVALID

To resolve the error, press the RETURN key to clear the message from the screen. Reenter the correct information.

#### COMPUTER OPERATING SYSTEM ERROR MESSAGES

The computer operating system displays an error message when it encounters a condition such as a malfunctioning system component. A message is displayed at the bottom of your screen in the following format:

TERMINAL ERROR aaa AT LINE bbb of PGM ccc PRESS RETURN TO CONTINUE

where *aaa* refers to the error code number indicating the condition, *bbb* refers to the line of the General Accounting System program where the condition occurred, and *ccc* refers to the number of the program.

To find the meaning of the error code number (aaa), consult Appendix B of your *BASIC Reference Manual* (P/N C015307). This manual describes the error condition.

When you press **RETURN**, the system returns you to the GENERAL ACCOUNT-ING SYSTEM screen. At the screen, repeat your command or data entry sequence. If the error condition recurs, write down the complete error message and contact your ATARI dealer.

# APPENDIX D TROUBLESHOOTING

If you have correctly connected and powered up the ATARI Personal Computer System as described in Section 1 of this manual, you should encounter no difficulty operating it. However, problems occasionally occur. Here are some tips for resolving them:

- 1. Retrace the set-up procedures described in Section 1 to ensure that all components are connected properly.
- 2. Check that all plugs are securely seated. Be sure that the power adapters are plugged into an electrical outlet.
- 3. Turn on each unit, one at a time, as described in Section 1. Check that the power indicator light is lit. If a unit is connected properly but the indicator light does not come on, check the "Troubleshooting" section of your Operator's Manual for that unit.
- 4. If you encounter a difficulty that you cannot correct by consulting the appropriate Operator's Manual, contact your ATARI dealer.

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#### LIMITED 90 DAY WARRANTY ATARI® PROGRAM DISKETTES

ATARI, INC. ("ATARI") warrants to the original consumer purchaser that this ATARI Program Diskette (not including computer programs) shall be free from any defects in material or workmanship for a period of 90 days from the date of purchase. If any such defect is discovered within the warranty period, ATARI's sole obligation will be to repair or replace, at its election, the Program Diskette free of charge on receipt of the unit (charges prepaid, if mailed or shipped) with proof of date of purchase satisfactory to ATARI at any authorized ATARI Service Center. For the location of an authorized ATARI Service Center near you, call toll-free:

In California (800) 672-1430 Continental U.S. (800) 538-8547

or write to:

Atari, Inc. Customer Service Department 1340 Bordeaux Drive Sunnyvale, CA 94086

YOU MUST RETURN DEFECTIVE PROGRAM DISKETTES TO AN AUTHORIZED ATARI SERVICE CENTER FOR IN-WARRANTY REPAIR.

This warranty shall not apply if the Program Diskette: (i) has been misused or shows signs of excessive wear, (ii) has been damaged by being used with any products not supplied by ATARI, or (iii) has been damaged by being serviced or modified by anyone other than an authorized ATARI Service Center.

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